

*Sean*

**VIRGINIA CITY COUNCIL  
AGENDA  
SEPTEMBER 11, 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:
    - a. Regular Meeting held August 28, 2012.
    - b. Special Meeting held September 4, 2012.
  - 5.2 Adoption of Finance Resolution No. 12-017 – Schedule of Bills.
  - 5.3 Approve renewal of 2 AM Liquor License for QCSP, Inc., d/b/a Queen City Sports Palace, 523 Chestnut Street.
  - 5.4 Approve Transient Merchant/Solicitor License for Diva's Donuts.
  - 5.5 Approve Dance Permit for Iron Range Youth in Action for October 5, 2012, at the Miners Memorial Building.
6. **APPEARANCES (Limited to 10 minutes)**
7. **UNFINISHED BUSINESS**
8. **DISCUSSION ITEMS**
  - 8.1 Communication from Bill Hennis, Lead Engineer, submitting Change Order No. 1, to increase the contract with Hibbing Excavating, Inc., for the P & H Infrastructure Improvements. (If approved, adopt Resolution.)
  - 8.2 Travel requests:
    - a. Dustin Erickson and Adam Metsa, Fire Department, Tactical EMS School, September 23-28, 2012, Camp Ripley, MN.
    - b. Rick Puhek and Cheryl Weappa, Assessor's Office, MN Assoc. of Assessing Officers Education and annual meeting, September 22-26, 2012, Breezy Point, MN.
9. **COMMITTEE REPORTS**
  - 9.1 Street/Alley Committee (September 4, 2012)
    - a. Noise complaints with outdoor patios at liquor establishments.
    - b. 5K run/walk for Mesabi Thunder Special Olympics Team, September 29, 2012.
    - c. Obtain quote for feral cat issue.
    - d. Highway 53 realignment/utility relocation.
    - e. Cross request – 6<sup>th</sup> Avenue/1<sup>st</sup> Street North.
    - f. Removal of fence – Mineview Overlook (4<sup>th</sup> Street North).
    - g. Road repair, 1300 block, 18<sup>th</sup> Street South.
  - 9.2 Finance Committee-of-the-Whole (September 11, 2012)
    - a. Proposed 2012 tax levy, collectible in 2013. (If approved, adopt Resolution.)
10. **COMMISSION LIAISON/DEPARTMENT HEAD REPORTS**
11. **ADJOURN TO TUESDAY, SEPTEMBER 25, 2012, AT 6:30 P.M., COUNCIL CHAMBERS**



# Renewal Application for Optional Liquor 2AM

5.3

License Type: 2AM-100K

Expires On: September 24, 2012

ID Number: 12668

DBA

QCSP Inc.  
Queen City Sports Palace  
523 Chestnut St  
Virginia MN 55792

Business Phone: 2187493031

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2AM)

Licensee Signature *Atschi Paris, QCSP, Inc* Date *8/22/12*  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): \_\_\_\_\_

**Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official**

Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133  
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
[www.dps.state.mn.us](http://www.dps.state.mn.us)



**CITY OF VIRGINIA APPLICATION  
FOR  
TRANSIENT MERCHANT/SOLICITOR LICENSE**

3.4

LICENSE YEAR ENDING DECEMBER 31, 2012

FEE: \$200.00/YEAR pd

**APPLICANT INFORMATION:**

Bonnie Maciewski  
First Middle (No Initials) Last

501 7th St. So.  
Applicant Address

Virginia Mn.  
City, State, Zip

\_\_\_\_\_  
Date of Birth

218-288-0043  
Applicant's Telephone No.

**BUSINESS INFORMATION:**

Divas Donuts  
Business Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
State Tax ID No. Federal Tax ID No.

**TYPE OF ITEMS TO BE SOLD  
OR TRANSFERRED:**

mini donuts - coffee -

\*Note: If selling food, please attach copy of license from the MN Department of Health for Retail Mobile Food Handler

License No. FBL-12910-35666 Expiration Date: Dec. 31 - 2012

**DESCRIBE DISPLAY AREA:** self contained food cart

**LOCATION(S) WHERE YOU WILL BE OPERATING:** city property

\*Note: You must have permission from landowner to set up display on private property. Do not park in handicapped parking areas.

**ELECTRICAL POWER:**

If electrical power is required, you must contact the Virginia Department of Public Utilities at least one (1) business day prior to the date electricity is required. There is a minimum \$50.00 fee plus a \$100.00 deposit required (fees/deposit subject to change without notice). Department of Public Utilities, 618 2<sup>nd</sup> Street South, Virginia, MN 55792 (218) 748-7540.

**PROPOSED DATES FOR SALES:** till Dec. 31

Note: Vendors must close by 1:00 A.M.

5-5

**CITY OF VIRGINIA  
APPLICATION FOR PERMIT TO HOLD DANCES**

**APPLICANT  
FULL NAME:**

Amy Pohia  
8754 Unity Drive  
Mt. Iron MN 55768

**APPLICANT  
FULL NAME:**

**ORGANIZATION:  
ORGANIZATION ADDRESS:**

**Iron Range Youth in Action (IRYA)  
Northland Office Center, 307 1<sup>st</sup> St. So., #105  
Virginia, MN 55792**

**DATE OF DANCE:**

**9:00 p.m. – 12 Midnight  
Friday-October 5, 2012**

**LOCATION OF DANCE:**

**Miner's Memorial Building, North Room**

**This dance permit will be subject to such condition as the City Council may prescribe and the requirements of the state of Minnesota.**

  
\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**APPLICANT SIGNATURE**



8.1

**COUNCIL CHAMBERS**

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Resolution No.

City of Virginia, Minnesota, September 11, 2012

**Resolution approving Change Order No. 1 to increase the contract with Hibbing Excavating Inc., for C.P. 5-11 - P & H Infrastructure Improvements**

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

**WHEREAS, Short Elliott Hendrickson Inc., has submitted Change Order No. 1, which increases the contract with Hibbing Excavating, Inc., by the amount of \$4,096.56, for the P & H Infrastructure Improvements; and**

**WHEREAS, Change Order No. 1 addresses the following items:**

- **Additional 12" gate valve and box (install only) \$ 980.00**
- **Installation of geotextile fabric \$2,716.56**
- **NPDES storm water permit application fee \$ 400.00**

**NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Operations Director be authorized to execute Change Order No. 1, which increases the contract with Hibbing Excavating Inc., by the amount of \$4,096.56, for C.P. 5 -- P & H Infrastructure Improvements,.**

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

Ayes:

Nays:

# CITY OF VIRGINIA

327 FIRST STREET SOUTH • VIRGINIA, MINNESOTA 55792-2623

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## ENGINEERING DEPARTMENT

(218) 748-7500

**TO:** Honorable Mayor Peterson  
And City Council

**FROM:** William J. Hennis  
Lead Engineer

**DATE:** September 5, 2012

**SUBJECT:** Change Order No. 1 – P & H Infrastructure Improvements

Please find explanations from Short Elliott Hendrickson, Inc. for review and approval of Change Order No. 1 with Hibbing Excavating Inc., for the P & H Infrastructure Improvements.

Change Order No. 1 is for a 12" gate valve and box (install only) in the amount of \$980.00, type V geotextile installation in the amount of \$2,716.56 and NPDES storm water permit application fee in the amount of \$400.00.

Change Order No. 1 will increase the contract with Hibbing Excavating Inc. in the amount of \$4,096.56.

The Engineering Department, along with Short Elliott Hendrickson Inc., recommends that the City Council authorize the Mayor and the City Operations Director to sign the appropriate documents regarding said Change Order No. 1 with Hibbing Excavating Inc. for the P & H Infrastructure Improvements in the amount of \$4,096.56.

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



# CHANGE ORDER

City of Virginia

OWNER

August 28, 2012

DATE

1

OWNER'S PROJECT NO.

P & H Sanitary Sewer and Watermain Extension

PROJECT DESCRIPTION

CHANGE ORDER NO.

VIRGI 116772

SEH FILE NO.

The following changes shall be made to the contract documents:

*Description:*

- Item 94: 12" Gate Valve and Box (install only)
- Item 95: Type V Geotextile Fabric
- Item 96: NPDES Storm Water Permit Application Fee

*Purpose of Change Order:*

- Item 94: Add additional 12" gate valve and box installed only. Materials provided by VPUC.
- Item 95: Geotextile fabric needed to provide separation of materials and stability to the sanitary sewer pipe foundation in swamp.
- Item 96: City staff was unavailable to cut application fee check at the time the contractor submitted permit. Application fee is the responsibility of the Owner. Contractor provided the application fee to keep process moving.

Basis of Cost:             Actual             Estimated

Costs:

Item 94: 1 Each @ \$980.00 per Each =	\$980.00
Item 95: 1029 SY @ \$2.64 per SY =	\$2,716.56
Item 96: 1 LS @ \$400.00 per LS =	\$400.00
Subtotal =	\$4,096.56

*Attachments (list supporting documents)*

**Contract Status**

	<i>Time</i>	<i>Cost</i>
Original Contract	10/12/12	\$1,146,002.32
Net Change Prior C.O.'s <u>0</u> to <u>0</u>	No Change	\$0.00
Change this C.O.	No Change	\$4,096.56
Revised Contract	10/12/12	\$1,150,098.88

8.2a.

# CITY OF VIRGINIA TRAVEL REQUEST FORM

Name of Person(s) to Attend: Dustin Erickson, Adam Metsa

Department(s): Fire Department

Date(s) of Travel: September 23-28

Purpose of Meeting: Tactical EMS School

If Seminar, Sponsor: St Louis County Sheriff's ERT

Location: Camp Ripley MN

Estimated Costs

Registration Fee (if any) \$ \_\_\_\_\_

**Means of Travel and Estimated Cost**

(Circle: city vehicle, personal vehicle, air, bus, train, other) \$ \_\_\_\_\_

If personal vehicle: EST. \_\_\_\_\_ Miles @ 0.555 /mile \$ \_\_\_\_\_

Hotel/Lodging (if applicable)

No. of nights 5 Cost Per Night \_\_\_\_\_ \$ \_\_\_\_\_

Meals (if applicable) MAXIMUM \$41/day for all but "high cost localities" \$ \_\_\_\_\_

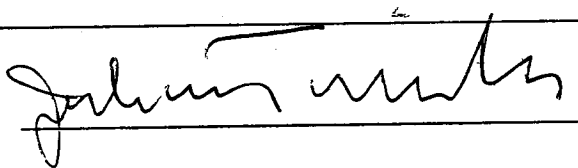
Will personnel need to be replaced at a cost to the City?

\_\_\_\_\_ YES  NO Total add'l labor cost \$ \_\_\_\_\_

**ESTIMATED TOTAL COST** \$ \_\_\_\_\_

Additional Information/Expected Benefit of Attending

St Louis County will cover cost of the class and we would be responsible for travel

Reviewed by:  Date 8/22/12

- NOTES:
- 1) Attach copy of agenda
  - 2) Submit at least 30 days in advance for Council action
  - 3) Mayor has authority to approve emergency travel requests

APPROVED BY CITY COUNCIL ON: \_\_\_\_\_





## Confirmation Letter for the 2012 Tactical EMS School!



Hello and welcome! We celebrate our 25<sup>th</sup> year of service in 2012 and we are glad that you will be joining us! Please read this confirmation letter **carefully** and **completely** in preparation for an excellent week of training that we will share together!

**TRAVEL:** If you are flying pay close attention to the shuttle and hotel information on the next page. If you live in Minnesota or are driving to Camp Ripley please let us know what type of vehicle you have. [todd@tactical-specialties.com](mailto:todd@tactical-specialties.com).

**CHECK IN:** Begins at Camp Ripley on **Sunday, September 23<sup>rd</sup> at 0930**. **Do not arrive before then.** You will be stopped at the main gate for an ID check. Bring photo identification with you. Advise them that you are participating in the **Tactical EMS School**. From the main gate, follow Infantry Road to Chickamagua Road and turn left. Our billet is building **10-143**, located on the right. Staff members wearing black polo shirts with our logo (as above) will be ready to welcome you and help you get squared away.

**NOTE:** Observe all speed limits, posted rules and regulations and other courtesies. Conduct is a serious issue on a military base, and we are privileged guests of this elaborate resource. Due to threat conditions and global events, the base will likely be at a heightened condition of alert.

**BILLETING:** In order to maintain the integrity of our team operations, all participants are required to stay in the dormitory housing we provide. During check-in you will be given your billeting assignments and time to stow and secure your gear. Beds, mattresses and a footlocker are provided, but you must bring your own bedding materials (*pillow and sleeping bag or blanket*). There is also a small shelf and clothes rod next to each bunk. Consider a light cover or sheet in addition to your sleeping bag since the nights may be warm. The latrine is a modern facility but you must supply your own soap and towel. When classes are complete at the end of the day, participants are free to leave the base. Team members are requested to honor our curfew guideline of 2200 hours so that they get adequate rest. This program is physically and mentally challenging with extended hours and early start times. Trust us when we tell you that this is not what most people are used to when going out of town for "training". Business hours has no meaning to us.

**LAUNDRY:** There are free washing machines and dryers in our T-Building that are for your use and detergent is available at the Post Exchange. These machines will be available all week.

**POST EXCHANGE:** Camp Ripley allows us access to their Post Exchange during the week. They are well stocked with clothing, tools, snack foods, bug juice and other personal items. We will supply the Exchange with a class roster since access is normally restricted to military personnel only. They are generally open from 1000 - 1700 Tuesday through Friday, later evening hours are dependent upon troop strength.

**MEALS:** Our foodservice is excellent and meals during the School are included with your registration fee. We contract with a professional caterer. Let us know **in advance** if you have specific nutritional requirements. We will do our best to accommodate you.

**FIREARMS:** Firearms, explosives, chemical agents, tasers, destructive devices, and ammunition are not permitted in the barracks or on our training grounds. This applies to commissioned police officers also. If you are traveling with firearms they may be secured in your vehicle at your own risk. We will supply the necessary weapons for all of the training evolutions. We do not store or secure personal firearms for students.

**WEATHER:** There are no absolutes or guarantees – be prepared! Days are generally warm and humid. Nights tend to be cool in the 50's. The mosquitoes are world class! Can you say "DEET!"

**SAFETY GEAR and CLOTHING:** Read carefully the attached equipment list. WE WILL CONDUCT AN EQUIPMENT INSPECTION WHEN YOU CHECK IN. Note the listed **required** items – you cannot participate without them. You need to bring one set of civilian clothing that can be destroyed during an operational training exercise (old shirt, jeans, hooded sweatshirt or jacket, etc.)

**START AND END TIMES:** Check in begins at 0930 on Sunday the 23<sup>rd</sup> – do not arrive before 0930. Class begins at 1100. The class will be complete at about 1400 on Friday the 28<sup>th</sup>. Travel time between Camp Ripley and Minneapolis is about 2 hours, 15 minutes.

**SHUTTLE and HOTEL INFORMATION:** If you are flying into Minneapolis (MSP), you should arrive on Saturday the 22<sup>nd</sup> and stay at The Courtyard by Marriott. We also recommend you consider staying Friday evening, September 28<sup>th</sup> after the conclusion of the School. *To guarantee availability of a room, confirm your reservations before September 1<sup>st</sup> with The Courtyard at (952) 876-0100 and tell them you are with the Tactical EMS School. After September 1<sup>st</sup> room availability is not guaranteed!*

**Courtyard by Marriott**  
7800 Bloomington Avenue  
Bloomington, MN 55425  
952-876-0100

**Event Name: Tactical EMS**  
\$79 double queen room  
Free shuttle to and from airport  
Full service facility with restaurant

We can provide transportation from The Courtyard to Camp Ripley for those who request it in advance. This shuttle will leave the hotel at **0700 hours on Sunday, September 23<sup>rd</sup>**. We will also provide a return trip on **Friday, September 28<sup>th</sup>** to arrive at The Courtyard at about **1700 hours**. The Courtyard provides a complimentary shuttle to and from the airport and you may contact them for further details.

If you are driving and wish to lodge closer to Camp Ripley, Little Falls is the nearest community with restaurants and shopping centers. We can suggest the following places to stay but we have no lodging agreements with them:

**Little Falls**  
15 Minutes from Ripley

Super 8 Motel  
300 12th Street N.E.  
320-632-2351

**Brainerd**  
35 Minutes from Ripley

Econolodge  
2655 US Hwy 371 South  
218-828-0027

**St. Cloud**  
50 Minutes from Ripley

Ramada Inn Ltd.  
121 Park Avenue South  
320-253-3200

Plan your travel arrangements conservatively and in advance. Consider an overnight stay on Friday, September 28<sup>th</sup> because you will be very tired at the end of a full week of training – we want you to travel safely! Consider airport logistics and allow yourself enough time.

**Special Note About Gear and Equipment:** The next page describes the equipment you **MUST HAVE** to participate in this course. Pay attention to the method you use to secure your flashlight, gas mask, etc. to your body, your pack, or your load bearing gear. If you drop your flashlight or a piece of personal gear during a night operation – **IT IS GONE**. We will not make extra trips back into the field to find lost gear. This includes cell phones, wallets, keys, etc. Camp Ripley covers 53,000 acres!

The personal load bearing equipment that is required for deployment to the field is explained on the next page. If you have personal tactical gear that is issued to you, bring it and wear it for training. If you do not have tactical kit, your BDU's and the required personal safety equipment listed at the top of the next page will be fine.

8-26.

# CITY OF VIRGINIA TRAVEL REQUEST FORM

Name of Person(s) to Attend: Rick Puhek & Cheryl Weappa

Department(s): Assessor

Date(s) of Travel: September 22 thru September 26

Purpose of Meeting: Education & Annual Meeting

If Seminar, Sponsor: Minnesota Association of Assessing Officers

Location: Breezy Point

	<u>Estimated Costs</u>
<b>Registration Fee (if any)</b>	\$ <u>550.00</u>
<b>Means of Travel and Estimated Cost</b>	
(Circle: city vehicle, personal vehicle, air, bus, train, other)	\$ _____
If personal vehicle: EST. <u>275</u> Miles @ <u>0.555</u> /mile	\$ <u>152.63</u>
<b>Hotel/Lodging (if applicable)</b>	
No. of nights <u>3</u> Cost Per Night <u>211.62</u>	\$ <u>634.86</u>
<b>Meals (if applicable)</b> MAXIMUM \$41/day for all but "high cost localities"	\$ _____
<b>Will personnel need to be replaced at a cost to the City?</b>	
_____ YES      _____ NO      Total add'l labor cost	\$ _____
<b>ESTIMATED TOTAL COST</b>	\$ <u>1,337.49</u>

Additional Information/Expected Benefit of Attending  
Educational Seminars & meet with Commissioner of Revenue & other  
assessors.  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed by:       Date 8/28/12

- NOTES:
- 1) Attach copy of agenda
  - 2) Submit at least 30 days in advance for Council action
  - 3) Mayor has authority to approve emergency travel requests

APPROVED BY CITY COUNCIL ON: \_\_\_\_\_



MINNESOTA ASSOCIATION of ASSESSING OFFICERS

*Supporting Quality Assessments Since 1949*



## 2012 Fall Conference

- ↓ Commissioner of Revenue's Annual Meeting with Assessors
- ↓ MAAO Annual Meeting and Election of Officers
- ↓ Topical Educational Seminars
- ↓ Social Events

September 23<sup>rd</sup> - September 26<sup>th</sup> , 2012  
 Breezy Point Conference Center  
 9252 Breezy Point Drive  
 Brainerd Lakes Area  
 Breezy Point, Minnesota 56472



Breezy Point, a Minnesota resort has attracted guests to this area for over 80 years. As you drive through the Breezy Point Minnesota resort gates and follow the tree-lined road, it is evident what has attracted these guests. Come stay in the first-rate lodging, enjoy the superior Minnesota conference center, great food, top-notch service and superb Brainerd golf course, and you'll have the best of the Brainerd Lakes vacation area, right at Breezy Point Resort, Minnesota. Located on Pelican Lake, near Brainerd Minnesota, they offer families one of the most beautiful vacation experiences or golf vacations available in the north woods of Minnesota. <http://www.breezypointresort.com/index.html>

Breezy Point has reserved the Breezy Point Inn and Suites and Breezy Center for our group.

Breezy Inn Executive Suite (1 King & 1 hide-a-bed)	\$129.00	plus tax	\$137.87
Breezy Inn King Leisure (1 King & 1 hide-a-bed)	\$ 99.00	plus tax	\$105.81
Breezy Inn Double Queen (2 queen beds)	\$ 99.00	plus tax	\$105.81
Breezy Center 2 doubles	\$ 99.00	plus tax	\$105.81
Breezy Center Suite	\$129.00	plus tax	\$137.87
Lodge Apartment	\$129.00	plus tax	\$137.87



The room reservation form is included as the last page of this announcement. Attendees are responsible for making their own lodging reservations. Please Mail or Fax the lodging registration form by August 23, 2012. Reservations made after that date are on availability basis for the conference rates. PHONE RESERVATIONS WILL NOT BE ACCEPTED. Want extra nights? The Saturday night and days after the conference are at the conference rate.

## Commissioner of Revenue's Annual Meeting with Assessors

Commissioner of Revenue Myron Frans and staff will hold the Annual Meeting with Assessors on Monday, September 24th from 9:00AM to noon. This session promises to be full of new information and timely announcements.

## MAAO Annual Meeting

The Minnesota Association of Assessing Officers invites you to the 62nd Annual Conference of the MAAO. The conference includes the Commissioner of Revenue's Annual Meeting with Assessors; the Annual Meeting of the MAAO and the MAAO sponsored seminars for continuing education. Come early on Sunday and play golf at one of the many golf courses in the area. This informal event will start at the noon kickoff. Sunday night at 6:00 we will be at a Cookout on the Deck at the Dockside Deck Bar. On Monday afternoon conference participants will be treated to a choice of fishing contest, golf or boating (\$5.00 charge per boater). We will be able to eat at our own leisure up until 9:30PM at the Marina II restaurant.

## MAAO Vendors Area

MAAO welcomes the vendors that contribute to the Fall Conference. All vendors will be situated in the Whitebirch Lobby on Monday and Tuesday. Please stop by and talk with them.

## MAAO Hospitality Room

Region 1 and 8 will host the MAAO Hospitality Room. The event will be held in Suite # 255 Lakeside, Breezy Center. The rooms will be open at times that do not conflict with an organized MAAO event and until 1:00 am.

Questions??? Paul Knutson, MAAO Conference Coordinator @ 507-332-6152, [pknutson@co.rice.mn.us](mailto:pknutson@co.rice.mn.us), or Tami Paulson, MAAO Assistant Conference Coordinator @ 507-328-7668. [paulson.tami@co.olmsted.mn.us](mailto:paulson.tami@co.olmsted.mn.us)

## AGENDA

Sunday, September 23<sup>rd</sup>

Noon

2:00 pm - 5:00 pm

3:00

6:00 pm

Golf Outing

Conference Registration - Front Desk Lobby

Executive Board - Governor's Room

Opening Reception - Cookout on the Deck - Dockside Deck Bar

Monday, September 24<sup>th</sup>

8:00 am - Noon

9:00 am - Noon

Noon - 1:00 pm

1:00 am - 3:30 pm

4:00 pm - 6:00 pm

Evening

Registration - Whitebirch Lobby

Commissioner of Revenue Meeting - Whitebirch

Lunch Buffet - Marina II Restaurant

MAAO Annual Meeting - Whitebirch

Golf, fishing contest, boating

Use your ticket to eat dinner anytime off menu up to 9:30pm Marina II Restaurant

Tuesday, September 25<sup>th</sup>

7:30 am

9:00 am - Noon

Noon - 1:00 pm

1:00 pm - 5:00 pm

6:00 pm - 7:00 pm

7:00 pm - 8:00 pm

8:30 pm

After Awards

Past Presidents Breakfast - Marina II Restaurant

MAAO Annual Meeting - Whitebirch

Lunch Buffet - Marina II Restaurant

Educational Seminars -

Reception - Dockside

Annual Banquet - Lakeside Ballroom

Awards and Presentations

Dockside Entertainment

Wednesday, September 26<sup>th</sup>

8:00 am - Noon

Educational Seminars -

# EDUCATIONAL SEMINARS

Choose one 4-hour seminar (Tues or Wed), two 4-hour seminars (Tues & Wed) or one 8-hour seminar.



## FS1: Minnesota Tax Court – a Roundtable Discussion (4 hours) Tues

*Instructors: Members of the Commercial/Industrial Committee.* Come prepared to discuss the pressing assessment issues of the day relative to MN Tax Court. Assessors always have issues and 2012 is no different. This seminar will be a moderated discussion with 3-5 assessors discussing recent cases, experience at trial, motions, and decisions by the court. Recent cases have touched on areas including homestead, qualifying ag property, highest and best use, treatment of expenses in an income approach, mistakenly billed taxes, when is small still ag, retail valuation, and value of 4d property.. Audience participation will be encouraged, so if you have a case or an issue you wish to discuss or share, get something down on paper, make 40 copies, and bring it to the seminar!



## FS2: Hot Management Topics for Assessors (4 hours) Tues

This seminar will address three different management issues and will provide various techniques and methods that will assist you in becoming a more effective manager.

### **Social Media and Your Jurisdiction: What You Need to Know**

*Rebecca L. Malmquist, CAE, SAMA, City of Minnetonka Assessor.* How many friends do you have on Facebook? Do you Tweet? Are you LinkedIn? This presentation covers issues that are currently shaping views on social media as it relates to the workplace. Take away the foundations you need to make informed choices about social media. It will cover key points, legal aspects, and resources for developing a social media policy as well as discuss best practices in social media use to avoid potential conflicts with an employer.

### **Organizational Trust**

*Matthew J. Gersemehl, SAMA, City of Bloomington Assessor.* Having trust in an organization is critical as jurisdictions are being financially forced to do more with less. When there is a lack of trust, production decreases and attitudes suffer. Learn how to increase the trust level in your organization and get more done with less.

### **Using Feedback to Enhance Organizational Success**

*Bob Wilson, CAE, ASA, City of Edina Assessor.* Have you ever wished you were more adept at giving immediate feedback both reinforcing and corrective? This section focuses on competencies needed for feedback, the critical elements of effective exchanges, and the variety of communication styles you can encounter.



### **FS3: Elements of Lakeshore Valuation: (4 hours) Tues**

*Instructor: Gary Griffin, SAMA, Crow Wing County Assessor & staff.* The objective of this seminar is demonstration of the different variables that contribute to lakeshore value: shoreline types and quality adjustments and quantity or excess lake frontage adjustments. There will be examples of lakeshore valuation by extraction, use of aerials and Geographic Information System (GIS) for access, footage and shore quality. The seminar participants will view some of the properties and locations on beautiful Pelican Lake aboard the historic Breezy Belle.



### **FS4: Reviewing Residential Appraisal Reports: (8 hours) Tues and Wed**

*Instructor: Susanne Barkalow, IFA*

The objectives of this course are to: Categorize reviewers and reasons for reviews, understand the need for quality control, understand which parts of USPAP apply to reviews, apply topics discussed in the Dissecting book to appraisal practice, why/how assessors review appraisal reports, discuss how to evaluate the Neighborhood and Sales Comparison grid in a review, evaluate a residential appraisal report and complete a residential review.



### **FS5: Trust/Life Estates (4 hours) Wed**

*Instructors: MN Department of Revenue.* This seminar is designed for individuals who work regularly with agricultural homesteads and special agricultural homesteads. Topics will include agricultural homesteads, including entity-owned homesteads. There will also be an emphasis on trust homestead administration and various real-world examples.



### **FS6: GIS is for Everyone (4 hours) Wed**

*Instructors: Josh Schoen, GIS & Property Tax Report Supervisor, Rice County Assessor's Office & Chad Martini, GIS Coordinator, Stearns County.* Think you don't need GIS in your office? Don't think you can afford a GIS program? These two GIS professionals will show that any office can benefit and be more efficient with a GIS program. This course will cover why GIS should be used by assessors, the basics of parcel mapping, GIS integration with other systems, Pictometry, finding free and useful GIS data, and an instruction on how to input CPI (Crop Productivity Index) data into a GIS system, and much more. This course will include real life examples of how GIS is being used in both instructors' counties.

**Continuing Education Hours (CEH).** The State Board of Assessors will grant 4 CEHs for one four hour seminar, 8 CEHs for 2 four hour seminars and 8 CEHs for 1 eight hour seminar. There are no Commerce Credits applied for.



**STREET AND ALLEY COMMITTEE  
September 4, 2012 – 9:00 a.m.  
City Hall Council Chambers**

**PRESENT:** Councilors Baribeau, Cuffe, and Ralston - 3

**ABSENT:** NONE

**ALSO PRESENT:** Councilor Sipola; Bill Hennis, Engineering Department; Thomas Butorac, City Attorney; John Tourville, City Operations Director; Krystina Nickila, Engineering Secretary; Kris Johnson, Administrative Assistant; Ed Alto, Team Coordinator; Nancy Graham, Public Utilities;

The meeting was called to order by Chairperson Baribeau at 9:02 a.m.

Chairperson Baribeau requested to switch the agenda and invited Roberta Margo to speak.

Roberta Margo, a resident at 105 1<sup>st</sup> Street South Virginia MN came forward to discuss ongoing noise complaints resulting from the neighboring bar's outdoor patio. She is requesting that something be done to reduce the outdoor patio activity and noise disturbances past 10:00 PM.

a. **Moved by Cuffe and supported by Ralston to table the issue in order for City Attorney Tom Butorac to look into city ordinances and give suggestions to deal with the situation. Motion Carried.**

The Committee requested inviting the local bar owners, liquor association and Roberta Margo to the next Street and Alley Meeting to discuss the issue further.

Councilor Sipola discussed the unsightly litter from cigarettes outside the local bars. The Committee stated they will discuss the issue with the local bar owners when they attend the next Street and Alley Meeting.

Katie A. Petroskey requested to hold a 5K run/walk for the Mesabi Thunder Special Olympics Team on Saturday, September 29<sup>th</sup>, 2012.

b. **Moved by Cuffe and supported by Ralston to approve the request to hold a 5K run/walk for the Mesabi Thunder Special Olympics Team on Saturday, September 29<sup>th</sup>, 2012 contingent upon discussion with the Police Department regarding traffic control. Motion Carried.**

The Committee continued to table the request from Aszendrops, LLD, d/b/a The Shop, for a ten-minute parking sign. Motion Carried.

Ed Alto discussed the Midway Gardens water issue with the Committee and stated the source of the water was unknown but it was ground water. The Committee requested removing the Midway Gardens water issue from the agenda due to fact Kerry Gustason has had reduced amount of water in her yard after the French drain was installed.

The Committee discussed the Mesabi Humane Society contract in which it does not provided services for feral cats therefore the City needed to outsource the service to bridge the gap between now and end of year for the services required to resolve the feral cat issue in the City of Virginia. The Mesabi Humane Society contract ends at the end of the year. The Committee requested John Tourville look at the 2013 contract to improve it and involve feral cat services in it.

*C.* **Moved by Cuffe and supported by Ralston to obtain quotes for a contract regarding feral cats to bridge the gap between now and the end of the year. Motion Carried.**

Councilor Sipola stated the feral cat report provided by the Mesabi Humane Society was not accurate.

The Committee and Nancy Graham discussed the Highway 53 realignment and utility relocation. Nancy Graham stated MNDOT and the EPA not providing easements for utilities across the right of way. Nancy Graham stated a utility easement was being considered but it would take 2-3 months for MNDOT to look at it. Nancy Graham stated she had concerns for being able to provide utilities to the residences of the Midway area.

Bill Hennis stated the state was discussing the relocation and not involving the City in it in which he stated the City needed to let the IRRRB and Legislators know. Tom Butorac stated the City should request a wider corridor on the highway to resolve the problem. Tom Butorac also stated that we need to become proactive and get Mr. Cravaack involved, seeing as though this will directly affect City water and sewer, the Mesabi Trail, Snowmobile Trail and the Midway area. Mr. Butorac suggests we contact MN DOT and ask them to attend a meeting open to the public and ask the questions the City is concerned about.

*d.* **Moved by Cuffe and supported by Ralston to invite Roberta Dwyer (MNDOT) and Brad Scott (LHB) to attend the next meeting to discuss the Hwy 53 project. The Committee meeting is to be determined. Motion Carried.**

The Committee and Bill Hennis discussed the crosswalk survey. Councilor Cuffe requested Bill Hennis review the map with Ed Alto and Dennis Benz and make a recommendation as to which crosswalks are necessary and which ones can be removed or eliminated due to safety concerns.

The Committee discussed the request from Connie Larson at Range Mental Health for a crosswalk at 6<sup>th</sup> Avenue/1<sup>st</sup> Street North.

*e* **Moved by Ralston and supported by Cuffe to deny the request for a crosswalk at 6<sup>th</sup> Avenue/1<sup>st</sup> Street North for Range Mental Health. Chairperson Baribeau requested a letter be sent denying the request. Motion Carried.**

Mike Applewick from NTS came forward to discuss the progress and challenges of the project. Mike Applewick stated he had been in contact with the PCA regarding the issues but it was possible that the City of Virginia may be faced with a Notice of Violation without penalty due to being above standards since last November. Mike Applewick stated that this is due to the equipment that is failing but will be replaced with new equipment in which he estimates the transition will be completed by mid November 2012 and the issues will be resolved. The Committee requested John Tourville speak with SEH regarding setting up a review at the WWTP and it will be discussed at a future Building and Grounds Meeting.

The Committee discussed the recreational fires within the community and Councilor Cuffe stated the draft was for consideration and informational purposes. It was also discussed changing the 15 ft. rule to the 25 ft. rule. The Committee requested this issue be moved forward to the Council.

Ed Alto and Bill Hennis explained the fence at the Mineview Overlook (4<sup>th</sup> Street North) needed to be repaired but it would be expensive so they suggested removing the fence and putting up natural landscaping such as trees. They stated the costs would be minimal for long term if the trees were used. It was discussed that the trees could be put in this spring or next fall. The Committee indicated this should be worked into the budget for next spring.

*f* **Moved by Ralston and supported by Cuffe to remove the fence at the Mineview Overlook (4<sup>th</sup> Street North). Motion Carried.**

The Committee discussed the civil defense sirens and looking into the budget for repairs. They stated Dennis Benz was looking into grants for new equipment. The Committee explained the City only had 9 operating civil defense sirens which results in only 50% coverage. John Tourville stated the hospital was requesting a siren in the area.

The Committee discussed the road work on the 1300 block of 18<sup>th</sup> street south. Bill Hennis stated the Engineering Department was looking for direction as to whether the road should be repaired or replaced. Bill Hennis said the Engineering Department recommends rebuilding the road.

*g* **Moved by Ralston and supported by Cuffe to put the road work on the 1300 block of 18<sup>th</sup> street south for consideration on the 2013 budget. Motion Carried.**

Bill Hennis stated he spoke with Tiffany Eck from NES Coop whom indicated the contractors that installed the fiber optic cable will be contacting him. Bill Hennis stated he will take a ride with the contractors around the city so they can show him where the cables are and hopefully the problems can be fixed otherwise he will come back to the committee.

Tom Butorac stated David Kess agreed to allow the City to purchase his two lots at Railroad Avenue/1<sup>st</sup> Street North in the amount of \$1,500.00 and the building on the property will be demolished next week.

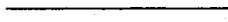
Tom Butorac also announced that he will need to make some decisions on the ongoing blighted property problems in the City and will be taking care of them.

Meeting adjourned by Baribeau at 10:37 a.m.

Minutes prepared by : Krystina Nickila, Engineering Dept. Secretary

9.2 a.

COUNCIL CHAMBERS



Resolution No.

City of Virginia, Minnesota, **September 11, 2012**

Resolution **setting the proposed 2012 tax levy, collectible in 2013**

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

**the following sums of money be submitted to the County Auditor of St. Louis County as the proposed Annual Tax Levy for the Year 2012, collectible in 2013, for the following purposes:**

<b>General Fund</b>	\$
<b>Debt Service</b>	\$

**RESOLVED FURTHER, that the Finance Director is hereby instructed to transmit a copy of this resolution to the County Auditor of St. Louis County, Minnesota, which copy will be the authority of the said County Auditor for the Proposed Annual Levy for the year 2012 collectible in 2013 for the City of Virginia for the year ending December 31, 2013.**

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

Ayes:

Nays: