

**VIRGINIA CITY COUNCIL  
AGENDA  
MAY 28, 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 May 14, 2013.
  - 5.2 Adoption of Finance Resolution No. 13-010 – Schedule of Bills.
  - 5.3 Adopt Resolution approving Amendment to Easement No. 12925 with RGGGS Land & Minerals, Ltd., for utility lines to Briarwood Estates.
  - 5.4 Approve renewal of Optional 2 AM Liquor Permit for Northeast Investment & Mgmt, LLC, d/b/a Sunny's Magic Bar, 116 Chestnut Street.
  - 5.5 Approve Secondhand Good Dealers License for the Virginia Smoke Shop, LLC, d/b/a Buy/Sell/Trade/Computer Repair at 104 South 2<sup>nd</sup> Avenue.
  - 5.6 Approve Transient Merchant/Solicitor License for Ofelia Jonas, d/b/a First Philipina Food Stand.
- 6. APPEARANCES (Limited to 10 minutes)**
- 7. UNFINISHED BUSINESS**
  - 7.1 An Ordinance Amending Chapter 10, Section 10.31 of the City Code of the City of Virginia Entitled "Minnesota Uniform Fire Code".
- 8. DISCUSSION ITEMS**
  - 8.1 Land of the Loon Festival – June 14, 15 & 16, 2013.
    - a. Agreement with the Land of the Loon Ethnic Arts & Crafts Festival, Inc., to use Olcott Park. (If approved, adopt Resolution.)
    - b. Request for a parade permit beginning at 9:00 A.M. on Saturday, June 15, 2013.
    - c. Request from the Virginia Liquor Association to hold annual street dance on Saturday, June 15, 2013, from 7:00 P.M. until 11:30 P.M.
    - d. Request from Popper's Bar to block off the 100 block of Chestnut Street on Saturday, June 15, 2013, from 11:00 A.M. until 6:00 P.M. for beanbag tournament.
  - 8.2 Set City Council and committee meetings for July, 2013.

**9. COMMITTEE REPORTS**

- 9.1 Finance Committee-of-the-Whole (May 21, 2013)
- a. Purchase of tax forfeited property – 312 5<sup>th</sup> Avenue North.
  - b. Process for tax forfeited property.
  - c. Demolition project – 104 1<sup>st</sup> Street North.
  - d. Community garden.
  - e. Purchase of pickup for Public Works Department. (If approved, adopt Resolution.)
  - f. Ambulance billing system.
  - g. Fire Department response to Fortune Bay.
  - h. Travel request – Jason Dickinson and Erik Jonassen, Fire Department, Image Trend EDS Conference, July 16-19, 2013, Bloomington, MN.
  - i. Expansion of St. Louis County landfill.
- 9.2 Buildings/Grounds Committee (May 21, 2013)
- a. Installation of barrier on City property, 300 block, 1<sup>st</sup> Street North.
  - b. Damages to property – 310 1<sup>st</sup> Street North.
  - c. Off-leash dog area south of Padgett Softball Fields.
  - d. Determine fair market value for residential lots on Horace Mann site.
  - e. Advertise vacant City property for residential development.
  - f. Develop covenants for residential development on Horace Mann site.

**10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS**

**11. ADJOURN TO TUESDAY, JUNE 11, 2013, AT 6:30 P.M., COUNCIL CHAMBERS**

COUNCIL CHAMBERS

5.3

Resolution No.

City of Virginia, Minnesota, May 28, 2013

**Resolution authorizing amendment to Lease No. 12925 with RGGGS Land & Minerals, Ltd., for utility lines to Briarwood Estates**

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

**WHEREAS, the City of Virginia currently has Lease No. 12925 with RGGGS Land & Minerals, Ltd., for water, sewer and electric utility lines, in, under and across parts of the Southeast Quarter of Southeast Quarter (SE ¼ of SE ¼), Section 13, Township 58 North, Range 17 West in St. Louis County, Minnesota; and**

**WHEREAS RGGGS Land & Minerals, Ltd., has submitted an Amendment to Lease No. 12925 to include an additional ten feet in width on the north side, parallel and adjacent to the existing twenty foot easement dated September 10, 1998, as constructed and beginning at the westerly right of way line of the Duluth, Winnepeg & Pacific Railway and then following said existing Easement in a westerly direction and ending at the west line of the SE-SE, 13-58-18 to allow for the addition of and construction, maintenance and use of a gas line; and**

**WHEREAS, annual fee for the easement shall increase to \$300.00,**

**NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director are hereby authorized to execute Amendment to Easement No. 12925 with RGGGS Land & Minerals, Ltd.**

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

Ayes:

Nays:

**AMENDMENT**

**Easement (hereinafter the "Agreement")  
RGS Document 12925**

***IT IS HEREBY AGREED***, by and between the undersigned parties, that the referenced Agreement by and between RGS Land & Minerals, LTD., L.P., a Delaware limited partnership, and the City of Virginia be and hereby is amended as follows:

1. Add 10 feet in width on the north side, parallel and adjacent to the existing 20 foot Easement dated September 10, 1998 as constructed and beginning at the westerly right of way line of the Duluth, Winnepeg & Pacific Railway and then following said existing Easement in a westerly direction and ending at the west line of the SE-SE, 13-58-18 to allow for the addition of and construction, maintenance and use of a gas line.
2. The annual fee for this Easement shall be increased to \$300.00, which sum shall be payable to RGS Land & Minerals LTD., L.P. and sent to P.O. Box 1266, Virginia, MN 55792.
3. This Amendment shall be effective as of the date of execution by RGS Land & Minerals LTD., L.P.

***IT IS FURTHER AGREED*** that except as hereinabove amended, the terms, conditions, and obligations of the referenced Agreement are incorporated herein as if fully set forth at length, and shall remain in full force and effect until termination or until otherwise further amended by the parties in writing.

***IN WITNESS WHEREOF***, the parties hereto have executed this Amendment as of the date(s) set forth below.

Lessor: RGS LAND & MINERALS, LTD., L.P.

Lessee: CITY OF VIRGINIA

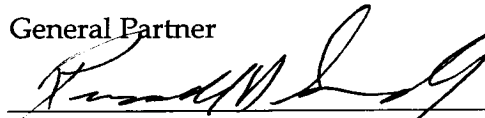
By: Gordy Oil Company, a Texas corporation

By: \_\_\_\_\_

Its: General Partner

Title: \_\_\_\_\_

By:

  
\_\_\_\_\_  
Russell D. Gordy, President

Telephone: \_\_\_\_\_

Dated:

5/10/13

Dated: \_\_\_\_\_



# Renewal Application for Optional Liquor 2AM

5.4

License Type: 2AM-100K

Expires On: June 7, 2013

ID Number: 32151

DBA

Northeast Investment & Mgmt LLC  
Sunny's Magic Bar  
116 Chestnut St  
Virginia MN 55792

Business Phone: 2183905334

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 *Alvin R. Schmitt* Date 5-13-13  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 2040947

**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.ups.state.mn.us](http://www.ups.state.mn.us)

**ORDINANCE**

An Ordinance Amending CHAPTER 10, SEC. 6.31 of the City Code of the City of Virginia Entitled "MINNESOTA UNIFORM FIRE CODE"

The City Council of the City of Virginia does ordain as follows:

**Section 1.**

That, pursuant to the provisions of CHAPTER 10, SEC. 6.31 shall be amended as follows:

**Subd. 1**

Adoption. The 2006 Minnesota Fire Code, as adopted pursuant to Minnesota Statutes 299F.011, hereinafter referred to as MSFC, is hereby adopted as the Fire Code for the City of Virginia, Minnesota. One copy of said code shall be marked CITY OF VIRGINIA OFFICIAL COPY and kept on file in the Office of the City Clerk and open to the inspection and use of the public.

**Subd. 2**

Storage of Flammable and Explosives Material. No bulk plants for storage of flammable and combustible liquids, or bulk storage of liquefied petroleum gas, not established on the effective date of this section, shall be permitted. No storage of explosives or blasting agents shall be permitted.

**Subd. 3**

Recreational Fires. Recreational Fires will be allowed without a permit, but subject to limitations which will be strictly enforced.

The following rules will apply:

- A. Burning will be allowed from 9:00 a.m. to 12:00 (midnight) and day of the week, with a maximum of six (6) hours for any fire on any given day of the week.
- B. All fires must be in a fire ring (no more than 3 feet in diameter and a flame height of 3 feet high will be allowed) or border designed from natural rock, cement, brick, tile or block ferrous metal only, and an outdoor wood burning style fireplace of which the area is depressed below ground, on the ground, or on a raised bed.
- C. Only cleaned dry firewood may be burned, with a minimum of 1 inch diameter. No brush, yard, building, household waste or treated wood may be burned.
- D. The fire is constantly attended by an adult person knowledgeable in the use of fire extinguishing equipment and an adult attendant supervises the fire until the fire has been completely extinguished. Any means of controlling the fire must be available at all times. (Buckets, shovels, and garden hoses, for example.)
- E. The fire must be located on your own property. If the fire is in an easement area, you must have approval from all involved parties.
- F. Fires are not allowed if winds are in excess of 15 miles per hour. Current weather conditions may be checked on the National Weather Service website: Enter your zip code into search box for current conditions.
- G. RECREATIONAL FIRES SHALL NOT BE CONSTRUCTED WITHIN 25 FEET OF ANY STRUCTURE.

H. Any Police or Fire Officer may withdraw permission for the fires due to climatic conditions, extreme dryness, nuisance problems, or violations of the guidelines.

I. A person violating any recreational fire provisions of City Code SEC. 10.31 is subject to an administrative fine of \$25.00. A second violation within 12 months of a previous violation is subject to an administrative citation with a penalty of two times the previously imposed penalty. All costs incurred as a result of the burn including, but not limited to, fire suppression, administrative fees, property damage and personal injuries will be the responsibility of the Adult in charge or the home owner.

Section 2.

This ordinance becomes effective on \_\_\_\_\_, 2013 and shall be published as according to law.

Moved by Councillor \_\_\_\_\_, supported by Councillor \_\_\_\_\_, that the ordinance be adopted.

The Mayor declared the Ordinance adopted.

Adopted: \_\_\_\_\_, 2013

\_\_\_\_\_  
Louis Russo, Mayor

Attest: \_\_\_\_\_  
Lois Roskoski  
City Clerk

COUNCIL CHAMBERS

8.1 a.

Resolution No.

City of Virginia, Minnesota, May 28, 2013

**Resolution authorizing execution of agreement with Land of the Loon Ethnic Arts & Crafts Festival, Inc., for use of Olcott Park for the Land of the Loon Festival**

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

**WHEREAS, the Land of the Loon Ethnic Arts & Crafts Festival, Inc., is desirous of entering into an agreement with the City of Virginia for the use of the Olcott Park on June 14-16, 2013, for a fee of \$1.00,**

**NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Operations Director are hereby authorized to execute said agreement with the Land of the Loon Ethnic Arts & Crafts Festival, Inc., for the use of Olcott Park for the Land of the Loon Festival.**

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

Ayes:

Nays:



## AGREEMENT TO USE OLCOTT PARK

AGREEMENT, made this 9<sup>th</sup> day of May, 2013, between the City of Virginia, hereinafter referred to as "City", and the Land of the Loon Ethnic Arts & Crafts Festival, Inc., hereinafter referred to as "Licensee", of the City of Virginia, County of St. Louis, State of Minnesota.

- 1) City hereby licenses to the Licensee the exclusive use of the property described and known as the Olcott Park, located within the City of Virginia, County of St. Louis, State of Minnesota, for a period of time commencing on Friday, June 14 2013, and concluding at 6:00 P.M. on Sunday, June 16, 2013. Licensee is granted this license for the purpose of conducting the Annual Land of the Loon Festival on the above-described premises during the aforementioned times.
- 2) Licensee shall pay to City a fee of One Dollar (\$1.00). City recognizes the fact that the Festival provides innumerable benefits for the City of Virginia and the surrounding area and represents that it is in the best public interest to grant the Licensee the exclusive use of Olcott Park for that purpose.
- 3) Right is hereby reserved to the City, its officers, agents, and employees to enter the premises at any time and for any purpose to carry out the functions and responsibilities of the City.
- 4) Licensee shall comply with all applicable laws, ordinances, and regulations with regard to construction, sanitation, licenses, or permits to engage in the Festival activities, and any other authorized matter.
- 5) Licensee shall neither transfer nor assign this license nor grant any interest or privilege whatsoever in connection with this license without permission in writing from the City.
- 6) The parties agree that the Licensee has no obligation to undertake any repairs to any of the buildings on the premises or to repair or ameliorate any condition that exists on the premises. However, the Licensee agrees to exercise reasonable care for the protection of property and buildings located on the premises.

CITY OF VIRGINIA

Its: \_\_\_\_\_  
Mayor

Its: \_\_\_\_\_  
City Operations Director

LAND OF THE LOON ETHNIC  
ARTS & CRAFTS FESTIVAL, INC.

Its:       *Jade W. Chapp*        
Co-Coordinator

Its:       *Brittany Chapp*        
Co-Coordinator

8.16.



# Land of the Loon

## Ethnic Arts & Crafts Festival

P. O. Box 565, Virginia, MN 55792

May 9, 2013

Virginia City Hall  
City Council  
327 1st Street South  
Virginia, MN 55792

RE: Land of the Loon Parade

Dear Council:

I am writing to request a parade permit for the annual Land of the Loon parade Saturday, June 15, 2013 at 9:00 a.m.

The parade will assemble at the East end off Chestnut Street. The parade will go down Chestnut Street to Fifth Avenue (Coates Hotel), turn left and go down Fifth Avenue to Eighth Street South where it will end. We would like to reserve handicap parking on Fifth Avenue by the Virginia High School. We would also like to request banning parking along the route all morning until Noon.

Once approved, I will send letters to the public works department and the police department requesting to remove the barricades from Chestnut Street by 7:00 a.m.

Thank you very much and I appreciate your help!

Sincerely,

A handwritten signature in cursive script that reads "Luke N. Chopp".

Luke Chopp  
Co-Chair

8-1 C.

TO: Mayor and City Council  
City of Virginia

FROM: Chris Peterson  
Virginia Liquor Association  
429 Chestnut Street  
Virginia MN 55792

RE: Land of the Loon Street Dance

DATE: May 10, 2013

The Virginia Liquor Association is requesting permission to hold their annual street dance on Saturday, June 15, 2013, from 7:00 P.M. until 11:30 P.M.

We are also requesting permission to block off the 100, 200, 300 and 400 blocks of Chestnut Street.

I will provide the City of Virginia with a certificate of insurance to cover the event.

Thank you for your consideration.

Popper's Bar  
120 Chestnut Street  
Virginia, MN 55792  
218-741-5144

8.1d.

City of Virginia  
327 First Street South  
Virginia, MN 55792

May 21, 2013

Honorable Mayor Louis Russo and Virginia City Council members:

Please accept this letter as a request for permission to block off the 100 block of Chestnut Street from Flaimer's Bar to just beyond Popper's Bar on Saturday, June 15, 2013.

Immediately following the Land of the Loon parade, I would like to run a bean bag tournament from approximately 11 am to 6 pm like I did last year.

The block is usually closed at 5 pm anyway for the street dance. I have received permission from the owners of the other businesses in this area.

Anyone with beverages of any kind will be contained inside the tournament area.

I feel this is a great opportunity to help the downtown bars and restaurants. It was very successful in previous years and usually draws a number of people to the area. This is the third year of this event and it has gone off excellently each year.

If you have any questions, please feel free to contact me prior to making your decision. I thank you in advance for your consideration and approvals.

Very truly yours,

Jeff Peterson  
Owner, Popper's Bar  
218-741-5144

**FINANCE COMMITTEE-OF-THE-WHOLE**  
**Council Chambers, Virginia City Hall:**  
**Tuesday, May 21, 2013 – 9:00 A.M.**

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

Also Present: Ed Alto, Public Works Team Coordinator; Dennis Benz, Police Chief; John Bachman, Park/Recreation Director; Housing/Redevelopment Authority - Brenda Slattery, Dana Hiltunen, Jesse Lind; Tom Butorac, City Attorney; John Tourville, City Operations Director; Lois Roskoski, City Clerk; Karen Zeisler, St. Louis County; Rick Puhek, City Assessor; Sherry Erickson, Finance/HR Director; Dan L'Allier, Fire Chief; couple??; Jason Dickinson, EMS Coordinator; Bill Hennis, Lead Engineer

Dana Hiltunen, Executive Director, HRA, gave an update on the Washington Manor for the fiscal year ending March 31, 2013. The total operating revenue came in higher than budgeted and the total operating expenses were lower than budgeted. The Washington Manor ended their fiscal year with a net operating income of \$311,372, compared to the budgeted amount of \$253,302. The Washington Manor currently has six vacancies. Ms. Hiltunen reported that the hallway carpeting will be replaced in the hallways on the second and third floors of the Washington Manor.

Mayor Russo will talk to Dan Milbridge of Essentia Health regarding the previous arrangement with the VRMC to use several parking spaces in the Washington Manor parking lot, in exchange for snowplowing services, and report back to Dana Hiltunen.

Karen Zeisler, Tax Forfeited Land Coordinator, St. Louis County, was present to answer questions regarding tax forfeited lands. City Operations Director Tourville reviewed the billing statement from St. Louis County to purchase the tax forfeited property located at 312 5<sup>th</sup> Avenue North, in the amount of \$2,417.62. Habitat for Humanity had expressed interest in obtaining the parcel last year, prior to the City crews demolishing the building on the lot. City Operations Director Tourville also stated there are six tax forfeited properties on the Engineering Department's blight list. Ms. Zeisler stated St. Louis County is willing to pay for asbestos abatement/investigation and landfill costs for blighted tax forfeited properties.

Councillor Baribeau stated the City developed a policy and agreed to by Commissioner Nelson, which would require the building inspector to inspect the tax forfeited properties and notify St. Louis County with any blight issues, in order to prevent those properties from being redeployed.

Moved by Russo and supported by Baribeau to approve the purchase of the tax forfeited property located at 312 5<sup>th</sup> Avenue North, less the \$900 asbestos investigation. After further discussion, Mayor Russo withdrew the motion and Councillor Baribeau withdrew his support of the previous motion.

Ms. Zeisler stated private entities can only purchase tax forfeited properties through the auction process, but cities are allowed to purchase them directly from the County. Ms. Zeisler noted the taxpayer/owner of a non-homestead property has the right to pay the back taxes on the tax forfeited property for a one year period from the date of forfeiture. The taxpayer/owner of a homestead property has the right to pay the back taxes for eternity or until the property is sold. A sale severs the repurchase rights.

City Attorney Butorac recommended that he send a letter to Habitat for Humanity to determine their interest in the obtaining the tax forfeited property located at 312 5<sup>th</sup> Avenue North and, if they are interested in the property, the City could move forward with the purchase. City Attorney Butorac also stated he is developing a policy that would require the adjoining property owner(s) to purchase the tax forfeited property, if they request demolition services.

Ms. Zeisler stated she would ask the St. Louis County Board to consider removing the asbestos investigation fee of \$900 from the purchase price for the tax forfeited property located at 312 5<sup>th</sup> Avenue North.

Lead Engineer Hennis stated the City submitted a project cost of \$24,000 to the IRRRB for demolition of the house located at 312 5<sup>th</sup> Avenue North and received a reimbursement of \$11,000.

Ms. Zeisler stated the County would need to know by August 1<sup>st</sup> if the City wanted to purchase the tax forfeited property at 312 5<sup>th</sup> Avenue North, or it would be included in the October property auction.

City Attorney Butorac was directed to send letters to the property owners that adjoin the property at 312 5<sup>th</sup> Avenue North to determine their interest in purchasing the property, prior to contacting Habitat for Humanity to determine their interest in the parcel.

*a.* **Moved by Russo and supported by Sipola to table the purchase of the tax forfeited property located at 312 5<sup>th</sup> Avenue North until additional is obtained by the City Attorney on the interest by the adjoining property owners and Habitat for Humanity. Motion carried.**

City Attorney Butorac recommended that a written agreement be developed between the City and County regarding tax forfeited properties. Councillor Littlewolf stated the Buildings/Grounds Committee will review the demolition list and policy between the City and St. Louis County.

*b.* **Moved by Baribeau and supported by Sipola to authorize Lead Engineer Hennis to work with Karen Zeisler, St. Louis County Land Department, on the process for tax forfeited properties, including abatement, investigation and tipping fees. Motion carried.**

*c.* **Moved by Littlewolf and supported by Russo to authorize the Public Works Department to move forward with the demolition of the property located at 104 1<sup>st</sup> Street North. Motion carried.**

City Operations Director Tourville reported the City received \$600,000 in taconite tax money that will be used to acquire the remaining former Staver property. St. Louis County is currently waiting for the results from the drilling process to determine if a Phase 2 cleanup is required.

Wanda Schomilo was present and requested permission to use City property for a community vegetable and flower garden. Park/Recreation Director Bachman stated the Park/Recreation Commission approved moving forward with the site that is located behind Pohaki Lumber on the west side of the creek. Park/Recreation Director Bachman stated the Park Department could till the land and provide orange fencing.

Councillor Littlewolf stated she will provide Ms. Schomilo with the contact information for other groups that interested in a local food project.

*d.* **Moved by Russo and supported Baribeau to authorize the Park Department to till the City property, at the site recommended by the Park/Recreation Commission, for a community garden. Motion carried.**

Public Works Team Coordinator Alto recommended accepting the quote from Waschke Auto Plaza, in the amount of \$32,000, to purchase a 2013 ¾ GMC truck with plow.

e. **Moved by Russo and supported by Cuffe to adopt a Resolution accepting the quote from Waschke Auto Plaza, in the amount of \$32,000, for a 2013 ¾ ton GMC extended cab pickup, with the funds to come from the Sewer Enterprise Fund. Motion carried.**

EMS Coordinator Dickinson reviewed the reports covering the ambulance service for the period ending April 30, 2013.

Councillor Cuffe questioned the percentage of ambulance bills that are included in the self-pay category (19.62%), and stated he receives several telephone calls regarding payments that are not covered by insurance.

EMS Coordinator Dickinson stated the reimbursement rate is at 47 percent, with April increasing to 49 percent.

Mayor Russo asked if the ambulance service is covering their costs and asked the Fire Chief to provide the answer at next month's Finance Committee meeting.

A lengthy discussion took place on the information provided in the reports, with the following questions asked: At what point should the City write off the outstanding invoices? When are the invoices sent to collections? EMS Coordinator Dickinson stated he will obtain the answers.

Finance Director Erickson reported that \$823,000 in revenue has been received year to date for the Fire/Ambulance Department, with expenses recorded at \$1.2 million.

Councillor Ralston stated the ambulance billings will never attain the fifty percent reimbursement rate and the taxpayers will continue to subsidize the ambulance service until the overtime is reduced and additional staffing is hired at lower labor costs.

Councillor Cuffe stated he will schedule a meeting this week to address the issues regarding the ambulance service.

f. **Moved by Russo and supported by Littlewolf to authorize Councillors Sipola and Baribeau to serve on an Ad Hoc Committee, along with the EMS Coordinator and Finance Director, and meet with Advantage Billing to discuss the ambulance billing system. Motion carried.**

Fire Chief L'Allier recommended approval of an agreement with Bois Forte to respond to calls with the Virginia ladder truck, at a rate of \$600 per hour.

g. **Moved by Russo and supported by Littlewolf to authorize the Fire Department to respond to Fortune Bay with the ladder truck, when requested by the Greenwood Township Fire Department, at a rate of \$600 per hour. Motion carried.**

h. **Moved by Baribeau and supported by Cuffe to approve the travel request for Jason Dickinson and Erik Jonassen, Fire Department, to attend the Image Trend EDS Conference, to be held July 16-19, 2013, in Bloomington, Minnesota. Motion carried.**

Finance Director Erickson distributed the Budget vs. Actual Report and Investment Report for the period ending April 30, 2013.

Maegen Hunt, Data Entry/HR Generalist, distributed a financial chart that compares the monthly percentage of the total year's expense, by department, over a five year period. Councillor Sipola requested that dollar amounts be included in the graphs. It was also recommended that the City Council be mailed the bar graphs for each department that has a department head directly responsible for their operation. Data Entry/HR Generalist Hunt stated she will also email the corrected version of the graphs that were provided at the meeting.

Mayor Russo stated he met with the Mayors from Gilbert, Mt. Iron and Eveleth regarding the expansion of the area for the St. Louis County landfill. Mayor Russo requested permission to work with St. Louis County on a land sale to expand the landfill area.

**Moved by Littlewolf and supported by Cuffe to authorize Mayor Russo and Finance Chair Ralston to continue discussions with St. Louis County regarding the expansion of the landfill area. Motion carried.**

Meeting adjourned at 11:43 AM.



9.2

**BUILDINGS/GROUNDS COMMITTEE**

**Tuesday, May 21, 2013 – 11:45 AM**

**Council Chambers, City Hall**

Present: Councillors Littlewolf, Baranzelli, Sipola - 3

Absent: None

Also Present: Ed Alto, Public Works Team Coordinator; Rick Puhek, City Assessor; John Tourville, City Operations Director; Tom Butorac, City Attorney; Lois Roskoski, City Clerk; Dawn Cole

Dawn Cole was present to discuss the City owned lot that is next to her property at 310 1<sup>st</sup> Street North and is leased to Dental Associates for parking. Ms. Cole stated her fence and sod are damaged by snowplows every winter. City Attorney Butorac stated the sod was damaged by the person hired by Dental Associates to plow the snow in the parking area and the fence was damaged by a vehicle.

a. **Moved by Baranzelli and supported by Sipola to authorize the Public Works Department to install a permanent barrier on the City property next to the fence located at 310 1<sup>st</sup> Street North to prevent damage to the fence. Motion carried.**

b. **Moved by Sipola and supported by Baranzelli to authorize the Public Works Department to repair the fence that was damaged at 310 1<sup>st</sup> Street North and authorize the City Attorney to send a letter to Dental Associates requesting that they repair the sod that was damaged by the person hired to snow plow. Motion carried.**

Discussion was held on the complaint received from Ken Alger regarding the locked gates into the off leash dog area just south of the Padgett Softball Fields. Public Works Team Coordinator Alto stated the gate was locked to prevent contractors from illegal dumping and kids from driving in the area and tearing up the road in the Spring.

c. **Moved by Sipola and supported by Baranzelli to authorize the Public Works Department to lock the gate on 6<sup>th</sup> Avenue, south of the Padgett Softball Fields, that leads into the off leash dog area, except for access by City vehicles, and to designate the area as a non-vehicle off leash area to walk dogs. Motion carried.**

City Attorney Butorac will send Ken Alger a letter to explain the situation regarding the off-leash dog area.

Kris Johnson, Administrative Assistant, made the following recommendations for advertising the City land that is available for residential housing:

- Advertise in the Mesabi Daily News Manney Shopper Real Estate Guide, distributed monthly in June, July and August.
  - Top and bottom banners are available for \$145.00/per banner.
  - For the month of June, use both the top and bottom banners to advertise the available land in the Northern Heights and Fairview Additions.
- Place information on the City residential sites on the City website under a heading of "Land for Sale", and including:
  - Land available in Northern Heights and Fairview Additions.

- Note a residential development for the Horace Mann site will be available, with details to be provided in the near future.
- Covenants for the Northern Heights and Fairview Additions.
- Maps with the available lots in bold.
  - List the approximate lot sizes for the Horace Mann sites, with a note stating they are subject to a survey.
- Note the soil conditions in the Northern Heights Addition, with language to contact the Engineering Department for the geotechnical report.

The Buildings/Grounds Committee will review the covenants for the Northern Heights and Fairview Additions and prepare covenants for the Horace Mann site.

d. **Moved by Sipola and supported by Baranzelli to request the City Assessor to determine the fair market value for five residential lots on the Horace Mann site. Motion carried.**

e. **Moved by Sipola and supported by Baranzelli to authorize advertising the City property available for residential housing in the top and bottom banners of the Manney Shopper Real Estate Guide in June, July and August, 2013. Motion carried.**

f. **Moved by Sipola and supported by Baranzelli to have the Buildings/Grounds Committee review the covenants for the Fairview and Northern Heights Addition and formulate covenants for a residential development on the Horace Mann site. Motion carried.**

Councillor Littlewolf reported on the request from Nancy Miller to temporarily display street art on businesses in Virginia. It was the consensus of the committee that there were no issues with displaying the street art, as long as they were temporary. If a business wants to keep them on a permanent basis, they would be required to be reviewed by the City Council.

Meeting adjourned at 12:20 P.M.