

VIRGINIA CITY COUNCIL
AGENDA
TUESDAY, NOVEMBER 26, 2013 – 6:30 P.M.

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
- 3A. **PUBLIC HEARING**
 - a. Proposed demolition of the former Staver Foundry.
 - i. Adopt Resolution authorizing submission of a CDBG application.
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 November 12, 2013.
 - 5.2 Adoption of Finance Resolution No. 13-021 – Schedule of Bills.
 - 5.3 Approve Application for Exempt Permit for Mesabi Range Student Advocates for Human Services for raffle to be held on February 4, 2014.
 - 5.4 Approve Application to Conduct Excluded Bingo for Virginia Band Boosters for bingo to be held on February 3, 2014.
6. **APPEARANCES (Limited to 10 minutes)**
 - 6.1 Dave Lislegard, Aurora City Council, regarding Jobs for Minnesotans and supporting mining.
 - 6.2 Frank Scherf, NE Minnesota Law Enforcement Liaison, Office of Traffic Safety, regarding “Towards Zero Deaths” Program.
 - 6.3 Dennis Lindberg regarding blighted property at 602 15th Street North.
7. **UNFINISHED BUSINESS**
 - 7.1 Adopt Resolution approving the transfer of property located at 312 5th Avenue North to Habitat for Humanity.
8. **DISCUSSION ITEMS**
 - 8.1 Set budget for year 2014. (If approved, adopt Resolution.)
 - 8.2 Set final tax levy for 2013, payable in 2014. (If approved, adopt Resolution.)
9. **COMMITTEE REPORTS**
 - 9.1 Finance Committee-of-the-Whole (November 19, 2013)
 - a. Proposal from ST. Louis County to provide assessor services.
 - b. Request from Heart of Continent Partnership for donation for National Geographic Geotourism Initiative.
 - c. Adoption of Cable Franchise Ordinance with Mediacom.
 - d. Invite Cable Commission to discuss Public, Educational and Governmental Fee.
 - e. Travel request for Steve Estey, Police Department.
 - f. Utilization of Homestead Property Tax Excess Funds.
 - h. Travel request, Bill Cole, Engineering Department.
 - i. Approval renewal of 2014 liquor licenses.
 - j. Removal of time capsule from Library.

9.2 Personnel Committee (November 19, 2013)

- a. Set Personnel Committee meeting for December 3, 2013, to continue discussions on staffing options for Fire/Ambulance Department.

10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS

11. ADJOURN TO TUESDAY, DECEMBER 17, 2013, AT 6:30 P.M., COUNCIL CHAMBERS

3a.

**CITY OF VIRGINIA
PUBLIC HEARING ON PROPOSED DEMOLITION
OF THE FORMER STAYER FOUNDRY
November 26, 2013 – 6:30 P.M.
Virginia Council Chambers, City Hall**

The Virginia City Council will hold a Public Hearing at 6:30 P.M. on Tuesday, November 26, 2013, in the City Council Chambers to discuss the proposed demolition of the former Staver Foundry. This project is necessary to correct slum, blight and safety issues because of the vacated foundry. The site will be prepared for future economic development.

The City is applying for \$200,000 in 2014 Community Development Block Grant (CDBG) funds to help partially offset the demolition costs. The City of Virginia has set a high priority on this project to correct the slum, blight and safety issues associated with this property. Other information on the project will be provided at the public hearing.

**Lois Roskoski
City Clerk**

Publish 11/15/13; 2 x 4 Display Ad

COUNCIL CHAMBERS

3 a. 1.

Resolution No.

City of Virginia, Minnesota, November 26, 2013

Resolution authorizing submission of an application for a Community Development Block Grant for the proposed demolition of the former Staver Foundry

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

WHEREAS, St. Louis County is preparing a Consolidated Plan/Action Plan application to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

WHEREAS, St. Louis County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan; and

WHEREAS, the City of Virginia has conducted a public hearing on this date, in regard to the demolition of the former Staver Foundry in the City of Virginia's CDBG application for the project; and

WHEREAS, it is found that the project meets the slum, blight and safety federal objectives of the CDBG program and is prioritized by the community as a high priority need,

NOW, THEREFORE, BE IT RESOLVED that the City of Virginia's CDBG application related to the demolition of the former Staver Foundry is hereby authorized to be submitted to St. Louis County for inclusion in the St. Louis County's Consolidated Plan/Action Plan application to the U.S. Department of Housing and Urban Development, and that the Mayor and Administrator are hereby authorized to execute all documents, agreements, or contracts which result from this application to St. Louis County.

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

Ayes:

Nays:

5.3

Minnesota Lawful Gambling LG220 Application for Exempt Permit

For Board Use Only

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.

Fee is \$50 for each event

Check# _____
\$ _____

ORGANIZATION INFORMATION

Organization name <i>Mesabi Range Student Advocates for ^{Human} services</i>	Previous gambling permit number <i>X-05753-10-003</i>		
Type of nonprofit organization. Check (✓) one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address <i>1001 Chestnut St</i>	City <i>Virginia</i>	State/Zip Code <i>MN 55792</i>	County <i>St. Louis</i>
Name of chief executive officer (CEO) <i>Mary Kay McKeon</i>		Daytime phone number <i>218-749-7719</i>	

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

- ★ Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.
- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803
- Internal Revenue Service - IRS income tax exemption [501(c)] letter in your organization's name.**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, send your federal ID number and the date your organization initially applied for tax exempt status to:
 IRS, P.O. Box 2508, Room 4010, Cincinnati, OH 45201
- Internal Revenue Service - Affiliate of national, statewide, or International parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 - a. IRS letter showing your parent organization is a registered nonprofit 501(c) organization with a group ruling
 - b. the charter or letter from your parent organization recognizing your organization as a subordinate.
- Internal Revenue Service - proof previously submitted to Gambling Control Board**
 If you previously submitted proof of nonprofit status from the Internal Revenue Service, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place) <i>Mesabi Range Community and Technical College</i>			
Address (do not use PO box) <i>1001 Chestnut St</i>	City <i>Virginia</i>	Zip Code <i>55792</i>	County <i>St. Louis</i>
Date(s) of activity (for raffles, indicate the date of the drawing) <i>February 4th 2014</i>			

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

*Bingo Raffles *Paddlewheels *Pull-Tabs *Tipboards

* Gambling equipment for pull-tabs, tipboards, paddlewheels, and bingo (bingo paper, hard cards, and bingo number selection device) must be obtained from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

<p>If the gambling premises is within city limits, the city must sign this application.</p> <p>Check (✓) the action that the city is taking on this application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print city name _____</p> <p><i>On behalf of the city, I acknowledge this application.</i> Signature of city personnel receiving application _____</p> <p>Title _____ Date ____/____/____</p>	<p>If the gambling premises is located in a township, both the county and township must sign this application.</p> <p>Check (✓) the action that the county is taking on this application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print county name _____</p> <p><i>On behalf of the county, I acknowledge this application.</i> Signature of county personnel receiving application _____</p> <p>Title _____ Date ____/____/____</p>
<p>TOWNSHIP: <i>On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application (Minnesota Statute 349.213, subd. 2))</i></p> <p>Print township name _____</p> <p>Signature of township official acknowledging application _____</p> <p>Title _____ Date ____/____/____</p>	

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature Mary Kay Runkle Date 11/19/13

<p>Complete an application for each gambling activity:</p> <ul style="list-style-type: none"> • one day of gambling activity • two or more consecutive days of gambling activity • each day a raffle drawing is held <p>Send application with:</p> <ul style="list-style-type: none"> • a copy of your proof of nonprofit status, and • \$50 application fee for each event. <p>Make check payable to "State of Minnesota."</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required</p> <p>A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-639-4076.</p>
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Data privacy. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

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LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name Virginia Band Boosters Previous gambling permit number

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one. Fraternal Religious Veterans X Other nonprofit organization

Mailing address Virginia High School Virginia City MN State 55792 Zip code St. Louis County

Name of chief executive officer [CEO] Bill Bauman Daytime phone number (218) 741-9593 E-mail address diggerbauman1@yahoo.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

X Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter] If your organization falls under a parent organization, attach copies of both of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

1. No X Yes Has your organization held a bingo event in the current calendar year? If yes, list the dates when bingo was conducted. February 11, 2013

2. The proposed bingo event will be: X one of four or fewer bingo events held this year. Dates February 3, 2014

OR

conducted on up to 12 consecutive days in connection with a: county fair. Dates civic celebration. Dates Minnesota state fair. Dates

3. Person in charge of bingo event Jodi Phelps Daytime phone 218-741-6344

4. Name of premises where bingo will be conducted Holy Spirit Church Social Hall

5. Premises street address 306 2nd Street South

6. City Virginia If township, township name County St. Louis

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-639-4000. Be sure to complete page 2

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature _____ Date 11/22/13
 Print name Bill Bauman

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name _____

Signature of city personnel _____

Title _____ Date _____



**COUNTY APPROVAL
for a gambling premises
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP - If required by the approving county.

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

MAIL APPLICATION AND ATTACHMENT

Fax the application and a copy of your proof of nonprofit status to (651) 639-4032 or mail to:
 Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; Individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

7.1

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, November 26, 2013

Resolution approving transfer of property located at 312 5th Avenue North to Habitat for Humanity

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

WHEREAS, Habitat for Humanity is desirous of purchasing the property located at 312 5th Avenue North, legally described as Lot 5 and North 21 feet of Lot 6, Block 11, Original Addition; and

WHEREAS, the City Council is desirous of selling such property to Habitat for Humanity, at a price of \$4,000.00, plus closing costs

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Administrator are authorized to execute the appropriate documents to sell the above-mentioned property to Habitat for Humanity, in the amount of \$4,000.00, plus closing costs.

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

Ayes:

Nays:

COUNCIL CHAMBERS

8.1

Resolution No.

City of Virginia, Minnesota, November 26, 2013

Resolution adopting budget for year 2014

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

that the City Council does hereby adopt the following final budget for the Year 2014:

SOURCES OF FUNDS

Revenues

Levy - General Fund	\$3,273,532
Special Levy - Tax Abatement	169,508
Levy - Bonded Indebtedness	<u>514,180</u>
Total Levy	\$ 3,957,220
Other Revenues	9,951,248
2011 Bond Reserves	<u>2,132,629</u>

TOTAL SOURCES OF FUNDS \$16,041,097

USES OF FUNDS

Expenditures

General Fund	\$13,392,463
2011 Bond Debt	2,169,313
Debt Service	<u>479,321</u>

TOTAL USES OF FUNDS \$16,041,097

REVENUES OVER EXPENDITURES \$ 0

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

Ayes:

Nays:

COUNCIL CHAMBERS

8.2

Resolution No.

City of Virginia, Minnesota, November 26, 2013

Resolution setting the final tax levy for 2013, payable in 2014

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

the following sums of money be levied for the current year, collectible in 2014, upon the taxable property in the City of Virginia for the following purposes:

General Fund	\$3,273,532
Special Levy – Tax Abatement	169,508
Bonded Indebtedness	<u>514,180</u>
Total Levy	\$3,957,220

RESOLVED FURTHER, that the City 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 said County Auditor to spread the above tax levy upon his books as taxes for the City of Virginia for the year ending December 31, 2014.

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

Ayes:

Nays:

FINANCE COMMITTEE-OF-THE-WHOLE
Tuesday, November 19, 2013 – 9:04 AM
Council Chambers, City Hall

Present: Councillors Cuffe, Littlewolf, Ralston, Baribeau, Sipola, Baranzelli, Mayor Russo – 7
Absent: None

Also Present: John Tourville, City Administrator; Bill Hennis, Lead Engineer; Heart of the Continent Partnership - Ardy Wilberg, Doug Franchot; Mark Monacelli, County Public Records & Property Valuation Director; Dave Sipola, County Assessor; Cheryl Weappa, Deputy Assessor; Ed Alto, Public Works Team Coordinator; Lois Roskoski, City Clerk; Rick Puhek, City Assessor; Sherry Erickson, Finance/HR Director; Tom Butorac, City Attorney; Dennis Benz, Police Chief; Bernie Collins, Chamber of Commerce; Maegen Hunt, Finance Department; Dan L’Allier, Fire Chief

Councillor Ralston called the meeting to order at 9:04 A.M.

Mark Monacelli, St. Louis County Public Records and Property Valuation Director, and Dave Sipola, County Assessor, were present and provided the following answers to the questions regarding St. Louis County providing assessor services for the City of Virginia.

- The St. Louis County Board passed a resolution to provide assessor services, at no cost to the jurisdictions, effective January 1, 2014. The services would be provided, at no cost, indefinitely. The St. Louis County Board would be required to adopt a new resolution to charge a fee.
- St. Louis County completes the property reappraisals for most jurisdictions in one year. It is anticipated that the County would consider Virginia the same as the larger cities, such as Duluth and Hibbing, where it is impossible to complete all the property valuations in one year.
- Virginia would still be involved in the Local Board of Review. The County Assessor would oversee that process, rather than the City Assessor.
- The County staff assessor assigned to Virginia would be located in Virginia County Assessor’s Office in the Northland Building.
- St. Louis County hired a number of new employees over the past year because of the assessment services. One additional full time employee would be hired if Virginia becomes their responsibility.
- St. Louis County would be willing to negotiate a partnership with Virginia for the remaining employee in the City Assessor’s office. St. Louis County worked out an arrangement with the City of Hibbing to retain the City Assessor employee, with longevity, to provide clerical services and retain the City benefits for a period of five years.
- St. Louis County determined there were a number of deficiencies, including millions of dollars of new construction that were not on the tax rolls, which required the County to take further action regarding assessing issues. It was noted that the City of Virginia does a great job and was not one of the problem areas. Additional properties added to the tax rolls will result in additional taxes.
- If the sales ratio analysis is between 90% and 100%, no changes would be made. Virginia typically falls within those guidelines, so there should not be any fundamental changes if the County provided the assessor services.

- The advantage of utilizing the County Assessor, compared to a City Assessor or contract employee, would result in budget savings to the City. Virginia would have to convert from the Vanguard software program to the Computer Assisted Mass Appraisal (CAMA) System, which is used by the County. St. Louis County has technical advantages, including laser pointer measure tools, which are time savers.
- St. Louis County would consider negotiating and reimbursing the City for a portion of the Deputy Assessor's salary and benefits, if retained as a City employee. Offers were made to other communities to reimburse the City for a portion of the City Assessor's employee until January 1, 2016.
- St. Louis County could develop a contract with Virginia for the assessing services.
- Virginia has the authority to retain a City Assessor, if they are not satisfied with the County providing the service.
- There is no deadline for the City to accept the County Assessor services.

a. **Moved by Sipola and supported by Baranzelli refer the proposal from St. Louis County to provide assessor services to a Personnel Committee-of-the-Whole meeting. Motion carried.**

Ardy Norma-Wilberg and Doug Franchot, Heart of the Continent Partnership, were present to discuss the National Geographic Geotourism Initiative 2013. Mr. Franchot stated the Heart of the Continent Partnership is a Canadian/American coalition of land managers and local stakeholders working together on cross-border projects that promotes the economic, cultural and natural health of the lakes, forests and communities on the Minnesota/Canadian border. Mr. Franchot asked the Committee to consider donating \$2,500 to support the National Geographic project. The initial cost to participate in the National Geographic project is \$195,000, with an additional \$5,000 required per year to host the project once it is in place. The partnership has raised \$196,000 to date, including financial commitments from the cities of Duluth, Thunder Bay, Eveleth, International Falls, the Iron Range Resources and Rehabilitation Board and various regional tourism groups. The cities of Mt. Iron, Gilbert and Hibbing are considering the donation.

Ms. Wilberg stated their initial plan is to request funds from the communities and foundations. Phase two will include requesting funds from other groups, such as the Iron Range Tourism Bureau, to maintain the efforts.

b. **Moved by Baribeau and supported by Sipola to table the request from the Heart of the Continent Partnership to contribute funding for the National Geographic Geotourism Initiative for further review. Motion carried.**

City Attorney Butorac stated the Cable Franchise Ordinance with Mediacom is ready for final approval by the City Council. City Attorney Butorac noted Attorney Robert Vase and the Cable Commission have reviewed and approved the draft Cable Franchise Ordinance. Mediacom has agreed to pay the City \$15,000 for the PEG fees that are in arrears. Mediacom will recover the fees by retaining forty cents of the monthly PEG fees, per subscriber, for up to two years or until they are fully reimbursed. The City Council must set the PEG fee.

c. **Moved by Baribeau and supported by Sipola to move forward with the adoption of an Ordinance, including addendum with exhibits, granting a franchise to Mediacom Minnesota, LLC, to construct, operate and maintain a cable communications system in the City of Virginia; setting forth conditions accompanying the grant of franchise; providing for regulation and use of the system; and prescribing penalties for the violation of its provisions. Motion carried.**

d.

Moved by Baribeau and supported by Sipola to request the Cable Commission to attend the Finance Committee meeting to be held on December 3, 2013, to discuss the PEG (Public, Educational and Governmental) fees, as part of the Cable Communications Franchise Ordinance with Mediacom. Motion carried.

e.

Moved by Cuffe and supported by Baranzelli to approve the travel request for Steve Estey, Police Department, to attend the Standardized Field Sobriety Testing, which will be held January 26-30, 2014, in White Bear Lake, Minnesota. Motion carried.

City Administrator Tourville stated the City received \$1,254,000 from Homestead Property Tax Excess Fund. The State will disburse the funds, based on current needs. City Administrator Tourville recommending utilizing the funds for the reconstruction of Fourth Street North and site improvements to expand the Northern Heights Industrial Park.

f.

Moved by Cuffe and supported by Baribeau to approve utilizing the Homestead Property Tax Excess Funds for the following two projects:

- > Reconstruction of Fourth Street North.
- > Site improvements for the Northern Heights Industrial Park.

Motion carried.

City Administrator Tourville recommended that the Personnel Committee review the Building Official position and make a recommendation on continuing to use the external building official, or providing the duties with qualified in-house staff.

g.

Moved by Baribeau and supported by Baranzelli to approve the travel request for Bill Cole, Engineering Department, to attend the International Code Council, which will be held February 3-7, 2014, in Chaska, Minnesota. Motion carried.

Finance Director reviewed the Budget to Actual Report for period ending October 31, 2013. Discussion was held on the expenditures for the City Attorney and Library, as they were significantly above budget. Finance Director Erickson will provide the City Council with detailed budget reports for the City Attorney and Library. Finance Director Erickson noted the budget for traffic signals was over budget, but the overall Public Works Department is under budget.

Finance Director Erickson reviewed the Investment Report for the period ending October 31, 2013.

City Clerk Roskoski stated the applications to renew the 2014 liquor licenses were due November 13, 2013. Discussion was held on the renewal of liquor licenses for establishments that have been issued citations for public nuisance. Councillor Russo recommended that a penalty be considered for the establishments that do not meet the deadlines for the liquor license renewals. Councillor Ralston recommended that the Public Safety Committee hold a meeting to address the issues with liquor licenses.

h.

Moved by Russo and supported by Cuffe to approve the renewal of the liquor licenses for the year 2014, contingent upon meeting the licensing requirements. Motion carried.

Councillor Sipola reviewed the financial graphs for the ambulance service and stated it appears a good job is being done on predicting and collecting the revenue.

Councillor Ralston reviewed a request from the Library Commission to remove the cornerstone at the Library to retrieve a time capsule, as part of their 100th anniversary celebration that will be held on December 5, 2013. Costs are estimated between \$400-\$500 for drilling and \$200-\$300 for the masonry repair.

Moved by Russo and supported by Cuffe to authorize the payment and removal of the time capsule from the Library, as part of their 100th Anniversary Celebration, contingent upon the Engineering Department and Public Works Department coordinating the removal of the time capsule. Motion carried.

Meeting adjourned at 10:55 A.M.

9.2

PERSONNEL COMMITTEE
Tuesday, November 19, 2013 -11:05 AM
Council Chambers, City Hall

Present: Councillors Cuffe, Baribeau; Mayor Russo -- 3
Absent: None

Also Present: Councillors Littlewolf, Ralston, Baribeau, Sipola, Baranzelli; Fire Department – Chief Dan L’Allier, Scott Fredrickson, Frank Roark, Pat Peterson, Anthony Krulc, Dan Gustafson, Gwen Webb, Jason Dickinson, Ross Gramling, Erik Jonassen, Kevin Poffs; Lois Roskoski, City Clerk; Sherry Erickson, Finance/HR Director; John Tourville, City Administrator

Councillor Cuffe called the meeting to order at 11:05 A.M and stated the purpose of the meeting was to discuss staffing levels for the Fire and Ambulance Department.

Councillor Cuffe stated the feasibility study for shared services shows there was a significant demand for services for the Virginia Fire/Ambulance Department in 2012 and the Council realizes the burden that is being placed on staff and wants to address the issues to improve service and provide staffing that is affordable.

Mayor Russo stated he has been concerned about this issue for several years and would like to hear from the Fire Union on the most efficient way to staff the Fire/Ambulance Department, including scheduling and overtime. Mayor Russo commended the staff on the services that are provided by the Ambulance Department.

Councillor Baribeau stated he is concerned about number of rising ambulance calls, which will be approximately 3,400 by the end of 2013. He is also concerned with the employee burnout in the department and increase in fire calls.

Councillor Cuffe reviewed the Ambulance/Fire Department organizational chart, which currently includes twenty-one firefighter/paramedics, one full time Fire Marshall, one EMS Director, one Fire Chief and one Administrative Assistant. The department is currently staffed with three shifts of seven uniformed personnel. Shifts are scheduled for twenty-four hours.

Fire Chief L’Allier reviewed three options to staff the Virginia Fire/Ambulance Department and recommended Option 1.

Option 1:

- Follows the study prepared by Springsted.
- Hires two additional full time Firefighter/Paramedics for each shift (total of six new hires), plus a seventh Firefighter/Paramedic to replace the person promoted to the full time Fire Marshall.
- With the current seven-person crews, shifts are normally staffed with five personnel per shift, due to time off.
- By expanding the department to nine-person crews, they would be able to operate with seven people per shift on a daily basis.
- Currently, all employees are paramedics. Chief L’Allier stated Option 1 would have the least amount of impact to the department and would continue to operate under their current model.

Option 2:

- Hires four full-time Firefighter/Paramedics. One would fill the place of person promoted to Fire Marshall.
- Hires nine part-time Firefighter/Paramedics. Nine would be required to keep the part-time employees under the 32 hour per week cap. They would be scheduled for 24 hours per week, with time allowed for training and call back for fire incidents.

Option 3:

- Hires one full-time Firefighter/Paramedic. This would fill the place of the person promoted to Fire Marshall.
- Hires 18 part-time Firefighter/EMT Basics. This amount is needed, in order to schedule 12-hour shifts to limit their time to 32 hours per week.

Several issues were discussed:

- It would be a challenge to obtain applicants to fill the additional full-time Firefighter/Paramedic positions for Option 1, as only a few people have passed the testing through the Lake Superior College. It is anticipated that the candidate pool will increase.
- It would be difficult to train a large number of employees in the current Fire Hall building.
- Part-time employees could work two 12-hour shifts per week.
- Qualifications for part-time employees would require Firefighter/EMT for all three options.
- By hiring additional staff, overtime would be reduced to one-third of the current OT hours.
- Consider sending one EMT as the ambulance driver, with one paramedic on board. Fire Department staff felt it is beneficial to have two paramedics on a call to work as a team, as they often bounce information off each other while treating a patient.
- Data should be reviewed to determine the revenue that is lost because of transfers that are turned down because of lack of staff. The Council could then determine what is affordable with regards to hiring additional staff. The lost revenue should be added to the financial graphs for the ambulance department.
- The ambulance service area cannot be reduced.

Councillor Sipola felt everyone should agree on the following fundamentals:

- Status quo is not sustainable.
- Working too hard, will create employee burn out.
- The service area would need to be decreased to match the manpower to keep healthy employees.
- If calls are turned down, competition comes into our area.
- We need more manpower to decrease the hours everyone is currently working with the same service area.
- Revenue would be increased if ambulance calls were not turned down.
- With increased staffing, some money would be available from overtime savings, plus the increased revenue from additional ambulance runs.

Pros and cons for Option 1:

- There is a limited application pool. It was noted the application pool may increase.
- It is more efficient to hire Firefighters/Paramedics.
- It is more efficient with a smaller pool of employees to perform duties, as it creates a safer work environment and does not require multiple levels of training.
- New hires would be young and have limitations with working overtime because of families.
- New hires would still provide 56 hours per week of relief for other employees.
- EMT's would be scheduled staff. They may be utilized some days, but not others, depending on need for an ambulance driver.
- It is fatiguing for a paramedic when working with an EMT.

The Fire Department employees stated they were in favor of the full-time staff and felt it is the quickest and most efficient way to get staff out the door. Patient care is improved and it is the safest option for both the patient and staff.

Discussion was held on using an EMT as the ambulance driver, with one paramedic on board. The EMT would be scheduled and used to drive the ambulance on transfers. Fire Department staff stated two paramedics would still be required if the patient being transferred required stabilization while traveling.

Finance Director Erickson stated she was given approval to start an eligibility test for the Firefighter/Paramedics and is currently in the process of scheduling all four applicants that recently passed the test for an interview. Once the City Council approves hiring, candidates would be selected from the eligibility list.

Pat Peterson entertained a motion to hire three Firefighter/Paramedics, with the committee continuing to evaluate the situation.

Councillor Cuffe requested that statistical data regarding the number of ambulance calls that are being turned down be presented at the next meeting, along with other data to support the staffing options.

a. Moved by Baribeau and supported by Russo to set a Personnel Committee meeting for Tuesday, December 3, 2013, immediately following the Finance Committee, to continue discussions on the staffing options for the Fire/Ambulance Department. Motion carried.

Meeting adjourned at 12:25 P.M.