

**VIRGINIA CITY COUNCIL
AGENDA
MAY 14, 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:
 - a. Regular Meeting held April 23, 2013.
 - b. Special Meeting held April 30, 2013.
 - 5.2 Adoption of Finance Resolution No. 13-009 – Schedule of Bills.
 - 5.3 Approve Transient Merchant License for TNT Fireworks.
 - 5.4 Approve 3.2 On-Sale Beer License for Aszendrops, LLC, d/b/a The Shop, 235 Chestnut Street.
6. **APPEARANCES (Limited to 10 minutes)**
7. **UNFINISHED BUSINESS**
8. **DISCUSSION ITEMS**
 - 8.1 Communication from James E. Johnson submitting resignation from Eveleth-Airport Authority, effective June 30, 2013.
9. **COMMITTEE REPORTS**
 - 9.1 Finance Committee-of-the-Whole (May 7, 2013)
 - a. Request from Virginia Senior Citizens Center to pay telephone bill.
 - b. Proposals for City audit services for fiscal years ending December 31, 2013, 2014 and 2015. (If approved, adopt Resolution.)
 - c. 2013 League of Minnesota Cities Annual Conference, June 19-21, 2013, St. Paul, MN.
 - 9.2 Street/Alley/Public Safety Committee (May 7, 2013)
 - a. Handicapped parking space.
 - b. Outdoor patio areas at liquor establishments.
 - c. Civil defense sirens.
 - d. Recreational fires.
 - e. Virginia Healthy Systems Pilot Program. (If approved, adopt Resolution.)
 - f. Request to repair approach to driveway.
 - g. Repair fuel station and build storage area at Public Works Department.
 - h. Removal of playground equipment at Veterans' Memorial Park.
 - i. Replace berm at Veterans' Memorial Park.
 - 9.3 Personnel Committee (May 14, 2013)
 - a. Temporary to Permanent job description for Building Maintenance/Repair Assistant.
 - b. Letter of Understanding with AFSCME Local No. 454 regarding Temporary to Permanent job description for Building Maintenance/Repair position. (If approved, adopt Resolution.)
 - c. Shared Fire Marshall position.

- 9.4 Buildings/Grounds Committee (May 14, 2013)
- a. 2013 Neighborhood Revitalization/Mini Grant Program.
 - b. Request VEDA to commit to 2013 Neighborhood Revitalization/Mini Grant Program.
 - c. Request to use City property for Farmers Market.
 - d. Set meeting to discuss Housing/Property Maintenance/Rental Code.
 - e. Insurance for memorial parks.
 - f. Demolition list.
 - g. Development plans for Veterans' Memorial Park.
 - h. Tree removal/land redevelopment for Field of Dreams/Children's Memorial Park.

10. COMMISSION LIAISON/DEPARTMENT HEAD REPORTS

11. ADJOURN TO TUESDAY, MAY 28, 2013, AT 6:30 P.M., COUNCIL CHAMBERS

9.3

PERSONNEL COMMITTEE
Tuesday, May 14, 2013 – 9:00 A.M.
Council Chamber, Virginia City Hall

Present: Councillors Cuffe, Baribeau, Mayor Russo – 3
Absent: None

Also Present: Councillors Sipola, Baranzelli; Dennis Benz, Police Chief; Dan L'Allier, Fire Chief; John Tourville, City Operations Director; Lois Roskoski, City Clerk; Sherry Erickson, Finance/HR Director; Ed Alto, Public Works Team Coordinator; John Aro, AFSCME Local 454 President; Bill Hennis, Lead Engineer

Mayor Russo reviewed the job description for the "Temporary" to "Permanent" job opening for the Building Maintenance/Repair Assistant for the Public Works Department, which was created to job shadow the current employee. Mayor Russo stated the job shadowing would not include routine jobs and the employee could still be utilized in the Public Works Department. The City has the right to repost the position within the thirty day probationary period.

a. **Moved by Russo and supported by Baribeau to approve the "Temporary" to "Permanent" job description for the Building Maintenance Repair Assistant. Motion carried.**

b. **Moved by Russo and supported by Baribeau to adopt a Resolution approving a Letter of Understanding with AFSCME Local Union No. 454 regarding the "Temporary" to "Permanent" Building Maintenance/Repair position. Motion carried.**

John Aro, President, AFSCME Local 454, stated he had requested the Park/Recreation Director to provide a list of duties that would be performed by the college students during the summer, but has not received it yet. There were some issues with work performed in the greenhouse last year.

Mayor Russo recommended that the Park/Recreation Director prepare a weekly schedule of jobs for the summer college students and stated the students should not be working on the days that there is no work, due to inclement weather.

Finance/HR Director Erickson stated the Park/Recreation Director interviews and hires the college students for the summer.

Councillor Cuffe reported on a meeting that was held with the AFSCME Staff Representative and the Friends of the Greenhouse to discuss the operation of the Greenhouse. Councillor Cuffe stated the Park/Recreation Director is in charge of the Greenhouse and will disseminate information to the Friends of the Greenhouse as they work through their visioning process.

Police Chief Benz distributed statistical information for the Virginia Police Department. Police Chief Benz stated he will include the information on the City/Police website, as well as on the Police Department's Facebook page. Discussion was held on requesting the newspaper to interview the Police Chief regarding the Police Department activity. Police Chief Benz also stated he provides the Mesabi Daily News with the police calls that are received on a daily basis.

Councillor Cuffe stated he and the City Operations Director discussed asking each department to prepare an annual report to provide the public with the activity that occurs in each City department.

Police Chief Benz stated he is working on joint powers agreements, in order to utilize officers from other communities for special events.

Fire Chief L'Allier stated he is considering posting the Fire Marshall position in June of 2013 and requested permission to contact Eveleth and Mt. Iron to discuss a shared position.

Moved by Russo and supported by Baribeau to authorize the Fire Chief to further discuss a shared Fire Marshall position with the cities of Eveleth and Mt. Iron and provide the Personnel Committee with an update at a future meeting. Motion carried.

Meeting adjourned at 9:30 A.M.

COUNCIL CHAMBERS

9.36

Resolution No.

City of Virginia, Minnesota, May 14, 2013

Resolution approving Letter of Understanding with AFSCME Local Union No. 454 regarding the Temporary to Permanent Building Maintenance/Repair position

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

WHEREAS, AFSCME Local No. 454 and the City of Virginia have agreed there is a need to job shadow the Building Maintenance/Repair position prior to a pending vacancy; and

WHEREAS, AFSCME Local No. 454 has agreed to post the Temporary to Permanent position in May of 2013; and

WHEREAS, the successful applicant will be on probation for thirty days in the position and, if the successful applicant does not meet the qualifications within the probationary period, the City may repost or select the next senior applicant; and

WHEREAS, the City and AFSCME agree that the position will only be filled permanently when the vacancy occurs, whereupon, the temporary applicant would be assigned to the full-time permanent position of Building/Maintenance Repair,

NOW, THEREFORE, BE IT RESOLVED to authorize the Mayor and City Operations Director to execute the Letter of Understanding with AFSCME Local No. 454.

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

Ayes:

Nays:

9.4

BUILDINGS/GROUNDS COMMITTEE

Tuesday, May 14, 2013

Council Chambers, City Hall

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

Also Present: Councillor Cuffe; Ed Alto, Public Works Team Coordinator; Kris Johnson, Administrative Assistant; Dan L'Allier, Fire Chief; Rick Puhek, City Assessor; Dana Hiltunen, Housing/Redevelopment Authority; John Tourville, City Operations Director; Tom Butorac, City Attorney; Lois Roskoski, City Clerk; Dennis Benz, Police Chief; Bill Hennis, Lead Engineer; Marcia Kauppi, Dennis Lindberg, Doug Aysta, Steve Johnson

Councillor Littlewolf called the meeting to order at 9:37 AM.

Dana Hiltunen, Housing and Redevelopment Authority, stated there were twenty-eight applications received for the 2012 Neighborhood Revitalization/Mini Grant Program, with twenty-one mini grants awarded. Ms. Hiltunen stated the HRA is willing to administer the 2013 Mini Grant Program and will also contribute \$5,000. Last year, the City and VEDA both contributed \$5,000 towards the Mini Grant Program.

Councillor Littlewolf stated the 100 block was the targeted area for the Neighborhood Revitalization Program and prefers to keep the mini-grants available for that area for a five year period.

a. **Moved by Sipola and supported by Baranzelli to allocate \$5,000 to the 2013 Neighborhood Revitalization/Mini Grant Program. Motion carried.**

b. **Moved by Sipola and supported by Baranzelli to request the Virginia Economic Development Authority to commit \$5,000 to the 2013 Neighborhood Revitalization/Mini Grant Program. Motion carried.**

Councillor Littlewolf reviewed the request from Karl Jonas to utilize the City owned property on Fourth Street North across from Super One North for a Farmers Market. Mr. Jonas is requesting an area approximately 50 yards square.

c. **Moved by Sipola and supported by Baranzelli to allow Karl Jonas to use the City owned property on Fourth Street North (former Seppi site) for a Farmers Market, with the space to be determined by the Engineering Department and excluding the Land of the Loon weekend or any other dates that have scheduled events. Motion carried.**

Discussion was held on the development of a Housing, Property Maintenance and Rental Code for the City of Virginia. Dennis Lindberg, Doug Aysta and Marcia Kauppi were present and interested in serving on the committee to develop the proposed rental code.

Councillor Littlewolf recommended that the Building/Grounds Committee set up a meeting in the near future, with the housing and rental code as the only agenda item.

Issues to consider include:

- Development and enforcement of a housing/property/rental code.
- Housing redevelopment issues.
- Creation of a landlord/rental policy, requiring inspection of the facilities and holding landlords accountable for tenants.
- Require registration and licensing of rental property.

It was suggested that an employee from the Police, Fire and Public Works Departments be involved in the discussions.

The City Attorney will compile the information that is currently included in the Virginia City Code for the committee to review and obtain the ordinances from other communities, including Duluth.

d. **Moved by Sipola and supported by Baranzelli to set a Buildings/Grounds Committee meeting at 9:00 A.M. on Tuesday, June 11, 2013, to discuss the Housing, Property Maintenance and Rental Code. Motion carried.**

Dennis Lindberg stated he was told by Commissioner Nelson that the blighted house located on the tax forfeited property at 602 16th Street North would be demolished by June 18, 2013. Councillor Cuffe stated Commissioner Nelson indicated he would talk to the Land Department to free up tax forfeited property and come up with a policy for demolition, without cost to the City, unless a structure is rebuilt. City Operations Director Tourville will be meeting with the St. Louis County Land Department regarding the former Staver property and blight issue at 602 15th Street North.

Discussion was held on insuring items located within memorial parks. The following costs and deductibles were provided by the City's Agent of Record:

- \$8.70/per \$1,000 value, with \$1,000 deductible
- \$8.30/per \$1,000 value, with \$5,000 deductible
- \$7.80/per \$1,000 value, with \$25,000 deductible

City Clerk Roskoski stated the following parks are currently insured under the City's insurance policy:

- Rotary Park \$69,723
- Metsa Memorial Garden \$10,250

Councillor Cuffe reported that St. Louis County has an insurance policy with a \$100,000 deductible that covers all the memorials within the County.

Discussion was held on the motion adopted by the City Council in 2003 that allowed the Veterans' Memorial Committee build the memorial in City Center Park, with the understanding that the Veterans' Memorial Committee would maintain the memorial walls, flags and statute.

Cheryl Weappa, Representative of the Children's Memorial Park, stated it was never their intention to have their park be a burden on the City. The Children's Memorial Park currently pays the utility bill for their park.

It was the consensus of the committee that the City consider insuring all, or none, of the structures in the memorial parks. Discussion was held on the fact that the City cannot afford insurance costs for the memorials and the City would consider helping on a case by case basis with vandalism issues, if possible.

Steve Johnson stated the Virginia Foundation Mural Committee takes care of insuring the murals throughout Virginia.

e. **Moved by Sipola and supported by Baranzelli to not insure any monuments that are placed on City property. Motion carried.**

Lead Engineer Hennis distributed the list of properties included on the list for building demolition and noted the City received \$25,000 from the IRRRB Demolition Program in 2012. The City is waiting for permission from St. Louis County to demolish buildings on tax forfeited properties.

City Attorney Butorac will develop a policy on demolition, including the following items:

- Purchase agreement with the adjoining property owners if they request that a building be demolished on a tax forfeited property.
- Properties would be moved to the top of the list if adjoining properties are willing to purchase.
- Buildable lots will be considered differently.
- Buildings/Grounds Committee could be requested to pay demolition costs, if structures are rebuilt on property that add tax base.

City Operations Director Tourville stated funding is still available through the IRRRB Demolition Program for fiscal year ending June 30, 2013. The City Operations Director stated the Public Works Department could consider demolishing six structures in 2013.

Moved by Sipola and supported by Baranzelli to move the property located at 104 1st Street North to the top of the demolition list, contingent upon the owner performing property abatement and submitting the proper forms to the IRRRB. Motion carried.

Kris Johnson, Administrative Assistant, reviewed recommendations for marketing City owned property:

- Relist residential properties in the Fairview Addition that have not met the deadlines regarding the City's purchasing policy. Down payments will not be refunded. Pit edge properties listed at \$30,000; inner lots listed at \$15,000.
- Compile a list of the available City properties and develop brochure to include in the Manney's Shopper Real Estate Guide for July, August and September. (Price to be obtained.)
- Include a map with available building sites.
- List commercial properties on IRRRB properties website and Northland Connection (free services).
- Include all vacant City property on City website.
- Send brochure with available City residential properties to contractors within a thirty mile radius.
- Request Engineering Department to lay out single family residential lots on the former Horace Mann School site.

Councillor Littlewolf will schedule a Buildings/Grounds Committee meeting for Tuesday, May 21, 2013, to finalize the marketing plan for City property.

Councillor Cuffe reviewed the request from the Veteran's Memorial Committee to move the playground equipment from the City Center Park, as the Committee has plans to install flags and build additional seating areas.

Steve Johnson, Appletree Learning Center, stated they utilize the playground all summer and noted there is no other playground in the area. Mr. Johnson recommended that additional lighting be installed in the Veterans' Memorial Park area to deter older juveniles from hanging around the park.

Moved by Sipola and supported by Cuffe to request the Veterans' Memorial Committee to submit their plans to develop the area currently occupied by the playground equipment. Motion carried.

Lead Engineer Hennis stated he was looking for direction on removal or trimming of the trees in the Field of Dreams/Children's Memorial Park area. The updated 2013 Park/Trails Master Plan included plans to remove the current trees, with some areas replanted with new trees.

h. **Moved by Sipola and supported by Baranzelli to follow the 2013 Updated Parks/Trails Master Plan regarding tree removal and land redevelopment in the Field of Dreams/Children's Memorial Park area along Third Street south. Motion carried.**

Meeting adjourned at 11:55 A.M.