

**VIRGINIA CITY COUNCIL
AGENDA
FEBRUARY 24, 2015 – 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 February 10, 2015.
 - 5.2 Adoption of Finance Resolution No. 15-004 – Schedule of Bills.
 - 5.3 Approve Application to Conduct Excluded Bingo for the Roosevelt Elementary PTSA for a bingo on April 23, 2015.
 - 5.4 Approve Optional 2 AM Liquor License for the Mirage, LLC, d/b/a Mirage, 509 Chestnut Street.
 - 5.5 Approve Secondhand Good Dealers License for Consigning Women, 103 Chestnut Street East.
- 6. APPEARANCES (Limited to 10 minutes)**
- 7. UNFINISHED BUSINESS**
- 8. DISCUSSION ITEMS**
- 9. COMMITTEE REPORTS**
 - 9.1 Finance Committee-of-the-Whole (February 17, 2015)
 - a. City Assessor services. (If approved, adopt Resolution.)
 - b. Lease with Independent School District No. 706 for Miners Memorial Building and other City-owned recreational facilities for the years 2015-2018. (If approved, adopt Resolution.)
 - c. Sidewalk plow.
 - d. New garbage cans. (If approved, adopt Resolution.)
 - e. 2015 Street Striping Maintenance Program with St. Louis County. (If approved, adopt Resolution.)
 - f. Travel request, Dawn Heisel, Library, Spotlight on Books, April 10-11, 2015, Walker, MN.
 - g. Travel request, Chris Clark, Fire Department, MN IAAI Fire Investigator Conference, March 24-27, 2015, St. Cloud, MN.
 - h. Travel request, Matt Kelley, Eric Thomsen, Katie Saumer, Police Department, Informant Development Training, March 17-19, 2015, St. Paul, MN.
 - i. Travel request, Matt Kelley, Police Department, Developing Gang and Narcotics Cases Training, February 24-26, 2015, St. Paul, MN.
 - j. Develop a public purpose checklist for donation requests.
 - k. Reschedule public hearing for final layout for the Trunk Highway 53 Relocation Project.
 - l. Olcott Park Greenhouse – restroom project.
 - m. Request from SWOP for donation.
 - n. Cell Phone Policy.
 - o. Cell phone usage for elected officials.

- 9.2 Street/Alley/Public Safety Committee (February 17, 2015)
 - a. Parking lot – Dental Associates.
 - b. Invoice for Housing and Redevelopment Authority for Pine Mill Court street repairs.
 - c. Laurentian HOG Chapter, Harley Davidson Rally Ride.
- 9.3 Personnel Committee (February 24, 2015)
 - a. Assessor services. (If approved, adopt Resolution.)
 - b. Library Clerk positing.
 - c. Fire Chief position. (If approved, adopt Resolution.)
 - d. Firefighter/Paramedic positions.
 - e. Legal issues – Eveleth/Virginia Airport.

10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS

11. ADJOURN TO TUESDAY, MARCH 10, 2015, AT 6:30 P.M., COUNCIL CHAMBERS

9-1 d

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota **February 24, 2015**

Resolution accepting the quote from Snyder Industries, Inc., for the purchase of new garbage cans for the Public Work Department

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

WHEREAS, the Public Works Department received a quote from Snyder Industries, Inc., in the amount of \$22,488.00, to purchase fifty 300-gallon garbage cans, fifty extra lids and hardware kits, including freight; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Administrator are authorized to enter into an agreement with Snyder Industries, Inc., in the amount of \$22,488.00, to purchase fifty new garbage cans and extra lids.

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

Ayes:-

Nays:-



6940 "O" Street, Suite 100
 Lincoln, NE 68510
www.SnyderPlasticSolutions.com
 Phone: 317-450-0920
 Fax: 402-465-1220
 Dian Sommers
dsommers@snydernet.com

QUOTE

DATE	19-Feb-2015
QUOTE #	DJS021915-002
CUSTOMER ID	ON ACCT
VALID UNTIL	21-Mar-2015

CUSTOMER

CITY OF VIRGINIA MN
 MARY ROZIER
 1901 13TH AVENUE
 VIRGINIA MN 55792

SHIP TO
 ATTN: ED

DESCRIPTION	PART NUMBER	QTY	EA \$	TAXED	AMOUNT
300G CROSSLINK CANS	7801000E78900	50	\$170.00		8,500.00
LID BOTTOM LEFT BLACK HDPE	7801400E799	100	\$39.00		3,900.00
LID TOP RIGHT BLACK HDPE	7801500E799	100	\$39.00		3,900.00
LID, SMALL HINGE, BLACK HDPE	7801200E799	100	\$39.88		3,988.00
HARDWARE KITS, LIDS	34701997	100	\$7.50		750.00
ORDERING SPARE LIDS FOR INVENTORY					
FREIGHT CHARGES - 15 PALLETS					1,450.00
Subtotal					22,488.00

TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
 2. If using a credit card, payment is due in full prior to order entry. If using terms, payment will be due within 30 days after you have been invoiced. You will be invoiced on day order leaves our
 3. Please fax or mail the signed price quote to the address above
- Customer Acceptance (sign below):

x _____
 Print Name:

Subtotal	22,488.00
Taxable	
Tax rate	
Tax due	
Other	
TOTAL	

If you have any questions about this quote, please contact
 Dian Sommers * 317.450.0920 * dsommers@snydernet.com * FAX 317.328.8080
Thank You For Your Business!

PERSONNEL COMMITTEE
Tuesday, February 24, 2015 – 11:30 A.M.
Council Chambers, City Hall

Present: Councillors Sipola, Baranzelli, Mayor Cuffe – 3
Absent: None

Also Present: Councillors Jorgensen, Baribeau; Sherry Erickson, Finance/HR Director; John Tourville, City Administrator; Tom Butorac, City Attorney; Lois Roskoski, City Clerk; John Aro, AFSCME Union President; Cheryl Weappa, Deputy Assessor

Councillor Sipola called the meeting to order at 11:30 A.M.

Councillor Sipola stated he, along with the City Administrator and Finance/HR Director, spoke with Brandon Fitzsimmons, Labor Attorney, regarding the City Assessor’s Department. Mr. Fitzsimmons recommended amending the motion from the February 17, 2015, Finance Committee, as follows:

“Adopt a Resolution stating the City’s intent to move forward with St. Louis County providing the assessor services for the City of Virginia by closing the City Assessor Department on March 1, 2015, with the transition to begin on March 1, 2015, and completed by May 1, 2015, and the City shall eliminate or abolish the City Assessing Department no later than May 1, 2015.”

Mayor Cuffe stated the union and administrative staff would determine the options for the Deputy Assessor between March 1st and May 1st and provide a recommendation to the City Council.

City Attorney Butorac suggested that a certified resolution be given to the Union and Deputy Assessor after it is adopted.

John Aro, AFSCME Union President, questioned who would be responsible for the time sensitive issues in the City Assessor’s office as of March 1st.

City Administrator Tourville stated the assessing responsibilities would fall under the St. Louis County license as of March 1, 2015, and a mutual partnership between the City and County would continue during the transition period.

Mayor Cuffe stated the Deputy Assessor would continue with her same duties and responsibilities to ensure a smooth transition and until an agreement is worked out with her. Mayor Cuffe also stated the Deputy Assessor is expected to attend the Board of Review on April 14th.

Deputy Assessor Weappa stated the values for 2016 must be determined by March 20, 2015, in order to get the valuation notices sent out. Mayor Cuffe stated, as of March 1, 2015, the County would provide staff to accomplish the deadlines for the assessing duties.

Moved by Cuffe and supported by Baranzelli to adopt a Resolution stating the City’s intent to move forward with St. Louis County providing the assessor services for the City of Virginia by closing the City Assessor Department on March 1, 2015, with the transition to begin on March 1, 2015, and completed by May 1, 2015, and the City shall eliminate or abolish the City Assessing Department no later than May 1, 2015, as recommended by Brandon Fitzsimmons, Labor Attorney. Motion carried.

a.

Finance/HR Director Erickson stated there is a vacancy at the Library, due to a retirement. The Library Clerk position was posted and one person applied. Discussion was held on holding off on filling the position, as the Deputy Assessor could bump into the position.

b. **Moved by Cuffe and supported by Baranzelli to not award the Library Clerk posting, until further notice. Motion carried.**

Finance/HR Director Erickson stated a conditional offer of employment has been made to Allen Lewis for the Fire Chief position, with a \$5,000 moving cost reimbursement and starting salary at Step 8 of the salary matrix within the MAPE City Supervisors Labor Agreement. The offer is contingent upon passing a pre-employment physical and occupational therapy assessment.

c. **Moved by Cuffe and supported by Baranzelli to adopt a Resolution appointing Mr. Allen Lewis as Fire Chief, contingent upon successfully passing a pre-employment physical, and occupational therapy assessment, with a starting date on or after March 30, 2015, subject to a six (6) month probation period and the terms of the Minnesota Association of Professional labor agreement. Motion carried.**

Finance/HR Director Erickson gave an update on the Firefighter/Paramedic positions. Two applicants have been offered a conditional offer of employment, which are contingent upon passing the psychological assessment and national paramedic test. Finance/HR Director Erickson stated five Firefighter/Paramedic positions would still be vacant at the Fire Department and requested permission to post for the positions.

Discussion will be held with the new Chief on possibly hiring paramedics, with the understanding that they would receive the firefighter training in house, in order to increase the number of applicants.

d. **Moved by Cuffe and supported by Baranzelli authorize the HR Director to post for five Firefighter/Paramedic positions. Motion carried.**

e. **Moved by Cuffe and supported by Baranzelli to notify the Eveleth-Virginia Airport Authority their legal issues should be handled internally and that the City of Virginia City Attorney will not be involved. Motion carried.**

Meeting adjourned at 12:15 P.M.

COUNCIL CHAMBERS

9.3 a

Resolution No.

City of Virginia, Minnesota, February 24, 2015

Resolution stating the City's intent to move forward with St. Louis County providing the assessor services for the City of Virginia

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

WHEREAS, the City of Virginia is the only remaining City in St. Louis County providing its own Assessor service; and

WHEREAS, our only licensed assessor retired at the beginning of 2014; and

WHEREAS, Minnesota Statutes required at least one licensed assessor on staff, in order to conduct the duties and responsibilities of assessing,

NOW, THEREFORE, BE IT RESOLVED to move forward with St Louis County providing the assessor services for the City of Virginia by closing the City Assessor Department on March 1, 2015, with the transition to begin on March 1, 2015, and completed by May 1, 2015 and the City shall eliminate or abolish the City Assessing Department no later than May 1, 2015.

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

Ayes:

Nays:

COUNCIL CHAMBERS

9-3 C.

Resolution No.

City of Virginia, Minnesota, February 24, 2015

Resolution approving appointment of Allen Lewis as Fire Chief

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

WHEREAS, the City of Virginia and the Minnesota Association of Professional Employees have agreed that there is a Fire Chief position available in the Fire department; and

WHEREAS, this position is covered under an agreement between the City of Virginia and the Minnesota Association of Professional Employees (MAPE); and

WHEREAS, a review committee has reviewed potential applicants; and

WHEREAS, Mr. Allen Lewis has successfully passed a background check, and will be scheduled for a pre-employment physical, and occupational therapy assessment,

WHEREAS, the Review Committee recommends offering Mr. Allen Lewis the Fire Chief position, with a \$5,000 moving cost reimbursement, with four (4) weeks of vacation, and a starting salary at Step 8 of the salary matrix for the Fire Chief position within the MAPE City Supervisors Labor Agreement,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves offering the Fire Chief position to Mr. Allen Lewis contingent upon successfully passing a pre-employment physical, and occupational therapy assessment, with a starting date on or after March 30, 2015, subject to a six (6) month probation period and the terms of the Minnesota Association of Professional labor agreement.

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

Ayes:

Nays: