

**VIRGINIA CITY COUNCIL
AGENDA
THURSDAY, AUGUST 16, 2012 – 6:30 P.M.**

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC FORUM (Limited to 5 minutes per Council protocol)**
5. **CONSENT AGENDA** (Note: Motion will be to approve the Consent Agenda as listed.)
The following items will be enacted by one motion unless a Councillor or Citizen of the City of Virginia requests that the item be considered separately:
 - 5.1 Approval/correction of minutes of Regular Meeting held July 24, 2012.
 - 5.2 Adoption of Finance Resolution No. 12-014 – Schedule of Bills.
 - 5.3 Adopt Resolution authorizing the submission of a grant application to the Department of Natural Resources for a Park Legacy and/or Regional Park Application.
6. **APPEARANCES (Limited to 10 minutes)**
7. **UNFINISHED BUSINESS**
8. **DISCUSSION ITEMS**
 - 8.1 Recommendations from the Planning and Zoning Commission:
 - a. Waive variance fee for Helen Aubol – 720 13th Street North.
 - b. Approve 3.5 foot variance to the required 5 foot setback to allow Helen Aubol, 720 13th Street North to construct a garage 1.5 feet from the West property line, contingent upon rain gutters being placed on the garage and the Utility Obstruction Agreement being signed.
 - c. Deny a Conditional use Permit for Access Equipment and Communications, Inc. for property adjacent to the Midway water tower.
 - 8.2 Resignation from Joe Leoni from Hospital Commission.
 - 8.3 Set public hearing to discuss outstanding Hospital Bonds.
 - 8.4 All-Veterans Parade, 10:00 A.M., August 25, 2012, Chestnut Street from 1st Avenue to 4th Avenue, north to Veteran's Park.
 - 8.5 Resolution canvassing votes of the Primary Election held August 14, 2012. (If approved, adopt Resolution.)
 - 8.6 New hires:
 - a. Patrol officer. (If approved, adopt Resolution.)
 - b. Administrative Assistant/Network Technician. (If approved, adopt Resolution.)

9. COMMITTEE REPORTS

9.1 Finance Committee-of-the-Whole (August 7, 2012)

- a. Solar power projects.
- b. City garbage bags.
- c. Purchase of pump – Northeast Technical Services.
- d. Quotes – black dirt/soil.
- e. New telephone system.
- f. Purchase of computer server for Police Department. (If approved, adopt Resolution.)
- g. Purchase of equipment for new fire truck. (If approved, adopt Resolution.)
- h. Invoices for soil testing/corrections for Waschke site.
- i. Continuation of computer IT services with Compudyne.
- j. Insurance for memorial parks.
- k. Travel request – Nancy Maxwell, Library Director, MN Library Association Conference, October 2-5, 2012, St. Paul, MN.
- l. Travel – City Operations Director, plus two additional representatives, to attend the Annual “Shot Show” in January, 2013, Las Vegas, NV.
- m. Transfer of net proceeds from Insurance Trust Fund to PERA OPEB Account.

10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS

11. ADJOURN TO TUESDAY, AUGUST 28, 2012, AT 6:30 P.M., COUNCIL CHAMBERS

ITEM 13 - APPLICANT'S RESOLUTION

BE IT RESOLVED that _____ act as legal sponsor for the project contained in the Park Legacy and/or Regional Park Application to be submitted on _____ and that _____ is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of _____.

BE IT FURTHER RESOLVED that _____ has the legal authority to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that _____ has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described on Item 4.

BE IT FURTHER RESOLVED that _____ has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, _____ may enter into an agreement with the State of Minnesota for the above-referenced project, and that _____ certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that _____ is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the _____ of _____ ON _____.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)

8.1a.

ENGINEERING DEPARTMENT

(218) 748-7500

TO: Honorable Mayor Steve Peterson
And City Council

FROM: Chairperson Bruce Kniivila
Planning and Zoning Commission

DATE: July 25, 2012

SUBJECT: Variance for Helen Aubol – 720 13th Street North:

It is the recommendation of the Planning and Zoning Commission to waive the refilling variance fee for Helen Aubol – 720 13th Street North.

Moved by Bird and supported by Kauppi to waive Aubol's \$100 variance refilling fee. MOTION CARRIED.

Your favorable consideration will be appreciated. If you have any questions, please feel free to contact us.

CITY OF VIRGINIA

327 FIRST STREET SOUTH • VIRGINIA, MINNESOTA 55792-2623

8.16.

ENGINEERING DEPARTMENT

(218) 748-7500

TO: Honorable Mayor Steve Peterson
And City Council

FROM: Chairperson Bruce Kniivila
Planning and Zoning Commission

DATE: August 7, 2012

SUBJECT: Variance for Helen Aubol – 720 13th Street North:

It is the recommendation of the Planning and Zoning Commission to approve the variance for Helen Aubol – 720 13th Street North.

- 1.) A 4 foot variance to the required 5 foot setback in order to construct a garage 1 foot from the west property line.

A family member on behalf of Helen Aubol was present to speak to the Commission regarding the variance.

Moved by Bird and supported by Rosandich for a 3.5 foot variance to the required 5 foot setback in order to construct a garage 1.5 feet from the west property line contingent upon rain gutters being placed on the garage and the Utility Obstruction Agreement being signed. MOTION CARRIED.

Your favorable consideration will be appreciated. If you have any questions, please feel free to contact us.

8.1c.

ENGINEERING DEPARTMENT

(218) 748-7500

TO: Honorable Mayor Steve Peterson
And City Council

FROM: Chairperson Bruce Kniivila
Planning and Zoning Commission

DATE: July 25, 2012

SUBJECT: Conditional Use Permit for Access Equipment and Communications, Inc.

It is the recommendation of the Planning and Zoning Commission to deny a Conditional Use Permit for Access Equipment and Communications, Inc. – No Address (Adjacent to Midway Water Tower):

The Commission discussed the request for a Conditional Use Permit for Access Equipment and Communications, Inc. in which Jim Nyhus had not turned in the requested revised project specific sketch.

Moved by Bird and supported by Kauppi to deny a Conditional Use Permit for Access Equipment and Communications, Inc. MOTION CARRIED.

BASIS OF DECISION

- **Numerous Neighbor Objection**
- **Commercial Storage Building would be Incompatible with R-1 District**

Your favorable consideration will be appreciated. If you have any questions, please feel free to contact us.

-----Original Message-----

From: Joe Leoni [mailto:JLeoni@trentilaw.com]

Sent: Tuesday, July 24, 2012 12:34 PM

To: Gayle Dibley

Cc: Bill Smith

Subject: Re: MAYOR RESPONSE TO VIRGINIA HOSPITAL COMMISSION LETTER

This is probably the best date and time to announce my resignation from the VRMC commission. Since I have moved from the City of Virginia and I am renting my home, the City Attorney informs me that I must resign. It was a pleasure performing my public service to such a great facility. I will truly miss the administration, employees and fellow commissioners. Please forward this to the proper authorities. Thank you Gayle, I am so glad I got a chance to work with such a wonderful person. Joe Leoni

Sent from my iPhone

n

Please join us for the special dedication ceremony

Iron Range Veterans Memorial

Saturday, August 25, 2012

Veterans Memorial Park located near Virginia Lake
(Rain or Shine)

All-Veterans Parade on Chestnut Street
at 10:00 AM with dedication ceremony to follow

(Parade route: Chestnut Street from 1st Avenue to 4th Avenue,
north to Veterans Park)

Reception following at the Virginia Elks Club

RSVP by August 21st with number attending

218-749-7108 or nelsonk@stlouiscountymn.gov



In honor of those who served....Shoulder to shoulder, even the fallen stand tall.

COUNCIL CHAMBERS

8.6a

Resolution No.

City of Virginia, Minnesota, **August 16, 2012**

Resolution **approving hiring of a Patrol Officer for the City of Virginia**

Resolved by the City Council of the City of Virginia, that

WHEREAS, the City of Virginia and Law Enforcement Labor Services Inc. have agreed that there is a Patrol Officer position available in the Virginia Police Department; and

WHEREAS, this position is covered under an agreement between the City of Virginia and the Law Enforcement Labor Services Local 195; and

WHEREAS, the Civil Service Commission and a review committee have reviewed potential applicants; and

WHEREAS, Ms. Katie Jo Saumer has satisfactorily passed an initial background check, and is scheduled for a pre-employment physical, occupational therapy assessment, and psychological assessment,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves offering the Patrol Officer position to Ms. Saumer, contingent upon passing the pre-employment physical, occupational therapy assessment, and psychological assessment, with a starting date on or after August 16, 2012, subject to a twelve (12) month probation period and the terms of the Law Enforcement Labor Services Local 195 labor agreement.

Moved by Councillor _____ supported by Councillor _____ that the above resolution be adopted.

Ayes:

Nays:

8-6 D.

COUNCIL CHAMBERS



Resolution No.

City of Virginia, Minnesota, August 16, 2012

Resolution **approving hiring of a confidential Administrative Assistant/Network Technician for the City of Virginia**

Resolved by the City Council of the City of Virginia, that

WHEREAS, the confidential full-time Administrative Assistant/Network Technician is a non-contract position, and

WHEREAS, the part-time position benefits will be prorated and follow the benefits as outlined in the City of Virginia's Agreement with the Municipal Association of Professional Employees, MAPE; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves offering the full-time confidential Administrative Assistant/Network Technician position to Kristen Johnson contingent upon passing the pre-employment physical and background check, with a starting date on or after August 16, 2012; subject to a six (6) month probation period. Employee's position is subject to formal review after six (6) month probation period.

Moved by Councilor supported by Councilor that the above resolution be adopted.

Ayes:

Nays:

FINANCE COMMITTEE
Tuesday, August 7, 2012 – 9:00 A.M.
COUNCIL CHAMBERS, VIRGINIA CITY HALL

PRESENT: Councillors Littlewolf, Baribeau, Sipola, Ralston, Cuffe, Russo;
Mayor Steve Peterson – 7

ABSENT: None

ALSO PRESENT: John Tourville, City Operations Director; Sherry Erickson, Finance/
Human Resources Director; Krystina Nickila, Engineering Secretary; John
Bachman, Park and Recreation Director; Ed Alto, Team Coordinator; Dan
L’Allier, Chief Fire Department; Dennis Benz, Interim Chief Police
Department; Maurine Weidner, Service Solutions.

Chairperson Peterson called the meeting to order at 9:05 A.M.

Park and Recreation Director John Bachman spoke regarding the proposal from Silicon Energy and its affiliate – Newport Partners, LLC for the Solar Power Projects. The cost savings to the City was discussed and it was requested that Bachman obtain the final numbers for installation at the 3 sites.

a. **Moved by Littlewolf and supported by Sipola for Park and Recreation Director John Bachman to attend the September Board Meeting at the IRRRB. MOTION CARRIED.**

Park and Recreation Director John Bachman handed out a monthly review of the settlement by terminal results for the Michael’s on the course ATM and explained it was not being used as much after the Land of the Loon ended. Bachman stated this was just informational at this time but indicated it was possible a monthly ATM fee could be charged to the City in the future if it was not being used more. The Finance Committee requested to try the ATM another month until the end of August and then check the usage to see if it improves.

b. Team Coordinator Ed Alto requested the purchase of City garbage bags.
Moved by Russo and supported by Cuffe to purchase City garbage bags. MOTION CARRIED.

Team Coordinator Ed Alto explained the current City pump was a 1988 in which Northeast Technical Services also uses. Alto stated a new pump needed to be purchased and would like to discuss with NTS about purchasing another one. The Committee requested Finance Director Sherry Erickson to look into the Enterprise Fund to purchase a new pump.

c. **Moved by Sipola and supported by Russo for Team Coordinator Ed Alto and City Operations Director John Tourville to negotiate with Northeast Technical Services to purchase a new pump. MOTION CARRIED.**

Team Coordinator Ed Alto requested obtaining a price for screening and mixing black dirt/soil.

d. **Moved by Russo and supported by Cuffe to obtain quotes for screening and mixing black dirt/soil. MOTION CARRIED.**

Team Coordinator Ed Alto requested testing the City sirens on Wednesday August 15, 2012 at 9AM. Interim Police Chief Dennis Benz was made aware of the testing and stated he would notify the paper to inform the citizens not to be alarmed that it was only testing.

Maurine Weidner with Service Solutions discussed receiving quotes from DuluthRange Communications and DCR Communications for the new telephone system. The Committee requested obtaining the City's current monthly cost in which Weidner stated she would get this information. Weidner checked into which locations the quote covered for the new telephone system in which it was City Hall, Police Department and the Fire Department.

e. **Moved by Russo and supported by Littlewolf advising Finance Director Sherry Erickson to check if the new telephone system was budgeted. MOTION CARRIED.**

Interim Police Chief Dennis Benz requested purchasing a new computer server in which quotes were sought from three vendors but only one quote was received from Compudyne Inc. in the amount of \$19,995.24.

f. **Moved by Ralston and supported by Littlewolf to purchase a new computer server through Compudyne Inc. in the amount of \$19,995.24. MOTION CARRIED.**

The Committee discussed possible funding through different grants for new sirens and requested looking into Homeland Security and FEMA for funding.

Fire Chief Dan L'Allier discussed receiving two quotes for additional equipment for the fire truck.

g. **Moved by Sipola and supported by Cuffe to go through Metro Fire in the amount of \$26,015.30 for the additional equipment for the fire truck at the Fire Department. MOTION CARRIED.**

Councilor Cuffe requested Fire Chief Dan L'Allier compile a list of lifespan of equipment and how old the equipment currently is. Councilor Cuffe requested this list be emailed to Finance Director Sherry Erickson and City Operations Director John Tourville.

The Committee discussed that the Finance Department needed approval to set up transfer in/out entries from the Charter Bond and Department Capital equipment purchases.

City Operations Director John Tourville discussed the invoice for soil testing/corrections for the Waschke site.

h. **The Committee tabled the invoice to review with NTS and seek grant. MOTION CARRIED.**

The Committee requested City Operations Director John Tourville to conduct a history search on whether the work at the Waschke site was authorized.

City Operations Director John Tourville discussed the IT Support proposal from Compudyne, Inc.

- i.* **Moved by Cuffe and supported by Russo to continue IT Support through Compudyne, Inc. MOTION CARRIED.**

City Operations Director John Tourville discussed the insurance coverage for the Memorial Parks.

- j.* **The Committee tabled the insurance coverage for the Memorial Parks until other city personal was present for discussion. MOTION CARRIED.**

The Committee discussed the travel request from Nancy Maxwell from the Library to attend the MN Library Association Conference from October 2-5, 2012.

- k.* **Moved by Cuffe and supported by Sipola to approve travel request for Nancy Maxwell to attend the MN Library Association Conference from October 2-5, 2012. MOTION CARRIED.**

The Committee and City Operations Director John Tourville discussed the Annual "Shot Show" Conference in January.

- l.* **Moved by Russo and supported by Sipola to send City Operations Director John Tourville and 2 others to the Annual "Shot Show" Conference in January. MOTION CARRIED.**

The Committee discussed transferring the net proceeds of insurance to the Opeb account and $\frac{3}{4}$ of the bargaining units to agree with the transfer.

- m.* **Moved by Sipola and supported by Littlewolf to transfer the net proceeds of insurance to the Opeb account and $\frac{3}{4}$ of the bargaining units to agree with the transfer. MOTION CARRIED.**

The Committee discussed the sink holes in the streets and indicated they needed to be repaired. The Committee requested Public Utilities to look into where the problem areas within the City are and advised City Operations Director John Tourville and Team Coordinator Ed Alto to notify Northeast Technical Services.

Meeting adjourned at 10:58 A.M.

COUNCIL CHAMBERS

9.1f.

Resolution No.

City of Virginia, Minnesota, August 16, 2012

Resolution **accepting proposal from Compudyne for a computer server for the Police Department**

Resolved by the City Council of the City of Virginia, that

WHEREAS, the Police Department solicited for quotes from three vendors for a new computer server for the Police Department and the following proposals were received:

Compudyne	\$19,995.24
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WHEREAS, it is recommendation from the Interim Police Chief to accept the bid from Compudyne; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director are authorized to enter into an agreement with Compudyne, in the total amount of \$19,995.24, for the purchase of a computer server for the Police Department.

Moved by Councillor supported by Councillor that the above resolution be adopted.

Ayes:

Nays:

COUNCIL CHAMBERS

9.1g

Resolution No.

City of Virginia, Minnesota, August 16, 2012

Resolution **accepting the proposal from Metro Fire for equipment for the new fire engine**

Resolved by the City Council of the City of Virginia, that

WHEREAS, the City Council previously approved the purchase of a new fire engine for the Fire Department; and

WHEREAS, the Fire Chief obtained two quotes for the necessary equipment for the fire truck, as follows:

Metro Fire	\$26,015.30
Heiman, Inc.	\$43,562.60

WHEREAS, the Fire Chief recommended accepting the low quote from Metro Fire,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director be allowed to execute all documents with Metro Fire to purchase the additional equipment for the new fire engine.

Moved by Councillor supported by Councillor that the above resolution be adopted.

Ayes:

Nays: