

**VIRGINIA CITY COUNCIL  
AGENDA  
AUGUST 13, 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 July 16, 2013.

5.2 Adoption of Finance Resolution No. 13-014 – Schedule of Bills.

5.3 Adoption of Resolution approving amendment to Service Agreement with St. Louis County for the Collection of Residential and Commercial Recyclable Materials through December 31, 2014.

5.4 Approve Dance Permit for Iron Range Youth in Action for dance to be held at the Miner's Memorial Building on August 15, 2013.

5.5 Approve 2 AM Liquor License for I.W. Acquisitions, Inc., d/b/a Wink's Bar, 215 Chestnut Street.

5.6 Approve 2 AM Liquor License for Iron Range Corporation, d/b/a Mirage, 509 Chestnut Street.

**6. APPEARANCES (Limited to 10 minutes)**

**7. UNFINISHED BUSINESS**

**8. DISCUSSION ITEMS**

8.1 Communication from Planning and Zoning Commission submitting recommendations from meeting held on August 5, 2013:

a. Variances for Craig Aluni-1103 10th. Street South:

1. A .5 foot variance to the required 5 foot alley setback, in order to construct a new garage, 4.5 feet from the alley property line.

2. A 10.5 foot variance from the required 20 foot City right of way setback requirement, in order to construct a new garage 9.5 feet from the East (10th Avenue) property line.

b. Variances for Kent Olson-702 6th Street South:

1. A 15.4 foot variance to the required 20 foot setback abutting a City right of way, in order to construct a new fence 4.6 feet from the East (7th Avenue) property line. Motion carried.

2. A 4 foot height variance to the maximum 2 foot height allowable on a corner lot, in order to construct a new fence 6 feet in height on a corner lot, 4.6 feet from the East (7th Avenue) property line. Motion carried.

8.2 Ambulance Intercept Agreement with the Tower Ambulance Service. (If approved, adopt Resolution.)

**9. COMMITTEE REPORTS**

9.1 Finance Committee-of-the-Whole (August 6, 2013)

a. Travel request for Katherine Saumer, Police Department, to attend the Lockup – Overcoming Size Differences for Female Enforcers Class, to be held October 23-25, 2013, in St. Paul, Minnesota.

## **Finance Committee (cont.)**

- b. Travel request for Jonathan Benz, Police Department, to attend the Minnesota Annual DARE Officers Conference, to be held August 12-14, 2013, in Otsego, Minnesota.
  - c. Travel request for Josh Hughes, Police Department, to attend FTO Training, to be held August 18-23, 2013, in Richfield, Minnesota.
  - d. Travel request for Gwen Webb and Scott Fredrickson, Fire Department, to attend the Essentials of Tactical EMS, to be held September 22-27, 2013, in Camp Ripley, Minnesota.
  - e. Travel request for Jason Dickinson, Fire Department, and Bob Zotti, Medical Director, to attend the Minnesota EMS Medical Directors Conference, to be held September 13-15, 2013, in Alexandria, Minnesota.
  - f. \$1,000 donation for the Virginia Fire/Ambulance Department.
  - g. Travel request for William Hennis, Lead Engineer, to attend the Asbestos Inspector Refresher Course, to be held October 3-4, 2013, in Eagan, Minnesota.
  - h. Change Order No. 5, increasing the contract with Rice Lake Construction and amending the date of final completion to August 16, 2013, for C.P. 7-11, Wastewater Treatment Facility Improvements. (If approved, adopt Resolution.)
  - i. Request from Women of Steel, Local 6115, to hold a 5K run around Silver and Bailey's Lake on September 28, 2013, which will be held in addition to the "Walk in the Olcott Park for Breast and Prostate Cancer".
  - j. Proposed joint project between Arrowhead Economic Opportunity Agency and Range Mental Health.
  - k. Sale of Lot 1, Block 1, Fairview Second Addition.
  - l. Dream Machines Car Show for 2013 Fuzzy Dice Cruise Night and 21st Annual Summer Celebration Car Show, to be held August 16 and 17, 2013, on Chestnut Street.
  - m. Proposal for wetland delineation and land survey services for the City of Virginia property located in the "Northern Heights Industrial Park". (If approved, adopt Resolution.)
  - n. Conveyance of State tax forfeited land located within Sections 8 and 17, Township 58, Range 17 to the City of Virginia. (If approved, adopt Resolution.)
  - o. Conveyance of State tax forfeited land located at 312 5th Avenue North to the City of Virginia. (If approved, adopt Resolution.)
  - p. Preliminary 2014 budgets:
    - 1. Animal Control.
    - 2. Engineering Department.
    - 3. Assessor's Department.
    - 4. Fire/Ambulance Department.
    - 5. Park/Recreation Department.
  - q. Donation from Land of the Loon Committee for renovations to Olcott Park Fountain.
  - r. Reduced green fees for City and Utility Employee Golf Outing to be held August 22, 2013.
  - s. Extension of contract for Golf Professional services.
- 9.2 Personnel Committee (August 6, 2013)
- a. Appointment of Temporary Fire Marshall.
  - b. Conditional officer to hire one Patrol Officer.
  - c. Creation of eligibility list for Lieutenant position – Police Department.
  - d. Creation of eligibility list for Patrol Officer position – Police Department.
  - e. Regional physical ability testing – Fire Department.
  - f. Creation of eligibility list for Firefighter/Paramedics – Fire Department.
  - g. Hiring of Public Works Building Maintenance/Repair person for the Public Works Department. (If approved, adopt Resolution.)

- 9.3 Finance Committee-of-the-Whole (August 13, 2013)
- a. Preliminary 2014 budgets:
    - 1. Police Department.
    - 2. Library
    - 3. Laurentian Chamber – 2013 expenses.
    - 4. Miscellaneous/Range Recreation Civic Center.
    - 5. Miscellaneous/Dues and Subscriptions.
    - 6. Miscellaneous/Cable Commission.
    - 7. Miscellaneous/Cemetery Appropriations.
    - 8. Miscellaneous/Eveleth-Virginia Airport.
    - 9. Miscellaneous/Neighborhood Renewal Program and VEDA Appropriation.
    - 10. Miscellaneous/Contingency Fund.
    - 11. Miscellaneous/Economic Development Assist.
    - 12. “Other Post Employment Benefits” investment account.
    - 13. Administrative Overhead Reimbursement.
  - b. Purchase agreement with the vendor for medical supplies.
  - c. Establishment of an Enterprise Fund for the Ambulance Department.
  - d. 2014 amended budget for the Capital Expenditures for the Fire/Ambulance Department.
  - e. Capital Expenditures for the Golf Course.
  - f. 2014 Miscellaneous/VEEDA Taxes.
  - g. 2014 Miscellaneous/VEEDA Loan Payment.
  - h. 2014 Unallocated Insurance.

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

**11. ADJOURN TO TUESDAY, AUGUST 27, 2013, AT 6:30 P.M., COUNCIL CHAMBERS**

COUNCIL CHAMBERS

9.1 n.

Resolution No.

City of Virginia, Minnesota, August 13, 2013

Resolution requesting the conveyance of State tax forfeited land to the City of Virginia

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

**WHEREAS, the City of Virginia is requesting conveyance of State tax forfeited lands, legally described as follows:**

**Section 8, Township 58, Range 17**

**Parcel Code 090-0195-00202**

*PART OF SW 1/4 OF SE 1/4 BEGINNING AT SW CORNER, THENCE N ALONG W LINE OF SAID FORTY 62.18 FT, THENCE N 43 DEG 46 MIN 48 SEC E 101.29 FT TO W R/W OF RY, THENCE S 23 DEG 30' 20" E 141.89 FT ALONG R/W TO S LINE OF SAID FORTY, THENCE S 87 DEG 38' 2" W ALONG S LINE 124.67 FT TO POINT OF BEGINNING.*

**Section 8, Township 58, Range 17**

**Parcel Code 0903.0180.00633**

*PART OF SE 1/4 OF SW 1/4 COMMENCING AT THE SE CORNER, THENCE N 88 DEG 17' 50" W ALONG THE S LINE 121.43 FT TO A NON TANGENTIAL CIRCULAR CURVE CONCAVE TO THE W, THENCE NLY ALONG SAID CURVE WITH A DELTA ANGLE OF 1 DEG 57' 19" A RADIUS OF 1161.85 FT AND A CHORD BEARING OF N 27 DEG 04' 59" E 39.65 FT, THENCE S 88 DEG 17' 50" E 102.59 FT TO THE E LINE OF SE 1/4 OF SW 1/4, THENCE S 1 DEG 56' 49" E ALONG E LINE 36.95 FT TO THE POINT OF BEGINNING.*

**Section 17, Township 58, Range 17**

**Parcel Code 090.0180.00772**

*PART OF NW 1/4 OF NE 1/4 COMMENCING AT SW CORNER OF FORTY, THENCE N 23 DEG 50' 20" E 688.42 FT TO POINT OF BEGINNING SAID PT IS ON A NON TANGENTIAL CURVE WHOSE RADIUS PT LIES N 81 DEG 56' 34" W 742.02 FT, THENCE NLY ALONG SAID CURVE CONCAVE TO THE W 352.05 FT RADIUS 742.02 FT & A CENTRAL ANGLE OF 27 DEG 11' 02", THENCE N 70 DEG 52' 24" E 15 FT ALONG RADIAL LINE OF THE LAST DESCRIBED CURVE, THENCE NWLY ALONG A CURVE CONCENTRIC WITH THE LAST DESCRIBED CURVE CONCAVE SW 57.86 FT RADIUS 757.02 FT AND A CENTRAL ANGLE OF 04 DEG 22' 44", THENCE N 23 DEG 30' 20" W TANGENT TO LAST CURVE 89.63 FT, THENCE S 66 DEG 29' 40" W 15 FT, THENCE N 23 DEG 30' 20" W TO N LINE, THENCE E 438.16 FT, THENCE S 23 DEG 50' 20" W TO POINT OF BEGINNING \*\*SURFACE ONLY\*\**

**Section 17, Township 58, Range 17**

**Parcel Code 090.0180.00775**

*A TRACT OF LAND IN NW 1/4 OF NE 1/4 BEG AT SW COR OF NW 1/4 OF NE 1/4 & ASSUMING W LINE TO BEAR N 00 DEG 02' 12" E, THENCE N 23 DEG 50' 20" E ALONG WLY R/W LINE OF DM&IR RY 688.42 FT TO A PT ON A NON-TANGENTIAL CURVE THE CENTER OF SAID CURVE IS N 81 DEG 56' 34" W RADIUS OF 742.02 FT, THENCE NLY ALONG SAID CURVE CONCAVE TO THE W 352.05 FT RADIUS 742.02 FT AND A CENTRAL ANGLE OF 27 DEG 11' 02", THENCE N 70 DEG 52' 24" E 15 FT ALONG A RADIAL LINE OF LAST DESCRIBED CURVE, THENCE NWLY ALONG A CURVE CONCENTRIC WITH LAST DESCRIBED CURVE AND CONCAVE TO THE SW 57.86 FT RADIUS 757.02 FT AND A CENTRAL ANGLE OF 04 DEG 22' 44", THENCE N 23 DEG 30' 20" W TANGENT TO THE LAST DESCRIBED CURVE 89.63 FT, THENCE S 66 DEG 29' 40" W 15 FT, THENCE N 23 DEG 30' 20" W 157.66 FT TO N LINE OF NW 1/4 OF NE 1/4, THENCE S 87 DEG 38' 02" W ALONG N LINE 124.67 FT TO NW COR, THENCE S 00 DEG 02' 12" W ALONG W LINE 1251.25 FT TO NW COR, THENCE S 00 DEG 02' 12" W ALONG W LINE 1251.25 FT TO PT OF BEG, EX THAT PART LYING S OF THE FOLLOWING LINE ASSUMING THE W BOUNDARY LINE OF NW 1/4 OF NE 1/4 TO RUN N 00 DEG 02' 12" E & BEG 795.19 FT N OF SW COR, THENCE RUN N 88 DEG 35' E 46.75 FT TO W WALL OF A GARAGE BLDG, THENCE CONT N 88 DEG 35' E 24 FT TO A COMMON WALL WHICH RUNS S 01 DEG 25' E, THENCE S 01 DEG 25' E 20 FT TO A COMMON INTERIOR WALL WHICH RUNS N 88 DEG 35' E, THENCE N 88 DEG 35' E 78 FT TO ANOTHER COMMON WALL WHICH RUNS S 01 DEG 25' E, THENCE S 01 DEG 25' E 22 FT, THENCE RUN N 88 DEG 35' E ABOUT 2 FT S OF AN EXISTING WALL FOR 20 FT TO A LINE WHICH IS 2 FT W OF A BLDG, THENCE RUN S 01 DEG 25' E FOR 40 FT, THENCE RUN N 88 DEG 35' E FOR 58 FT, THENCE RUN DUE S ABOUT 2 FT W OF A BLDG FOR 89.13 FT, THENCE RUN DUE E FOR 49.07 FT MORE OR LESS TO W R/W OF FORMER DM&IR RY R/W.*

**WHEREAS, the City of Virginia is willing to purchase said property for \$125,000.00, plus fees, for a total cost of \$129,233.50; and**

**WHEREAS, the purpose of acquiring this property is to provide future economic development within the City of Virginia,**

**NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia recommends that the St. Louis County sell the tax forfeited land, as legally described above, to the City of Virginia, at a total purchase price of \$129,233.50, for future economic development.**

**BE IT FURTHER RESOLVED that the Mayor and City Administrator are authorized to sign any necessary documents to convey said tax forfeited land to the City of Virginia.**

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

Ayes:

Nays:

FINANCE COMMITTEE-OF-THE-WHOLE

Tuesday, August 13, 2013 – 9:00 A.M.

Council Chambers, City Hall

9.3

Present: Councillors Cuffe, Ralston, Baribeau, Sipola, Mayor Russo – 5  
Absent: Councillor Littlewolf, Baranzelli - 2

Also Present: Dennis Benz, Police Chief; Dan L’Allier, Fire Chief; John Bachman, Park/Recreation Director; Nancy Maxwell, Library Director; Rick Puhek, City Assessor; Sherry Erickson, Finance/HR Director; Maegen Hunt, Finance Department; Lois Roskoski, City Clerk; Bernie Collins, Laurentian Chamber; John Tourville, City Operations Director

Dennis Benz, Police Chief, reviewed the proposed 2014 budget for the Police Department:

➤	Police Department	\$2,365,880
➤	Parking Meters	\$ 22,842
➤	Emergency Management	\$ 31,500
➤	<i>Capital Expenditures:</i>	
○	<i>Squad car</i>	<u>\$ 30,000</u>
	<i>Total Capital</i>	<u>\$ 30,000</u>

Police Chief stated one Police Officer recently retired and three more will be retiring prior to March of 2014. One other submitted his resignation and will be done this month.

Councillor Ralston asked the Finance Director to determine what portion of the increase in local government aid will be used to fund the increased salaries and benefits for the year 2014.

Moved by Russo and supported Cuffe to approve the 2014 preliminary budget for the Police Department, pending approval of the final budget analysis. Motion carried.

Nancy Maxwell, Library Director, reviewed the proposed 2014 budget for the Library:

➤	Library	\$ 896,607
➤	<i>Capital Expenditures:</i>	
○	<i>Roof/elevator repairs</i>	\$ 27,000
○	<i>Sign</i>	\$ 32,000
○	<i>Computers</i>	\$ 5,000
○	<i>Chairs</i>	<u>\$ 3,000</u>
	<i>Total Capital</i>	<u>\$ 67,000</u>

Library Director Maxwell agreed to withdraw the request for a new sign, at a cost of \$32,000, and submit a revised five year Capital Expenditure Plan. Finance Director Erickson will provide a breakdown on the retiree insurance premiums to justify the increase of \$60,932.

Moved by Baribeau and supported by Cuffe to table the preliminary 2014 budget for the Library until a revised Capital Outlay Plan is submitted. Motion carried.

Bernie Collins, Director, Laurentian Chamber, was present to request payment of \$832.42 for expenses for the Mineview in the Sky, through July 31, 2013. Mr. Collins stated he approached the cities of Mt. Iron, Eveleth and Gilbert, along with the IRRRB and Iron Range Tourism Bureau to request a contribution for the operation of the Mineview and reported the City of Mt. Iron is the only entity that agreed to contribute funds for the Mineview.

Discussion was held on the City's budget of \$11,700 for the Mineview for the year 2013, which includes payment of the utilities, land lease and real estate taxes, plus the repair and maintenance of the building. It was the consensus of the committee that the Chamber would fund any other expenses for the Mineview through their cash appropriation of \$7,405. It was recommended that the Chamber Board consider asking members for a surcharge to fund the shortfall for the Mineview for the year 2013. Mr. Collins also stated he will be requesting the mining companies to consider providing a contribution to help fund the Mineview in the Sky. Councillor Sipola stated the City of Virginia is facing a budget shortfall of \$843,000.

**Moved by Sipola and supported by Russo to deny the request to subsidize the Laurentian Chamber any more than the current budgeted allocations for 2013. Motion carried.**

Finance Director reviewed the proposed 2014 miscellaneous budgets:

- Range Recreation Civic Center      \$ 20,084

**Moved by Baribeau and supported by Cuffe to approve the preliminary 2014 budget for the Miscellaneous/Range Recreation Civic Center, pending approval of the final budget analysis. Motion carried.**

- Dues and Subscriptions                      \$ 22,000

**Moved by Sipola and supported by Baribeau to approve the 2014 preliminary budget for Miscellaneous/Dues and Subscriptions, pending approval of the final budget analysis. Motion carried.**

Terry Hartikka, Public Access Programmer, stated Mediacom has accepted the final proposal for the Cable Franchise Agreement, except for billing the customers for the PEG fees that are in arrears, which total \$15,000. Mr. Hartikka stated the City Council would still need to approve the future PEG fees, once the Cable Franchise Agreement with Mediacom is approved.

Mr. Hartikka requested that the revenue received by the City for leasing the public access studio be credited to Fund 501 for use by the Cable Commission. Discussion was held on earmarking both the future and delinquent PEG fees as part of Fund 501.

- Cable Commission Appropriation      \$ 48,200

**Moved by Russo and supported by Cuffe to approve the preliminary 2014 Miscellaneous/Cable Commission budget, contingent upon finalizing the PEG fees and the Finance Director including the public access station lease payments as revenue through Fund 501 and pending approval of the final budget analysis. Motion carried.**

- Cemetery Appropriations                      \$ 15,650
  - Calvary    \$8,000
  - Greenwood                                        \$7,650

**Moved by Russo and supported by Cuffe to approve the 2014 preliminary budget for the Miscellaneous/Cemetery Appropriations, pending approval of the final budget analysis. Motion carried.**

Councillor Sipola stated the Eveleth-Virginia Airport Authority will be requesting the cities of Eveleth and Virginia to increase their appropriation for the airport for 2014.

**Moved by Russo and supported by Cuffe to table the 2014 appropriation for the Miscellaneous/Eveleth-Virginia Airport until a formal request is obtained. Motion carried.**

- Neighborhood Renewal Program \$ 5,000
- VEDA Appropriation \$ 0

Moved by Russo and supported by Cuffe to approve the 2014 preliminary budgets for the Miscellaneous/Neighborhood Renewal Program and VEDA Appropriation, pending approval of the final budget analysis.

Ayes: Councillors Cuffe, Baribeau, Sipola, Mayor Russo - 4

Nays: Councillor Ralston -1

Motion carried.

- Contingency Fund \$ 135,000

Moved by Russo and supported by Cuffe to approve the 2014 preliminary budget for the Miscellaneous/Contingency Fund, pending approval of the final budget analysis. Motion carried.

- Economic Development Assist \$ 100,000

Moved by Russo and supported by Cuffe to approve the 2014 preliminary budget for the Miscellaneous/Economic Development Assist, pending approval of the final budget analysis.

Motion carried.

Finance Director Erickson reviewed the budget for the OPEB investment account and recommended the additional payment of \$40,000 into the account, in addition to the pay as you go amount. The Finance Director was requested to submit a formal request to update the actuarial report for the "Other Post Employment Benefits".

Moved by Russo and supported by Sipola to approve paying an additional \$40,000 into the "Other Post Employment Benefits" investment account for the year 2014. Motion carried.

Finance Director Erickson reviewed the proposed 2014 budget for the Administrative Overhead Reimbursement:

- Administrative Overhead Reimbursement \$320,000

Moved by Russo and supported Baribeau to approve the 2014 preliminary budget for the Administrative Overhead Reimbursement, pending approval of the final budget analysis. Motion carried.

Councillor Sipola reviewed an issue that was reviewed by the Ambulance Ad Hoc Committee regarding the payment of two accounts for medical supplies.

Moved by Sipola and supported by to authorize the City Administrator, Finance Director and Fire Chief to work out a purchase agreement with the vendor for medical supplies required for the ambulance service. Motion carried.

Councillor Sipola stated the Ambulance Ad Hoc Committee is recommending the creation of an Enterprise Fund for the Ambulance Department. Greg Knutson, City Auditor, recommended using the 90/10 split to separate the Ambulance Department from the Fire Department for expenses.

Fire Chief L'Allier recommended getting legislators involved in 2014 to begin the process to create an ambulance taxing district.

Moved by Sipola and supported by Baribeau to approve the establishment of an Enterprise Fund for the Ambulance Department as of January 1, 2014. Motion carried. (Note: The Fire Department would remain under the General Fund.)



Fire Chief L'Allier submitted a revised Capital Expenditure Plan for the Fire/Ambulance Department.

➤ *Capital Expenditures:*

*Ambulance:*

- *Ambulance* \$ 225,000
- *Three Mechanical CPR Devices* \$ 37,000

*Fire:*

- *Pickup Truck* \$ 50,000
- Total Capital* \$312,000

Fire Chief L'Allier stated he will contact the mining companies and Public Utilities to determine if they are interested in jointly purchasing a rescue tripod.

**Moved by Sipola and supported by Cuffe to approve the 2014 amended budget for the Capital Expenditures for the Fire/Ambulance Department, pending approval of the final budget analysis. Motion carried.**

Park/Recreation Director Bachman reviewed the preliminary 2014 budget for the Capital Expenditures for the Golf Course:

➤ *Capital Expenditures:*

- *Carts* \$ 40,000
- *Blower* \$ 7,000
- *Roller* \$ 15,000
- *½ Camera* \$ 12,000
- *Tractor* \$ 6,000
- *Fringe Mower* \$ 37,000
- Total Capital* \$ 117,000

**Moved by Baribeau and supported by Cuffe to approve the 2014 preliminary budget for the Capital Expenditures for the Golf Course, pending approval of the final budget analysis. Motion carried.**

Finance Director Erickson reviewed the preliminary 2014 budget for the VEEDA loan payment, which is part of the Miscellaneous Budget:

- VEEDA Loan Payment \$64,000

**Moved by Cuffe and supported by Baribeau to approve the 2014 preliminary budget for the Miscellaneous/VEEDA Loan Payment, pending approval of the final budget analysis. Motion carried.**

Finance Director Erickson reviewed the preliminary 2014 budget for the VEEDA & Taxes, which is part of the Miscellaneous Budget:

- VEEDA Taxes \$28,000

**Moved by Cuffe and supported by Baribeau to approve the 2014 preliminary budget for the Miscellaneous/VEEDA Taxes, pending approval of the final budget analysis. Motion carried.**

Finance Director Erickson reviewed the preliminary 2014 budget for the Unallocated Insurance:

- Unallocated Insurance \$293,035

**Moved by Baribeau and supported by Sipola to approve the preliminary 2014 budget for the Unallocated Insurance, pending approval of the final budget analysis. Motion carried.**

Meeting adjourned at 11:37 A.M.