

**VIRGINIA CITY COUNCIL
AGENDA
JANUARY 22, 2013 – 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 January 8, 2013.

5.2 Adoption of Finance Resolution No. 13-002 – Schedule of Bills.

5.3 Adopt Resolution designating depositories for 2013.

5.4 Approve issuance of 2013 Secondhand Good Dealers License to Dianna Oinonen, d/b/a Consigning Women.

6. APPEARANCES (Limited to 10 minutes)

7. UNFINISHED BUSINESS

8. DISCUSSION ITEMS

8.1 Communication from the Planning and Zoning Commission submitting recommendation to accept former Lots 14-20, Weidner Addition, into Lots 1-7, Block 1, Weidner 1st Addition.

8.2 Amendment to Service Agreement with St. Louis County Environmental Services Department for collection of residential and commercial recyclable materials for one year period through December 31, 2013. (If approved, adopt Resolution.)

9. COMMITTEE REPORTS

9.1 Finance Committee-of-the-Whole (January 15, 2013)

a. Proposal for ambulance body and cots. (If approved, adopt Resolution.)

b. Sale of 2006 Ford Ambulance.

c. Meeting to review Fire Department Business Plan.

d. Grant contract between State of Minnesota and City of Hibbing to study shared services with multiple Fire Departments.

e. Proposal to perform study to share services with multiple Fire Departments. (If approved, adopt Resolution.)

f. Request from City of Mt. Iron to use fire truck.

g. Travel request – Dennis Benz, Police Chief, and Dan L’Allier, Fire Chief, Governor’s Homeland Security and Management Conference, February 12-14, 2013, Brooklyn Park, MN.

h. Funding for Strategic Plan for Greenhouse.

i. Proposal to purchase Bobcat 3400 for the Park Department. (If approved, adopt Resolution.)

j. Proposal to purchase ten new golf carts for the Golf Course. (If approved, adopt Resolution.)

k. Proposal to purchase bottle cooker, sandwich unit, walk in freezer/cooler for Golf Course Restaurant. (If approved, adopt Resolution.)

l. Proposal to purchase vehicle for the Park/Recreation Department. (If approved, adopt Resolution.)

- m. Sale of holiday light display.
 - n. Contract with Independent Contractor to provide services to the public for the operation of a cable public access channel. (If approved, adopt Resolution.)
 - o. Purchase of new delegates for Council Chambers sound system.
 - p. 2013 Coalition of Greater Minnesota Cities Economic Development Partnership Program.
 - q. Building official services.
 - r. Travel request – Lois Roskoski, City Clerk, 2013 MCFOA Conference, March 19-22, 2013, St. Cloud, MN.
 - s. Travel request – Tom Butorac, City Attorney, MN City Attorneys Educational Conference, February 7-9, 2013, Bloomington, MN.
 - t. Liquor license for proposed new establishment in Midway.
 - u. Payment for annual banquet - Laurentian Chamber.
- 9.2 Buildings/Grounds Committee (January 15, 2013)
- a. Blighted property – addition to demolition list.
 - b. 2013 Trails Legacy Grant.
 - c. 2013 Park Legacy Funds.
 - d. Obtains fees for use in updating Miners Memorial Rental Policy.
 - e. Marketing plan/creative pricing for vacant City lot located at the corner of Sixth Avenue and Chestnut Street.
 - f. Lyric Center renovations.
- 9.3 Personnel Committee (January 22, 2013)
- a. Commission appointments,
 - b. Hiring process – Fire Department.

10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS

11. ADJOURN TO TUESDAY, FEBRUARY 12, 2013, AT 6:30 P.M., COUNCIL CHAMBERS

5.3

COUNCIL CHAMBERS



Resolution No.

City of Virginia, Minnesota, January 22, 2013

Resolution designating depositories for 2013

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

WHEREAS, the City Council of the City of Virginia is required under State Statute No. 118A.02 and 427.01 to name depositories for the City of Virginia for the ensuing term commencing February 1, 2013 and ending January 31, 2014;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Virginia, that US Bank; Wells Fargo Bank, NA; Northern State Bank of Virginia and the Frandsen Bank & Trust, County of St. Louis, State of Minnesota, are hereby designated as depositories of City funds for the ensuing term commencing February 1, 2013 and ending January 31, 2014. Said depositories heretofore named shall enter into a depository agreement whereby said depositories shall furnish collateral as required by law to be deposited with the Finance Director of the City of Virginia, or in lieu of depositing said collateral with the Mayor, City Operations Director or Finance Director of the City of Virginia the collateral of the US Bank may be deposited for safekeeping in the US Bank of Minneapolis; the collateral of Wells Fargo Bank, NA, may be deposited for safekeeping in the Wells Fargo Bank of Minneapolis; the collateral of the Northern State Bank of Virginia may be deposited for safekeeping in the National City Bank of Minneapolis; the collateral of the Frandsen Bank & Trust may be deposited with the Federal Home Loan Bank of Des Moines, and the collateral with American Bank may be deposited through the CDARS (Certificate of Deposit Account Registry Service) as security for such funds or may in its discretion furnish a surety bond as part or in lieu thereof;

BE IT FURTHER RESOLVED that State Banks, National Banks and Thrift Institutions located either within or without the State of Minnesota which qualify as depositories under Minnesota Law and are included on a list approved and maintained for such purpose by the Investment Advisor of the Citigroup Global Markets, Inc., Smith Barney, Inc. Division, Institutional CD's Incorporated, Wells Fargo Investment Services, LLC, Pershing, LLC, through Northland Securities, Inc., MBIA, Inc., and are hereby designated as depositories of City Funds for the ensuing term commencing February 1, 2013 and ending January 31, 2014.

RESOLVED FURTHER that the Finance Director of the City of Virginia is hereby instructed to deposit City funds in such banks in accordance with the law in such case made and provided. All funds except those deposited for specified period of time, shall be held subject to draft, orders, and payment at all times upon demand without interest.

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

Ayes: Councillors

Nays:



**CITY OF VIRGINIA APPLICATION
FOR
SECONDHAND GOOD DEALERS LICENSE**

5.4

FEE: \$25.00/YEAR

LICENSE YEAR ENDING DECEMBER 31, 2013

**APPLICANT
INFORMATION:**

Dianna Kay Dinonen
First Middle (No Initials) Last

58863 Cattail Dr.
Applicant Address

Britt, MN 55710
City, State, Zip Date of Birth

218-749-6928
Applicant Phone Number

**BUSINESS
INFORMATION:**

Consigning Women
Business Name

103 Chestnut St. East
Business Address

Virginia, MN 55792 218-741-5430
City, State, Zip Business Phone Number

4
Federal Tax ID No. State Tax ID No.

OWNER(S) INFORMATION:

SAME
First Middle (No Initials) Last

Owner Address

City, State, Zip Owner's Social Security No.

Owner's Telephone Number

First Middle (No Initials) Last

Owner Address

City, State, Zip Owner's Social Security No.

Owner's Telephone Number

BOND REQUIRED IN THE AMOUNT OF \$1,000.00

PURSUANT TO MINNESOTA STATUTE 270.72 TAX CLEARANCE:

ISSUANCE OF LICENSES: THE LICENSING AUTHORITY IS REQUIRED TO PROVIDE TO THE MINNESOTA COMMISSIONER OF REVENUE YOUR MINNESOTA BUSINESS TAX IDENTIFICATION NUMBER AND THE SOCIAL SECURITY NUMBER OF EACH LICENSE APPLICANT. UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT AND THE FEDERAL PRIVACY ACT OF 1974, WE ARE REQUIRED TO ADVISE YOU OF THE FOLLOWING REGARDING THE USE OF THIS INFORMATION:

1. THIS INFORMATION MAY BE USED TO DENY THE ISSUANCE, RENEWAL OR TRANSFER OF YOUR LICENSE IN THE EVENT YOU OWE THE MINNESOTA DEPARTMENT OF REVENUE DELINQUENT TAXES, PENALTIES OR INTEREST;
2. UPON RECEIVING THIS INFORMATION, THE LICENSING AUTHORITY WILL SUPPLY IT ONLY TO THE MINNESOTA DEPARTMENT OF REVENUE. HOWEVER, UNDER THE FEDERAL EXCHANGE OF INFORMATION AGREEMENT, THE DEPARTMENT OF REVENUE MAY SUPPLY THIS INFORMATION TO THE INTERNAL REVENUE SERVICES;
3. FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSING ISSUANCE OR RENEWAL APPLICATION.

THE UNDERSIGNED HEREBY AGREES TO OPERATE IN THE CITY OF VIRGINIA IN ACCORDANCE WITH THE REGULATIONS GOVERNING BUSINESSES AS SET FORTH IN THE CITY OF VIRGINIA CITY CODE. IT IS UNDERSTOOD THAT FAILURE TO CONFORM OR ABIDE RENDERS THIS LICENSE NULL AND VOID.

Dianna Dinonen
SIGNATURE OF APPLICANT

1-2-13
DATE

CITY OF VIRGINIA

327 FIRST STREET SOUTH • VIRGINIA, MINNESOTA 55792-2623

8-1

ENGINEERING DEPARTMENT

(218) 748-7500

TO: Honorable Mayor Louie Russo
And City Council

FROM: Chairperson Bruce Kniivila
Planning and Zoning Commission

DATE: January 14, 2013

SUBJECT: Rearrangement of Weidner Addition:

It is the recommendation of the Planning and Zoning Commission to accept former Lots 14-20, Weidner Addition into Lots 1-7, Block 1, Weidner 1st Addition to Virginia.

- 1.) The Commission discussed the former Lots 14-20, Weidner Addition into Lots 1-7, Block 1, Weidner 1st Addition to Virginia.

Moved by Rosandich and supported by Krog accepting the former Lots 14-20, Weidner Addition into Lots 1-7, Block 1, Weidner 1st Addition to Virginia. MOTION CARRIED.

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

St. Louis County Environmental Services Department

AMENDMENT TO SERVICE AGREEMENT FOR COLLECTION OF RESIDENTIAL AND COMMERCIAL RECYCLABLE MATERIALS

THIS AGREEMENT, made as of this 1st day of January, 2013, by and between ST. LOUIS COUNTY, a body corporate and politic existing under the laws of the State of Minnesota, hereinafter referred to as "County", and the CITY OF VIRGINIA, residing at 327 South 1st Street; Virginia, MN 55792 hereinafter referred to as "Provider."

WITNESSETH:

WHEREAS, the County and Provider entered into an Agreement, hereinafter referred to as the "Original Agreement" on January 1, 2008, which allows the County to pay for the processing and marketing of Curbside collected recyclable materials, up to a predetermined maximum tonnage, weighed and hauled by the Provider to the County-owned recyclables processing facility; and

WHEREAS, the parties desire to amend the Original Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides by extending its term and services provided thereunder; and

WHEREAS, Section I. of the Original Agreement provides for two one-year extensions of the Original Agreement; and

WHEREAS, the County and Provider wish to enter into the first one-year extension of the Original Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable considerations, the parties do agree as follows:

1. Extend the Term of the Original Agreement to December 31, 2013 upon the mutual agreement of both parties as allowed under Section I of the Original Agreement.
2. Amend Section VII. INSURANCE to read:

"The following insurance must be maintained for the duration of this contract. A Certificate of Insurance for each policy must be on file with St. Louis County Purchasing Department within 10 days of execution of this contract and prior to commencement of any work under this contract. Each certificate must include a 10-day notice of cancellation, non-renewal, or material change to all named and additional insureds.

The County reserves the right to rescind any contract not in compliance with these

requirements and retains all rights thereafter to pursue any legal remedies against the successful bidder. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

General Liability Insurance

\$500,000 for claims for wrongful death and each claimant for other claims.

\$1,500,000 each occurrence.

No Less Than \$2,000,000 Aggregate coverage.

Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

St. Louis County must be named additional insured.

Business Automobile Liability Insurance

\$500,000 for claims for wrongful death and each claimant for other claims.

\$1,500,000 each occurrence.

Must cover owned, non-owned and hired vehicles.

Workers' Compensation

Per statutory requirements. Certificate of Compliance must be executed and filed with St. Louis County.

Indemnification Clause

Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless St. Louis County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurances indicated in paragraph entitled "INSURANCE".

This provision is not intended to create any cause of action in favor of any third party against the Contractor of the County or to enlarge in any way the Contractor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Contractor's or the Contractor's agents' performance hereunder.

3. All other provisions of the Original Agreement, except as amended herein, shall remain in full force and effect through its duration.

IN WITNESS THEREOF, the parties have executed the Original Agreement on the date and year first written above.

CITY OF VIRGINIA

ST. LOUIS COUNTY

BY: _____
LOUIS RUSSO
Mayor

BY: _____
CHRIS DAHLBERG, Chair
St. Louis County Board

BY: _____
JOHN TOURVILLE
City Operations Director

BY: _____
DONALD DICKLICH
County Auditor

BY: _____
TED TROOLIN, Director
Environmental Services Department

APPROVED AS TO FORM AND
EXECUTION:

BY: _____
JAMES NEPHEW
Assistant County Attorney

DAMION: 2013-007648
Original DAMION: 2007-003977

BOARD MEMO NO. 07 - 44

DATE: October 25, 2007

FROM: Dana Frey
County Administrator

Ted Troolin
Solid Waste Director

RE: Cities' Curbside Recyclable Materials Processing Agreements

BACKGROUND:

St. Louis County has established recycling goals and programs that meet or exceed state requirements and provide residents of the County's Solid Waste Service Area with a convenient opportunity to recycle. The County has also developed an infrastructure to ensure the long term collection and processing of recycled materials.

One aspect of local recycling programs is the provision of curbside recycling in certain areas. St. Louis County works in conjunction with four cities in the Solid Waste Service Area to offer convenient opportunities to recycle for city residents. These cities (Hibbing, Virginia, Mt. Iron and Eveleth) operate city curbside collection programs for recyclables generated by their residents. The cities fund all costs associated with collection of the recyclables. The County funds the processing and marketing of the recyclables, keeping any revenue generated from the sale of the materials. The County contracts with a private company (Northern Minnesota Recycling or "NMR") to secure the processing and marketing of these curbside collected recyclables.

Since 1993, the Solid Waste Department has developed an agreement with each city operating a curbside program establishing: (1) the terms and conditions for the delivery of recyclables to the County recyclable materials processing facility or transfer station and (2) the County's commitment to funding the processing of acceptable recyclables up to a maximum allowable annual tonnage per city. The current agreement expires on December 31, 2007. The Department intends to enter into new agreements with the cities. The proposed agreements provide the same level of services as past agreements. The new agreements will expire in 2012 but allow for two (2), one-year extensions, upon mutual agreement of the parties.

CURRENT ISSUE:

Based on discussions with the curbside cities representatives, the cities and the Department wish to continue providing curbside recyclable materials collection, processing and marketing by entering into new agreements. The County is agreeing to fund recyclables processing (up to an annual maximum per city level) provided the quality of the recyclables delivered to the County meets program acceptance criteria. Under the proposed agreement, the cities must meet the following requirements:

- Each city must have a weight- or volume-based system for both residential and commercial garbage customers.
- Each city must have a minimum of one curbside recycling collection per resident/business per month.
- At least once per month, each city must accept in its curbside program

FINANCE COMMITTEE OF THE WHOLE
Tuesday, January 15, 2013 – 9:00 A.M.
Council Chambers, City Hall

Present: Councillors Littlewolf, Ralston, Baribeau, Sipola, Baranzelli, Mayor Russo - 5
Absent: Councillors Cuffe - 1

Also Present: Sherry Erickson, Finance/HR Director; Maegen Hunt, Data Entry/HR Generalist Assistant; Rick Puhek, City Assessor; Dan 'Allier, Fire Chief; Jason Dickinson, EMS Coordinator; Tom Turja, citizen; Tom Butorac, City Attorney; Lois Roskoski, City Clerk; Ed Alto, Public Works Coordinator; John Bachman, Park/Recreation Director; Paul Monacelli, Lindsey Engel – Friends of the Greenhouse

Jason Dickinson, EMS Coordinator, reported on the following information for the ambulance service for the year 2012:

- 2012 ambulance revenue - \$2,321,287.
- Reviewed monthly information on the 2012 ambulance runs.
- Detailed daily ambulance activity is available at the Fire Hall.
- Information from Advantage Billing for the year 2012 will be presented in February.
- Ambulance revenue was projected at \$2.2 for 2012, with the actual revenue recorded at \$2.3.
- Accounts receivables are running 45 days, which is the average.
- Missed ambulance runs are at average. Runs are turned down when department cannot reach minimum staffing levels.
- Detailed information will be provided on the times of day the ambulance runs are turned down.
- Information will be provided on the amount of revenue that is lost, due to turning down ambulance runs.
- Research will be done to determine if turned down runs are higher in June, July and December because of employees on vacation.

Discussion was held on the length of the time it takes to process new hires for the Fire Department.

Moved by Russo and supported by Baribeau to refer the hiring process for the Fire Department to the Personnel Committee. Motion carried.

Fire Chief L'Allier reviewed the proposal from Everest Emergency Vehicles, Inc., to purchase a 2013 Road Rescue Ultramedic Type III Ambulance Body, in the amount of \$144,862.00, and three Styker Power Pro Cots, in the amount of \$34,611.00. The purchases will be funded out of the 2012 and 2013 budgets. Fire Chief L'Allier noted the chassis for the ambulance was purchased in 2012. If approved, the ambulance will be delivered on January 23, 2013.

a. Moved by Baribeau and supported by Littlewolf to adopt a Resolution accepting the proposal from Everett Emergency Vehicles, Inc., to purchase a 2013 Road Rescue Ultramedic Type III Ambulance Body, in the amount of \$144,862.00, and three Styker Power Pro Cots, in the amount of \$34,611.00, to complete the ambulance. Motion carried.

Fire Chief L'Allier requested permission to sell the 2006 Ford Ambulance.

b. **Moved by Russo and supported by Sipola to allow staff to proceed with the sale of the 2006 Ford Ambulance. Motion carried.**

c. **The Fire Chief was directed to schedule a Committee-of-the-Whole meeting for 9 A.M. on Tuesday, February 12, 2013, to review the Fire Department Business Plan with Springsted.**

Fire Chief L'Allier stated the State of Minnesota has awarded a grant, in the amount of \$40,000, to the Hibbing Fire Department to study shared services with the Fire Departments located in Chisholm, Buhl, Virginia, Keewatin, Nashwauk, Grand Rapids and Mountain Iron.

d. **Moved by Baribeau and supported by Baranzelli to approve moving forward with the Grant Contract with the State of Minnesota and City of Hibbing to study shared services with the multiple Fire Departments. Motion carried.**

Fire Chief L'Allier reviewed the Personal Services Contract with Emergency Services Consulting International and the cities of Hibbing, Virginia, Grand Rapids, Chisholm, Mt. Iron, Keewatin, Nashwauk and Buhl, to provide the services to perform the study to share services with the multiple Fire Departments.

e. **Moved by Sipola and supported by Baribeau to adopt a Resolution accepting the proposal from Emergency Services Consulting International to perform the study to share services with the various Fire Department, with Virginia's portion of \$2,025.00, to come out of 2013 Fire Department budget. Motion carried.**

Fire Chief L'Allier stated he received a request from the City of Mt. Iron to use one of Virginia's fire engines while they purchase a different vehicle.

f. **Moved by Baribeau and supported by Baranzelli to authorize the Fire Chief and City Attorney to work out the details to allow the City of Mt. Iron to use a Virginia fire truck for a limited period of time and bring back a recommendation. Motion carried.**

Fire Chief L'Allier reviewed the travel request for him and Police Chief Benz to attend the Governor's Homeland Security and Management Conference to be held February 12 through 14, 2013, in Brooklyn Park, Minnesota, to develop an Emergency Operations Plan. Fire Chief L'Allier stated he may not be able to attend the conference, if the Fire Department Business Plan is reviewed on February 12th.

g. **Moved by Baribeau and supported by Sipola to approve the travel request for Police Chief Benz and Fire Chief L'Allier to attend to attend the Governor's Homeland Security and Management Conference, to be held February 12 - 14, 2013, in Brooklyn Park, Minnesota. Motion carried.**

Councillor Littlewolf reviewed the proposal from Whitney Crettol Consulting to develop a strategic plan for the Greenhouse, in the total amount of \$7,330. The "Friends of the Greenhouse" have raised the majority of the money to pay for the study and are requesting the City to invest up to \$1,000.

Paul Monacelli, Chair of the Friends of the Greenhouse, stated funding in the total amount of \$6,360 has been acquired through the Blandin Foundation, Northland Foundation and other fundraisers that were held and requested the City Council to fund the remaining balance of \$970.

Mr. Monacelli stated the goal of the study is to strengthen the structure and functions of the Friends organization, establish a unified vision on how the greenhouse will benefit the City, and develop a strategic plan.

Park/Recreation Director Bachman stated a balance of \$983 remains in the Greenhouse Improvement Project Fund.

h. **Moved by Russo and supported by Littlewolf approve funding up to \$1,000 to be used as gap funding for the Strategic Plan for the Greenhouse, with the funds to come from the Park Department budget. Motion carried.**

Park/Recreation Director Bachman recommended accepting the proposal from Bobcat of Duluth to purchase a Bobcat 3400 for the Park Department and stated the purchase is included in the 2013 budget.

i. **Moved by Russo and supported by Baribeau to adopt a Resolution accepting the proposal from Bobcat of Duluth, in the amount of \$10,418.00, plus tax, to purchase a Bobcat 3400 for the Park Department. Motion carried.**

Park/Recreation Director Bachman recommended accepting the proposal from Versatile Vehicles, Inc., to purchase ten new 2013 E-Z-GO TXT golf carts, at a cost of \$4,269.66 per cart, for the Golf Course. Park/Recreation Director Bachman stated the carts are included in the 2013 budget and also recommended selling eight used carts at a price of \$1,300 to the public on a first come, first serve basis.

j. **Moved by Sipola and supported by Baranzelli to adopt a Resolution accepting the proposal from Versatile Vehicles, Inc., to purchase ten new E-Z-GO TXT golf carts, in the total amount of \$42,696.66, and to authorize the Park/Recreation Director to sell eight used golf carts to the public, at a price of \$1,300 per cart. Motion carried.**

Park/Recreation Director Bachman recommended accepting the proposal from Commercial Refrigeration to purchase a bottle cooler, sandwich unit and walk in cooler/freezer for the Golf Course Restaurant, and stated the equipment was included in the 2013 budget.

k. **Moved by Baribeau supported by Baranzelli to adopt a Resolution accepting the proposals from Commercial Refrigeration for the following items for the Golf Course Restaurant:**

- | | |
|-------------------------------------------------------------------|--------------------------|
| ➤ Bottle Cooler – True TBB-4G | \$ 3,440 plus tax |
| ➤ Sandwich Unit/Beverage Aid Spe72-08 (right hand opening) | \$ 3,146 plus tax |
| ➤ Crown Tonka Walk-In Freezer/Cooler | \$15,443 plus tax |
| ➤ Installation | \$ 5,000 estimate |

Motion carried.

Park/Recreation Director Bachman recommended accepting the proposal from Lundgren Motors to purchase a 2013 Ford Escape for the Park/Recreation Department. The vehicle was included in the 2013 budget. Park/Recreation Director Bachman stated this would replace the 2000 Ford Expedition (former police vehicle), which would be sold as surplus equipment.

l. **Moved by Russo and supported by Baribeau to adopt a Resolution accepting the proposal from Lundgren Motors, in the amount of \$19,170.00, plus tax, title and license, to purchase a 2013 Ford Escape. Motion carried.**

Park/Recreation Director Bachman stated the City of Cloquet rejected the Virginia's offer to sell the holiday light display for \$1,500 and presented a counter offer of \$910. Park/Recreation Director Bachman was directed to give the smaller holiday light displays to the Friends of the Greenhouse and continue to negotiate with Cloquet.

m. **Moved by Sipola and supported by Baribeau to authorize the Park/Recreation Director to continue to negotiate with the City of Cloquet on the sale of the holiday light display, with the stipulation that Cloquet must pick up the lights. Motion carried.**

Park/Recreation Director Bachman stated he could not attend the Buildings/Grounds Committee scheduled for 1 PM and gave an update on the three solar projects. The Greenhouse pergola will be the first solar project and is scheduled to begin in late April or early May and should be complete within a six week period (prior to the Land of the Loon Festival). The solar project at the Golf Course cart building will be the second project, with the tennis building scheduled last.

Park/Recreation Director Bachman stated another public hearing will be held at 6:30 P.M. on Wednesday, January 23, 2013, at the Miners Memorial Building to discuss the Parks and Trails Master Plan.

Discussion was held on a format to collect assessments on tax forfeited properties. City Assessor Puhek stated the taxes and assessments are eliminated once properties go tax forfeit. City Attorney Butorac stated he will send a certified letter to St. Louis County asking them to notify Virginia regarding any properties that become tax forfeit and to include any assessments in their final sale price.

City Attorney Butorac stated he will invite the Attorney Robert Vose, who is working for the City on the franchise agreement with Mediacom, to a committee meeting in February to review the concerns from the Cable Commission. The Cable Commission will also be invited to attend the meeting.

Councillor Baribeau requested that the City Attorney attend the Street/Alley Committee meeting that will be held on February 5th and provide a recommendation on the Minnesota Department of Transportation Master Partnership Contract.

City Attorney Butorac reviewed the contract with Terry Hartikka as an Independent Contractor to provide services to the public for the operation of a cable public access channel. The City Attorney will revise the language in the contract to specify insurance coverage and emergency program scheduling and present a final contract in the proper City format at the January 22nd Council meeting.

Terry Hartikka stated the City of Virginia has been the financial agent for the public access programming for other cities in the region, who were charged a monthly fee for station use. Those monies were used as an income source for Virginia to purchase equipment. Under the new contract, Mr. Hartikka stated those monthly fees would be eliminated, as he would have a contract with each City has an independent contract. Once the fund is reconciled, a decision will be on the disbursement of the monies that remain the fund and Mr. Hartikka would cancel his City of Virginia credit card at that time.

7. Moved by Baribeau and supported by Sipola to adopt a Resolution approving the contract with Terry Hartikka as an Independent Contractor to provide services to the public for the operation of a cable public access channel, contingent upon the City Attorney revising the language regarding insurance coverage and emergency scheduling and submitting a final contract in the proper City format at the City Council meeting. Motion carried.

Terry Hartikka, Public Access Programmer, recommended purchasing three new delegate microphones for the City Council sound system, at a cost of \$428 per unit.

0. Moved by Russo and supported by Littlewolf to authorize Terry Hartikka, Public Access Programmer, to purchase three new delegate microphones for the Council Chambers sound system, at a cost of \$428/each. Motion carried.

P. Moved by Baribeau and supported by Baranzelli to refer the information regarding the 2013 Coalition of Greater Minnesota Cities Economic Development Partnership Program to VEDA, VEEDA and the Laurentian Chamber. Motion carried.

Discussion was held on the building official services provided by Pat Green, whose contract expired on March 31, 2012. The services were continued on a month to month basis. City Attorney Butorac stated the City could develop a new contract with Pat Green on a monthly basis, or he could submit a monthly invoice. The City Operations Director will be requested to provide a recommendation on continuing the building official services through Pat Green, or to utilize current City staff.

g. Moved by Russo and supported by Baribeau to allow Pat Green to continue to provide building official services on a monthly basis and that he be requested to submit a monthly invoice. Motion carried.

Maegen Hunt, Data Entry/HR Generalist Assistant reviewed the financial charts she prepared to compare the monthly percentages of the total year's General Fund expenses and revenues for the years 2009, 2010, 2011 and 2012.

Councillor Sipola requested that another bar graph be created to compare the four year average (years 2009-2012) to the actual current year revenues and expenses, by month. Footnotes could be used to note any extra ordinary revenues or expenses.

Finance Director Erickson reviewed the budget report through December 31, 2012. The City received 31% more in revenue than budgeted, and spent 3.7% more than budgeted. Finance Director Erickson stated the unrestricted reserve balance will not be final until the audit is complete, but is hoping for the same or an increase in those reserves.

Mayor Russo stated Councillor Cuffe plans to hold a Personnel Committee meeting and call in all department heads to notify them they will be held accountable for their budgets.

r. Moved by Russo and supported by Littlewolf to approve the travel request for Lois Roskoski, City Clerk, to attend the 2013 MCFOA Conference, which will be held March 19-22, 2013, in St. Cloud, Minnesota. Motion carried.

S. Moved by Baribeau and supported by Baranzelli to approve the travel request for Thomas Butorac, City Attorney, to attend the MN City Attorneys Educational Conference, which will be held February 7-9, 2013, in Bloomington, Minnesota. Motion carried.

+

Moved by Baranzelli and supported by Baribeau to authorize the City Attorney to send a letter to Amy and Tom Martinich notifying them that they have thirty days to apply for the On-Sale Liquor License for their proposed establishment in Midway and that the liquor license will not be held if the building is sold. Motion carried.

The tax forfeited property located at 312 North 5th Avenue was referred back to the Street/Alley/Public Safety Committee for a recommendation.

Moved by Baribeau and supported by Russo to authorize payment of the cost of the annual banquet for the Laurentian Chamber, to be held on February 8, 2013, at the Elks Club, for any City Councillor.

u.

Ayes: Councillors Littlewolf, Ralston, Baribeau, Baranzelli, Mayor Russo - 5

Nays: Councillor Sipola - 1

Motion carried.

Meeting adjourned at 11:45 A.M.

COUNCIL CHAMBERS

9.1a.

Resolution No.

City of Virginia, Minnesota, January 22, 2013

Resolution accepting the proposal from Everest Emergency Vehicles, Inc., for a 2013 Road Rescue Ultramedic Type III Ambulance Body

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

WHEREAS, on June 26, 2012, Resolution No. 12142, was adopted to accept the proposal from Skubic Brothers, Inc., to purchase a 2013 International ambulance chassis, in the total amount of \$76,713.00; and

WHEREAS, the City of Virginia Fire Department obtained a proposal through the North Central EMS Cooperative to purchase the remaining portions of the ambulance, as follows:

2013 Road Rescue Ultramedic Type III Ambulance Body	\$144,862.00
(3) Stryker Power Pro Cots	\$ 34,611.00

WHEREAS, the Fire Chief is recommending acceptance of the proposal from Everest Emergency Vehicles, Inc., through the North Central EMS Cooperative, in the total amount of \$179,473.00, to complete the ambulance; and

WHEREAS, \$49,516.00 of said ambulance will funded through the 2012 Fire Department budget, with the remaining \$129,957.00 funded through the 2013 Fire Department budget.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director be allowed to execute the documents with Everest Emergency Vehicles, Inc., for the purchase of the 2013 Road Rescue Ultramedic Type III Ambulance Body and supplies.

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

Ayes:

Nays:

**Buildings & Grounds Committee
Tuesday, January 15, 2013 – 1:00 P.M.
Council Chambers, City Hall**

Present: Councillors Littlewolf, Baranzelli, Sipola – 3
Absent: None

Also Present: Rick Puhek, City Assessor; Tom Butorac, City Attorney; Lois Roskoski, City Clerk

City Attorney Butorac reviewed the request from Rick Thomas for the City to demolish the house located at 1307 10th Street South. City Attorney Butorac stated the property includes delinquent taxes, assessment and a small mortgage. The City Attorney was directed to meet with Rick Thomas to obtain further information on the delinquent costs, including utilities, and determine if the owner is willing to contribute to the demolition costs.

a. **Moved by Sipola and supported by Baranzelli to add the house located at 1301 10th Street South to the list of blighted properties that are in need of demolition. Motion carried.**

Councillor Littlewolf reviewed the letter from the Minnesota Department of Natural Resources stating the City of Virginia did not receive a 2012 Trails Legacy Grant for the extension of the Silver Lake Trail. Councillor Sipola advocated that the City reapply for funding and use the words “multi-use”, “multi-purpose” and “tying into the Mesabi Trail” in the grant application.

b. **Moved by Sipola and supported by Baranzelli to reapply to for a 2013 Trails Legacy Grant and utilize information from the successful grants when preparing the application. Motion carried.**

Councillor Littlewolf reviewed the letter from the Minnesota Department of Natural Resources stating the City of Virginia did not receive a 2012 Park Legacy Grant for the restoration of the Olcott Park fountain.

c. **Moved by Sipola and supported by Baranzelli to request the Park/Recreation Director to inquire and report back on the appropriateness of submitting another application for a 2013 Park Legacy Grant for the Olcott Park fountain restoration project and/or look for other funding sources. Motion carried.**

Councillor Littlewolf reported the City of Virginia has a dedicated fund that can only be used for Skatejam purposes, which has an approximate balance of \$8,000. Councillor Littlewolf is interested in exploring the costs to develop an outdoor skateboard park in Virginia. Councillor Littlewolf will contact people in the community that are interested in the skateboard project and invite them to a future meeting to discuss the interest in Virginia. Councillor Sipola stated the area on Silver Lake near the Gun Club could be a good location for a skateboard park.

Discussion was held on the Miners Rental Policy, which was discussed in 2010 and referred to the Park Commission for updating, but no information has been received. The City Clerk was directed to email the current rental policy to the City Council and include the item on the next Buildings/Grounds Committee agenda.

d. **Moved by Sipola and supported by Baranzelli to direct the Park/Recreation Director to obtain fees for the Mt. Iron Community Center and Eveleth Hippodrome for use in updating the Miners Memorial Rental Policy. Motion carried.**

Councillor Littlewolf stated the marketing plan for vacant City property (excluding lake property) will be removed from the committee items, as there is not a formal marketing plan. It was recommended that the City Councillors speak with the City Operations Director if they have questions on marketing.

e. **Moved by Sipola and supported by Baranzelli to request the City Operations Director to develop an accelerated marketing plan and creative pricing for the vacant City lot located at the corner of Sixth Avenue and Chestnut Street and bring back a recommendation. Motion carried.**

f. **Moved by Sipola and supported by Baranzelli to authorize the City Attorney to act as the City liaison and attend a meeting of the Lyric Center Board of Directors to provide legal assistance to expedite the completion of the Lyric Center renovations. Motion carried.**

Discussion was held on the draft 2012 Update to the Parks and Trails Master Plan. Another public hearing will be held at 6:30 P.M. on Wednesday, January 23, 2013, at the Miners Memorial Building to review the final plan. The plan will be reviewed by the Park Commission, prior to the City Council taking action on the update.

Meeting adjourned at 2:10 P.M.