

**88 VIRGINIA CITY COUNCIL
MEETING AGENDA
MARCH 11, 2025 – 5:30 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 February 25, 2025 Council meeting

5.2 Adoption of Finance Resolution No. 25-005 Schedule of Bills.

5.3 Approve Application for Exempt Permit for MN Section of Society for Mining, Metallurgy, and Exploration Inc. for a Raffle to be held on April 9, 2025.

5.4 Approve the Following Travel Requests:

a.) George Rendl III, Virginia Fire Department to attend the FDNY Search & Rescue Field Medicine Symposium, April 24 -27, 2024 in New York, NY at a cost of \$1600.00

b.) Zach Yurczyk, Virginia Fire Department to attend the 2025 Gillette Children's APP Pediatric Specialty Conference on April 28, 2025 in St. Paul MN at a cost of \$207.00

6. APPEARANCES (Limited to 10 minutes)

6.1 Gabe Zika, Iron Range Half Marathon regarding Donation of Equipment

7. UNFINISHED BUSINESS

7.1 Clinic Lease

8. DISCUSSION ITEMS

8.1 Approve Resolution Authorizing Submittal of Grant Application to LCCMR for the Southside Trail Connection & Silver Lake Park Upgrade

8.2 Approve the second reading of City Ordinance 6.47 titled Cannabis

8.3 Approve the second reading of City Ordinance 11.17 titled Cannabis Zoning

8.4 Adopt a Resolution Authorizing VEDA to Purchase Tax Forfeit Land

9. COMMITTEE REPORTS

9.1 Committee of the Whole held March 4, 2025:

a) Adopt the Resolution Approving the Supplemental Letter Agreement for the Rotary Park Sanitary Sewer & 7th Street North Storm Sewer

b) Adopt the Resolution Approving Designation of No Parking as per State Aid Requirements on 14th Avenue South from 20th Street South to Southern Drive and Southern Drive from 14th Avenue South to the Westerly City Limits

c) Adopt the Resolution approving entering into an agreement with NTS for Construction Materials Testing for the 2024 Alleys Project

d) Adopt the Resolution to approve Change Order #28 for Doors Sills at the Patio for an increase in the Kraus Anderson Contract of \$780.71

e) Adopt the Resolution to approve Change Order #29 for Fire Rated Door Hardware for an increase in the Kraus Anderson Contract of \$866.99.

- f) Adopt the Resolution to approve the Change Order Request #30 SI-024 for the Unit Heater for an increase in the Kraus Anderson Contract of \$1,874.46.
- g) Adopt the Resolution to approve Change Order Request #31 PR-039 for Heat Trace product for an increase in the Kraus Anderson Contract of \$5,692.42.
- h) Adopt the Resolution to approve Change Order Request #32 PR-042 Stove Casework Changes for a reduction in the Kraus Anderson contract of \$434.52.
- i) Adopt the Resolution to approve Change Order Request #33 PR-043 Welder and Storage Outlets, for an increase in the Kraus Anderson contract of \$9,771.49.
- j) Adopt the Resolution to approve to approve the Change Order Request #34 Range Cornice-Metal Wall Partition for an increase in the Kraus Anderson contract of \$17,495.89.
- k) Adopt the Resolution to approve Change Order Request #35 PR-047 Plymovent 5th Apparatus Bay, for an increase in the Kraus Anderson contract of \$28,776.32
- l) Approve the updated Travel Policy
- m) Authorize Seeking External Candidates for the Repair Crew Foreman position in Public Works
- n) Adopt Resolution Approving Appointment of a Fire Marshall for Virginia Fire Department
- o) Adopt Resolution Approving the Hire of a Single Role Paramedic for Virginia Fire Department
- p) Adopt Resolution Approving the Hire of a Dual Role FF/EMT for Virginia Fire Department
- q) Approve the Community Service Officer Position Description for the Police Department
- r) Approve to continue the Phased Retirement Agreement in the Community Development Department, with a timeline to review the PRO agreement on or before December 31, 2025
- s) Approve City Department Participation in Rock Ridge Job Shadow Week of March 24-28, 202
- t) Approve the Appointment of Hannah Davidson-Teff as Commissioner to the Human Rights Commission
- u) Approve the Purchase of LUCAS Chest Compression Systems for Virginia Fire Department, utilizing the State of MN EMS Funds obtained in 2024.
- v) Adopt Resolution to approve the new City Permit Fee Structure effective July 1, 2025
- w) Authorize staff to remove the current No-Parking Signs along 6th Avenue North between 9th Street and 10th Street with staff to work with the Rotary Apartment Staff on placement of loading zone signage.
- x) Adopt the Resolution approving the Purchase of Property known as Parcel ID 090-0180-00440, with funds from the Contingency Fund.
- y) Direct staff to move forward with obtaining a Municipal Cannabis License.

10. COMMISSION LIAISON REPORTS

11. DEPARTMENT HEAD REPORTS

12. COUNCIL REPORTS

13. Adjourn to Tuesday, March 25, 2025 at 5:30 p.m. in the Council Chambers

COUNCIL PROCEEDINGS

CITY OF VIRGINIA, MINNESOTA, February 25, 2025

The regular meeting of the City Council of the City of Virginia, Minnesota, was called to order by Mayor Cuffe Jr. at 5:30 P.M. in the Council Chambers.

Present: Councillor Motley, Friedlieb, Biondich, Bachschneider, Paulsen, Mayor Cuffe Jr. (6)

Absent: None

Mayor Cuffe Jr. led the pledge of Allegiance

PUBLIC FORUM

Greg Lenci suggested looking further into short term rentals and lease options of CAT and John Deere graders. He feels these are better options as you lose too much value when purchasing new.

Ed Stevens came forward to voice his concerns of moving solid waste removal to a private party. His experiences in Duluth working as a property manager has not been positive. They have seen a reduction in services with an increase of price only to offer their corporate employees less pay and benefits.

Paul Hedja came forward to simply ask the Council why they would fix something that is not broken.

Moved by Councillor Motley, supported by Councillor Johnson to approve the consent agenda as follows with item #2, Finance Resolution No. 25-004 Schedule of Bills to be removed:

1. Approval/correction of minutes of February 11, 2025 Council meeting
2. Adoption of Finance Resolution No. 25-004 Schedule of Bills.
3. Approve Pay Estimate #9 to Kraus Anderson in the amount of \$1,977,116.40 for the Public Safety Project
4. Approve the Following Travel Requests:
 - a) Katherine Kral to attend the Female Arrest and Control Tactics on April 21-22, 2025 in Duluth MN cost of \$499.00
 - b) Madison Sand to attend the Female Arrest and Control Tactics on April 21-22, 2025 in Duluth MN cost of \$1,590.00
 - c) Madison Sand to attend the Child Passenger Safety Cert on April 15-17, 2025 in Grand Rapids MN cost of \$1,547.00
 - d) Council or Administrative staff to attend the LMC Safety and Loss Control workshop April 22, 2025 in Virginia cost of \$20.00 each
 - e) Elizabeth Smith and Adam Metsa to attend the USA&R Medical Team Specialist Conference April 14-19, 2025 in Ocala FL at a total cost of \$7,7380.00 to be covered by the State Task Force Funds

Ayes: Motley, Johnson, Bachschneider, Biondich, Friedlieb, Paulsen, Cuffe Jr (6)

Nays: None

Motion Carried.

Moved by Councillor Friedlieb, supported by Bachschneider to approve the consent agenda item #2, Finance

Resolution No. 25-004 Schedule of Bills.

Ayes: Motley, Johnson, Bachschneider, Biondich, Friedlieb, Cuffe Jr (6)

Abstentions: Paulsen (1)

Nays: None

Motion Carried.

UNFINISHED BUSINESS

Clinic Lease-Attorney Lindsay noted there are no new updates at this time.

DISCUSSION ITEMS

Moved by Councillor Paulsen, supported by Councillor Johnson to approve the second reading of City Ordinance Chapter 11, Section 12.00 Entitled "Floodplain". Motion Carried.

Moved by Councillor Johnson, supported by Councillor Biondich to adopt Resolution 25039 to apply for and accept funds from the IRRRB Partnership Grant Program. Resolution adopted unanimously.

Moved by Councillor Johnson, supported by Councillor Motley to adopt Resolution 25040 to apply for and accept funds from the IRRRB Mining Impact Program. Resolution adopted unanimously.

Moved by Councillor Friedlieb, supported by Councillor Bachschneider to approve the first reading of City Ordinance 6.47 Cannabis. Motion Carried.

Moved by Councillor Johnson, supported by Councillor Bachschneider to approve the first reading of City Ordinance 11.17 Cannabis Zoning. Motion Carried.

COMMITTEE REPORTS

Committee of the Whole held February 18, 2024:

Moved by Councillor Johnson, supported by Councillor Bachschneider to adopt a Resolution 25041 scheduling a Public Hearing On (I) an issue of Governmental Housing Revenue Bonds of the Housing and Redevelopment Authority in and for the City of Virginia and (II) the need for the Housing and Redevelopment Authority of St. Louis County to Exercise Powers within The City of Virginia. Resolution adopted unanimously.

Moved by Councillor Motley, supported by Councillor Johnson to adopt a Resolution 25042 awarding the base bid from Utility Systems of America in the amount of \$4,095,329.50 for the 2024 Alley Improvement Project and to accept the "add alternate" for the sidewalk with a decrease amount of \$23,598.00.

Ayes: Motley, Paulsen, Bachschneider, Biondich, Friedlieb, Cuffe Jr (6)

Abstentions: Johnson (1)

Nays: None

Resolution adopted.

Moved by Councillor Motley, supported by Councillor Friedlieb to adopt the Resolution 25043 for Professional Services Agreement with S.E.H. for the 2024 Alley Project.

Ayes: Motley, Paulsen, Bachschneider, Biondich, Friedlieb, Cuffe Jr (6)

Abstentions: Johnson (1)

Nays: None

Resolution adopted.

Moved by Councillor Johnson, supported by Councillor Friedlieb to accept plans and specs and authorize to advertise for bids for the Sanitary Sewer Rotary Park and the 7th Street N Storm Sewer Projects. Motion Carried.

Moved by Councillor Bachschneider, supported by Councillor Paulsen to Direct staff to notify the Council and Mayor by email of internal job postings, not to be approved by the Council for informational purposes only.

Ayes: Motley, Paulsen, Bachschneider, Biondich, Friedlieb, Cuffe Jr (6)
Nays: Johnson (1)
Motion Carried.

Moved by Councillor Friedlieb, supported by Councillor Motley to move the discussion regarding the external posting for the Public Works Repair Crew Foreman to the next Committee of the Whole meeting. Motion Carried.

Moved by Councillor Paulsen, supported by Councillor Biondich to approve the extension of the unpaid leave of absence for a Fire Department employee to March 17, 2025. Motion Carried.

Moved by Councillor Johnson, supported by Councillor Friedlieb to adopt a Resolution to approve the purchase of a 2024 John Deere 772G Motor Grader from McCoy Construction Forestry in the amount of \$440,000.00.

Ayes: Motley, Friedlieb, Cuffe Jr., Johnson (4)
Nays: Paulsen, Biondich, Bachschneider (3)
Resolution failed.

Council Bachschneider stated she would not support the purchase because she would like explore purchasing a used grader plus this was not budgeted for. See-Benes noted that the down payment of the lease of \$20,000 would come out of the Public Works budget. Public Works Director Rostvit confirmed the funds would come out of the budget and noted he has operated without a Repair Crew Forman for three months, plus he did not use any of his 2024 budget funds to purchase sand. He also reminded the Council that he has other leases ending this year. Rostvit already looked into a used grader and due to his aging fleet of a 1994, 2001, 2002 graders that are in need of repairs. Public Works is currently behind in upgrading necessary equipment due to too many years of putting off the purchases.

Moved by Councillor Johnson, supported by Councillor Friedlieb to adopt a Resolution to approve a five-year lease with AMKO Advisors, LLC for the lease of a 2024 John Deere 772G Motor Grader with the option to purchase the equipment at the end of the five year lease for \$1.00.

Ayes: Friedlieb, Cuffe Jr., Johnson, Motley (4)
Nays: Paulsen, Biondich, Bachschneider (3)
Resolution failed.

Moved by Councillor Friedlieb, supported by Councillor Johnson to approve the request from Public Works to Purchase a 2008 Ford F550 from the Virginia Public Utilities in the amount of \$20,000.00 and to utilize funds from the contingency fund for the purchase.

Bachschneider does not support using contingency funds for the purchase but would support using Public Works budget funds. Johnson noted that we have maintained this piece of equipment for years and we know what has been done to it. He also noted that the grader was not approved, again the tools to do the job are not being provided.

Moved by Councillor Friedlieb, supported by Councillor Motley to amend the above motion, approving the request from Public Works to purchase 2008 Ford F550 from the Virginia Public Utilities in the amount of \$20,000.00 and to utilize funds from the Public Works Budget for the purchase. Motion Carried.

Councillor Friedlieb asked Rostvit if this was agreeable to him. Rostvit said he did not know at this time because he now needs to find \$60,000 from his current budget to fix the broken grader. He is concerned in not having operational

graders when snow comes. The bucket truck is needed as the current one is so old that parts are difficult to source and may not pass inspection.

Moved by Councillor Motley, supported by Councillor Johnson to authorize staff to begin contract negotiations with Norland Environmental for the Solid Waste and Recycling services.

Motley would like to compare outside vendor prices to the City's prices. Motley said she will never be opposed to outsource city services vs. using city staff if it is cheaper. Bachschneider pointed out that the Solid Waste Enterprise fund has historically been a self-sustaining, profitable fund that transfers money into the City's general fund each year to assist with other city programs. Bachschneider questioned how the City will replace those revenue funds, or what will be cut from the budget without this revenue. She also noted that last year there was \$296,644.88 in profit remaining after a transfer of \$250,000 from the Solid Waste Enterprise Fund to the General Fund. Johnson would like to begin working with the staff to work on the bigger picture of cleaning up the city. Motley wanted it be very clear that you can always have a profit when you charge more. Cuffe Jr stated that the City needs to consider increasing rates and stop illegal dumping. Cuffe Jr. doesn't feel negotiations is a good term in this situation when working with the vendor who placed a bid. Paulsen explained why they sought out request for bids because she was told there was not enough funds in the Solid Waste Fund balance for the new garbage truck. She said that she will be working to fully understand the enterprise fund and how the revenues come in and how they are used.

Ayes: Motley (1)

Nays: Biondich, Bachschneider, Friedlieb, Cuffe Jr., Johnson, Paulsen (6)

Motion failed.

Moved by Councillor Johnson, supported by Councillor Motley to place the matter of the entire Solid Waste Enterprise Fund and review of the rates to the next Committee of the Whole meeting. Motion Carried.

Bachschneider requests City staff to provide the Solid Waste Enterprise Fund's last ten years of historical financial data and the projected expense and revenues for the next decade. This will be used in the discussion of possible rate increases for garbage services. Paulsen also requests training on enterprise fund accounts with governmental accounting in future Committee of the Whole meeting. Britt See-Benes stated that the projected expense and revenues for the next ten years along with the training of fund accounting would not be ready by the next Committee of the Whole meeting but staff will begin working on this.

Moved by Councillor Johnson, supported by Councillor Motley to adopt the Resolution 25044 for the quote from Premier Pyrotechnics, Inc. for the Fireworks Display in July and November 2025 in the amount of \$21,000.00. (We are able to pay \$10,500 now and in August \$10,500 and are eligible for the extra shots).

Ayes: Biondich, Motley, Friedlieb, Cuffe Jr., Johnson, Paulsen (6)

Nays: Bachschneider (1)

Resolution adopted.

Moved by Councillor Johnson, supported by Councillor Motley to recommend that the Parks & Recreation Committee meet with the Land of the Loon Committee to discuss the potential for a fireworks display at the Land of the Loon event for 2026.

Ayes: Cuffe Jr., Johnson, Motley, Paulsen, Biondich, Bachschneider (6)

Nays: Friedlieb (1)

Motion Carried.

Moved by Councillor Motley, supported by Councillor Johnson to adopt the Resolution 25045 for the transfer of funds from the Investment Account at 4M to the General Fund for the Public Safety Center in the amount of \$4,000,000.00. Resolution adopted unanimously.

Moved by Councillor Friedlieb, supported by Councillor Johnson to approve restricting the 2024 funds in the Ice and Snow Removal Fund to be utilized in 2025 for the purchase of a John Deere Tractor for the Parks Department.

Ayes: Cuffe Jr., Johnson, Friedlieb (3)
Nays: Motley, Paulsen, Biondich, Bachschneider (4)
Motion failed.

Moved by Councillor Johnson, supported by Councillor Friedlieb to approve the purchase of a John Deere Series Tractor with a mower deck for the Park Department in the amount of \$16,649.78.

Ayes: Johnson, Friedlieb, Cuffe Jr. (3)
Nays: Motley, Paulsen, Biondich, Bachschneider (4)
Motion failed.

Moved by Councillor Motley, supported by Councillor Paulsen to direct staff to present information to restrict funds of \$20,000.00 for the down payment for the lease of the grader.

Ayes: Motley, Friedlieb, Cuffe Jr. (3)
Nays: Paulsen, Biondich, Bachschneider, Johnson (4)
Motion failed

Moved by Councillor Johnson, supported by Councillor Friedlieb to approve sending the recommendation to Planning & Zoning Commission for the rezoning of the area along Hwy 53 and 2nd Avenue and to rezone to B-2. Motion Carried.

Moved by Councillor Johnson, supported by Councillor Bachschneider to approve the sale of City owned land Parcel ID 090-0030-03690. Motion Carried.

COMMISSION LIAISON REPORTS

Councillor Johnson is promoting I Love to Read Month with a goal of 10,000 hours for the community. Report any hours you read to the Library! If the goal of 10,000 hours is reached, Councillor Johnson will sleep on the roof of City Hall in May. If 20,000 hours are reached, he will do it in March!

Councillor Paulsen stated there was not a quorum at the last Cable Commission meeting on 2-19-2025. They did discuss the speakers that do not work at the ITMEC that should be discussed at the Committee of the Whole meeting. The Cable Commission would like to review the revisions of the next Mediacom Contract. The MN Hockey TV contract also needs to be reviewed by the commission.

DEPARTMENT HEAD REPORTS

Jenny Bourbonais, Community Development Coordinator announced RAMS and IRRR is hosting the Iron Range Brownfield and Land Redevelopment Conference at the ITMEC on April 3, 2025. The Connecting Entrepreneurial Communities Conference will be held at the ITMEC on March 20-21, 2025.

Jodi Grebinoski announced Anime Club will be held this Wednesday. Thursday is Life Size Battleship and Friday is Family Story time. March 5th the Library will be having a DogMan Party in the afternoon!

COUNCIL REPORTS

Councillor Bachschneider attended the League of Minnesota Cities Newly Elected Official training. She was excited to be able to attend the training with 300 other elected officials.

Councillor Johnson stated he holds his right to voice opinions of himself, employees and Citizens. He also acknowledged Black History Month and explained how it also relates to labor history. He also gave a shout out to the Rock Ridge School in partnering with Pohaki Lumber to promote skills in the trades.

Councillor Motley wished the Rock Ridge Basket Ball team good luck on Wednesday. She also wished the Boys Hockey team good luck for their game on Thursday in Duluth.

Adjourned at 7:29 p.m. to Tuesday, March 12, 2025 at 5:30 p.m. in the Council Chambers.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 Included.
- Only unpaid Invoices Included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
AMERICAN ENGINEERING TESTING INC					
6315	AMERICAN ENGINEERIN	INV-244546	Professional Services - Virginia Public Safety Center	02/17/2025	7,200.50
Total AMERICAN ENGINEERING TESTING INC:					7,200.50
Amptek Inc					
7650	Amptek Inc	COV250001	Equipment Maintenance - WWTP	02/03/2025	1,301.70
Total Amptek Inc:					1,301.70
Arrowhead Locksmith Service					
8852	Arrowhead Locksmith Servi	1038	Building Maintenance - Youth Center	02/27/2025	376.25
Total Arrowhead Locksmith Service:					376.25
ASCENDANCE TRUCKS, LLC					
8820	ASCENDANCE TRUCKS,	XA178002460:01	Equipment Parts - Public Works	02/20/2025	1,075.79
8820	ASCENDANCE TRUCKS,	XA178002466:01	Equipment Parts - Public Works	02/20/2025	865.89
8820	ASCENDANCE TRUCKS,	XA178002481:01	Equipment Parts - Public Works	02/21/2025	55.24
8820	ASCENDANCE TRUCKS,	XA178002527:01	Equipment Parts - Public Works	02/25/2025	41.49
8820	ASCENDANCE TRUCKS,	XA178002547:01	Equipment Parts - Public Works	02/28/2025	241.82
8820	ASCENDANCE TRUCKS,	XA178002548:01	Equipment Parts - Public Works	02/25/2025	171.48
Total ASCENDANCE TRUCKS, LLC:					2,451.71
Baker & Taylor Inc					
2157	Baker & Taylor Inc	2038853418	Adult Books - Library	01/29/2025	16.39
2157	Baker & Taylor Inc	2038853419	Adult Books - Library	01/29/2025	59.97
2157	Baker & Taylor Inc	2038853420	Adult Books - Library	01/29/2025	310.99
2157	Baker & Taylor Inc	2038853421	Adult Books - Library	01/29/2025	73.87
2157	Baker & Taylor Inc	2038853422	Adult Books - Library	01/29/2025	245.89
2157	Baker & Taylor Inc	2038853423	Children's Books - Library	01/29/2025	138.72
2157	Baker & Taylor Inc	2038855327	Adult Books - Library	01/30/2025	12.60
2157	Baker & Taylor Inc	2038855328	Adult Books - Library	01/30/2025	15.25
2157	Baker & Taylor Inc	2038855329	Adult Books - Library	01/30/2025	68.79
2157	Baker & Taylor Inc	2038855330	Children's Books - Library	01/30/2025	282.34
2157	Baker & Taylor Inc	2038855385	Children's Books - Library	01/30/2025	197.01
2157	Baker & Taylor Inc	2038855484	Children's Books - Library	01/30/2025	177.43
2157	Baker & Taylor Inc	2038858528	Adult Books - Library	01/31/2025	15.82
2157	Baker & Taylor Inc	2038858529	Adult Books - Library	01/31/2025	16.38
2157	Baker & Taylor Inc	2038858530	Children's Books - Library	01/31/2025	14.12
2157	Baker & Taylor Inc	2038858531	Children's Books - Library	01/31/2025	5.64
2157	Baker & Taylor Inc	2038858532	Children's Books - Library	01/31/2025	7.95
2157	Baker & Taylor Inc	2038871660	Adult Books - Library	02/07/2025	102.96
2157	Baker & Taylor Inc	2038871661	Adult Books - Library	02/07/2025	16.95
2157	Baker & Taylor Inc	2038871662	Adult Books - Library	02/07/2025	35.13
2157	Baker & Taylor Inc	2038871663	Adult Books - Library	02/07/2025	55.49
2157	Baker & Taylor Inc	2038871664	Adult Books - Library	02/07/2025	33.89
2157	Baker & Taylor Inc	2038871665	Children's Books - Library	02/07/2025	5.64
2157	Baker & Taylor Inc	2038871666	Children's Books - Library	02/07/2025	3.97
2157	Baker & Taylor Inc	2038871667	Children's Books - Library	02/07/2025	10.73
2157	Baker & Taylor Inc	2038871668	Children's Books - Library	02/07/2025	7.34
2157	Baker & Taylor Inc	2038871669	Children's Books - Library	02/07/2025	15.69

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
2157	Baker & Taylor Inc	2038871670	Children's Books - Library	02/07/2025	11.88
2157	Baker & Taylor Inc	2038871671	Children's Books - Library	02/07/2025	14.12
2157	Baker & Taylor Inc	2038880702	Adult Books - Library	02/13/2025	16.38
2157	Baker & Taylor Inc	2038880703	Adult Books - Library	02/13/2025	28.32
2157	Baker & Taylor Inc	2038880704	Adult Books - Library	02/13/2025	33.90
2157	Baker & Taylor Inc	2038880705	Adult Books - Library	02/13/2025	49.99
2157	Baker & Taylor Inc	2038880706	Adult Books - Library	02/13/2025	16.39
2157	Baker & Taylor Inc	2038880707	Adult Books - Library	02/13/2025	31.08
2157	Baker & Taylor Inc	2038880708	Adult Books - Library	02/13/2025	22.60
2157	Baker & Taylor Inc	2038880709	Adult Books - Library	02/13/2025	18.08
2157	Baker & Taylor Inc	2038880710	Children's Books - Library	02/13/2025	10.73
2157	Baker & Taylor Inc	2038880711	Children's Books - Library	02/13/2025	5.64
2157	Baker & Taylor Inc	2038880712	Children's Books - Library	02/13/2025	12.22
2157	Baker & Taylor Inc	2038880713	Children's Books - Library	02/13/2025	14.12
2157	Baker & Taylor Inc	2038880714	Children's Books - Library	02/13/2025	10.73
2157	Baker & Taylor Inc	2038880715	Children's Books - Library	02/13/2025	15.47
2157	Baker & Taylor Inc	2038880716	Reference Books - Library	02/13/2025	10.17
2157	Baker & Taylor Inc	2038880717	Children's Books - Library	02/13/2025	7.95
2157	Baker & Taylor Inc	2038883489	Adult Books - Library	02/13/2025	190.80
2157	Baker & Taylor Inc	2038883517	Children's Books - Library	02/13/2025	18.35
2157	Baker & Taylor Inc	2038883518	Adult Books - Library	02/13/2025	16.95
2157	Baker & Taylor Inc	2038883519	Adult Books - Library	02/13/2025	106.88
2157	Baker & Taylor Inc	2038883631	Adult Books - Library	02/13/2025	16.38
2157	Baker & Taylor Inc	2038883632	Children's Books - Library	02/13/2025	138.63
2157	Baker & Taylor Inc	2038883633	Reference Books - Library	02/13/2025	44.84
Total Baker & Taylor Inc:					2,808.53
Baker Tilly Municipal Advisors LLC					
7818	Baker Tilly Municipal Advis	BTMA31435	Sanitary Sewer Study - Sanitary Sewer	02/26/2025	20,260.11
Total Baker Tilly Municipal Advisors LLC:					20,260.11
Blue Cross Blue Shield of Minnesota					
6701	Blue Cross Blue Shield of	250228148214	Medicare Insurance - City Hall	04/01/2025	289.60
6701	Blue Cross Blue Shield of	250228148214	Medicare Insurance - Police	04/01/2025	289.60
6701	Blue Cross Blue Shield of	250228148214	Medicare Insurance - Fire	04/01/2025	240.24
6701	Blue Cross Blue Shield of	250228148214	Medicare Insurance - Ambulance	04/01/2025	360.38
6701	Blue Cross Blue Shield of	250228148214	Medicare Insurance - Public Works	04/01/2025	622.00
Total Blue Cross Blue Shield of Minnesota:					1,801.80
Bluum of Minnesota LLC					
8538	Bluum of Minnesota LLC	1019865 02.21.2025	Minor Equipment - Iron Trail Motors Event Center	02/21/2025	23.50
Total Bluum of Minnesota LLC:					23.50
Bound Tree Medical LLC					
6149	Bound Tree Medical LLC	85689824	Disposable Medical Supplies - Ambulance	02/19/2025	2,045.76
Total Bound Tree Medical LLC:					2,045.76
Buhl Water Company Inc					
5184	Buhl Water Company Inc	31973	Water - City Council	02/25/2025	45.00
Total Buhl Water Company Inc:					45.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
C & B Warehouse Distributing Inc					
4442	C & B Warehouse Distributi	25-008241	2,500 Gallons Dleseil Fuel - Public Works	02/21/2025	7,557.78
Total C & B Warehouse Distributing Inc:					7,557.78
Century Link					
6236	Century Link	218.741.5744 02.19.2025	Telephone - Park	02/19/2025	71.04
6236	Century Link	218.749.0814 02.16.2025	Telephone - Ambulance	02/16/2025	32.25
6236	Century Link	218.749.0814 02.16.2025	Telephone - Fire	02/16/2025	32.26
6236	Century Link	218.749.0837 02.16.2025	Telephone - Police	02/16/2025	62.24
Total Century Link:					197.79
Champlon Auto					
1840	Champlon Auto	220-652137	Building Maintenance Supplies - Iron Trail Motors Even	02/27/2025	101.04
Total Champion Auto:					101.04
Christensen Parts Service Inc					
84	Christensen Parts Service I	596274	Equipment Parts - Public Works	02/19/2025	435.27
84	Christensen Parts Service I	596900	Equipment Parts - Public Works	02/26/2025	222.37
84	Christensen Parts Service I	596935	Equipment Parts - Public Works	02/26/2025	222.37-
Total Christensen Parts Service Inc:					435.27
Cintas Corporate Services Inc					
7521	Cintas Corporate Services	4211158529	Laundry Service - City Hall	11/12/2024	24.36
7521	Cintas Corporate Services	4214072599	Laundry Service - City Hall	12/10/2024	24.36
7521	Cintas Corporate Services	4221586326	Laundry Service - Public Works	02/19/2025	78.91
7521	Cintas Corporate Services	4222328325	Laundry Service - Public Works	02/26/2025	78.91
7521	Cintas Corporate Services	9310856466	First Aid Cabinet - Library	02/28/2025	108.00
7521	Cintas Corporate Services	9310857316	First Aid Cabinet - Senior Center	02/28/2025	108.00
7521	Cintas Corporate Services	9310858613	First Aid Cabinet - City Hall	02/28/2025	108.00
7521	Cintas Corporate Services	9310904805	First Aid Cabinet - Resturant	02/28/2025	108.00
Total Cintas Corporate Services Inc:					638.64
Cities Digital					
7213	Cities Digtal	62819	Cloud Hosting Service - Data Processing	02/15/2025	681.90
Total Cities Digtal:					681.90
Colosimo Patchin & Kearney Ltd					
627	Colosimo Patchin & Kearn	33944	Criminal Prosecutions - City Attorney	02/27/2025	6,110.00
Total Colosimo Patchin & Kearney Ltd:					6,110.00
Crysteel Truck Equipment					
939	Crysteel Truck Equipment	FP198995	Equipment Parts - Public Works	02/28/2025	685.96
Total Crysteel Truck Equipment:					685.96
Culligan of Northeast MN					
91	Culligan of Northeast MN	425X02117204	Water - Police	02/28/2025	241.00
91	Culligan of Northeast MN	425X02124101	Water - City Hall	02/28/2025	50.20
Total Culligan of Northeast MN:					291.20

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Dahlheimer Beverage Virginia					
8378	Dahlheimer Beverage Virgi	2404572	Break Room Supplies - Iron Trail Motors Event Center	02/25/2025	46.50
8378	Dahlheimer Beverage Virgi	2404659	Station Supplies - Ambulance	02/21/2025	52.63
8378	Dahlheimer Beverage Virgi	2404659	Station Supplies - Fire	02/21/2025	52.62
8378	Dahlheimer Beverage Virgi	2404732	Coffee, Coffee Supplies & Water - Public Works	02/25/2025	38.75
8378	Dahlheimer Beverage Virgi	2410049	Station Supplies - Ambulance	02/28/2025	56.68
8378	Dahlheimer Beverage Virgi	2410049	Station Supplies - Fire	02/28/2025	56.67
Total Dahlheimer Beverage Virginia:					303.85
Demco Inc					
923	Demco Inc	7604166	Processing Supplies - Library	02/13/2025	87.06
Total Demco Inc:					87.06
Department of Public Utilities					
251	Department of Public Utiliti	02.28.2025	Utilities - Police	02/28/2025	345.82
251	Department of Public Utiliti	02.28.2025	Utilities - Traffic Signals	02/28/2025	76.40
251	Department of Public Utiliti	02.28.2025	Utilities - Recreation	02/28/2025	324.15
251	Department of Public Utiliti	02.28.2025	Utilities - Park	02/28/2025	10.00
251	Department of Public Utiliti	02.28.2025	Utilities - Tennis for All	02/28/2025	1,777.43
251	Department of Public Utiliti	02.28.2025	Utilities - Iron Trail Motors Event Center	02/28/2025	44,702.84
251	Department of Public Utiliti	02.28.2025	Utilities - Public Safety Center	02/28/2025	19,479.26
251	Department of Public Utiliti	02.28.2025	Utilities - Lift Stations	02/28/2025	747.36
Total Department of Public Utilities:					67,463.36
Department of Public Utilities - Merchan					
364	Department of Public Utiliti	42609	Hydrant Meter - Virginia Public Safety Center	01/31/2025	10.73
364	Department of Public Utiliti	42671	2008 F-650 Bucket Truck - Public Works	02/28/2025	20,000.00
364	Department of Public Utiliti	42672	GIS License - Sewer	02/28/2025	40.54
364	Department of Public Utiliti	42675	Billing Services - Garbage	03/01/2025	1,000.00
364	Department of Public Utiliti	42675	Billing Services - Sewer	03/01/2025	1,000.00
Total Department of Public Utilities - Merchan:					22,051.27
Driveline Specialists Inc					
8115	Driveline Specialists Inc	87806	Equipment Parts - Public Works	02/17/2025	302.13
Total Driveline Specialists Inc:					302.13
DSC Communications					
4187	DSC Communications	2501882	Radio Repair- Ambulance	02/14/2025	329.64
4187	DSC Communications	2501882	Radio Repair- Fire	02/14/2025	329.64
4187	DSC Communications	2501935	Minor Equipment - Ambulance	02/18/2025	902.50
4187	DSC Communications	2501935	Minor Equipment - Fire	02/18/2025	902.50
Total DSC Communications:					2,464.28
Electric Pump Inc					
7334	Electric Pump Inc	029736	Equipment Maintenance - Lift Stations	02/27/2025	9,075.65
Total Electric Pump Inc:					9,075.65
Emergency Apparatus Maintenance Inc					
776	Emergency Apparatus Mal	134879	Vehicle Maintenance - Fire	02/14/2025	674.05

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Emergency Apparatus Maintenance Inc:					674.05
EMS Management & Consultants Inc					
8685	EMS Management & Cons	EMS-012479	Billing Fee - Ambulance	01/31/2025	6,565.75
Total EMS Management & Consultants Inc:					6,565.75
Essentia Health Virginia LLC					
6521	Essentia Health Virginia LL	0825.2080.1192.04	Pharmaceuticals - Ambulance	02/28/2025	461.73
6521	Essentia Health Virginia LL	0825.2080.1192.04	Pharmaceuticals - Ambulance	02/28/2025	50.08
Total Essentia Health Virginia LLC:					511.81
Faul Psychological					
8383	Faul Psychological	2223	Pre-Employment Screening - Ambulance	12/03/2024	997.50
8383	Faul Psychological	2223	Pre-Employment Screening - Fire	12/03/2024	332.50
8383	Faul Psychological	2223	Pre-Employment Screening - Police	12/03/2024	665.00
Total Faul Psychological:					1,995.00
Fingerroos, Stephen					
4559	Fingerroos, Stephen	281	Contract Labor - Golf Course	02/25/2025	2,000.00
4559	Fingerroos, Stephen	281	Management Services - Golf Course	02/25/2025	2,052.96
4559	Fingerroos, Stephen	281	Contract Labor - Tennis for All	02/25/2025	4,000.00
Total Fingerroos, Stephen:					8,052.96
Fraboni's Wholesale Dist Inc					
4368	Fraboni's Wholesale Dist In	739146	Concession Supplies - Iron Trail Motors Event Center	02/25/2025	252.92
Total Fraboni's Wholesale Dist Inc:					252.92
GearGrid Cooperation					
6766	GearGrid Cooperation	0025598-IN	Turnout Gear Lockers - Virginia Public Safety Center	02/20/2025	12,675.00
Total GearGrid Cooperation:					12,675.00
Gopher State One Call					
5054	Gopher State One Call	5020818	Locate Services - Sewer	02/28/2025	35.10
Total Gopher State One Call:					35.10
Grande Ace Hardware					
132	Grande Ace Hardware	199955	Minor Equipment - Park	02/14/2025	91.98
132	Grande Ace Hardware	200015	Small Tools - Fire	02/20/2025	11.89
132	Grande Ace Hardware	200017	Keys - Public Works	02/20/2025	.79
132	Grande Ace Hardware	200047	Building Maintenance Supplies - City Hall	02/21/2025	12.05
132	Grande Ace Hardware	200091	Shop Supplies - Park	02/25/2025	13.17
132	Grande Ace Hardware	200108	Small Tools - Fire	02/25/2025	23.78
132	Grande Ace Hardware	200127	Keys - Iron Trail Motors Event Center	02/26/2025	59.95
132	Grande Ace Hardware	200135	Building Maintenance Supplies - City Hall	02/27/2025	21.74
132	Grande Ace Hardware	200160	Keys - Park	02/28/2025	59.95
Total Grande Ace Hardware:					295.30
Group MedicareBlue RX					
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Cobra	03/01/2025	2,238.49

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - City Administration	03/01/2025	184.75
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - City Clerk	03/01/2025	184.75
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Finance	03/01/2025	559.62
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - City Assessor	03/01/2025	559.62
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - City Attorney	03/01/2025	566.00
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Police	03/01/2025	3,172.99
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Fire	03/01/2025	2,016.67
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Ambulance	03/01/2025	3,014.26
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Public Works	03/01/2025	4,292.23
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Mechanics	03/01/2025	749.75
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Community Develop	03/01/2025	184.75
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Recreation	03/01/2025	1,119.25
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Library	03/01/2025	1,868.99
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Garbage	03/01/2025	1,119.25
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - Sewer	03/01/2025	934.50
7041	Group MedicareBlue RX	001946508	Medicare Prescription Insurance - City Hall	03/01/2025	184.73
Total Group MedicareBlue RX:					22,949.60
H & L Mesabi Company					
7498	H & L Mesabi Company	43929	Equipment Parts - Public Works	02/18/2025	720.00
Total H & L Mesabi Company:					720.00
Hejda, Abigail					
8299	Hejda, Abigail	02.20.2025	Figure Skating Show - Recreation	02/20/2025	2,000.00
Total Hejda, Abigail:					2,000.00
Holiday Stationstores LLC					
8002	Holiday Stationstores LLC	069401032500	Equipment Maintenance - Car Wash - Police	03/01/2025	27.50
Total Holiday Stationstores LLC:					27.50
Hometown Electric of Northern MN Inc					
6899	Hometown Electric of North	9143	Equipment Maintenance - WWTP	04/01/2024	120.00
6899	Hometown Electric of North	9451	Building Maintenance - Ambulance	09/25/2024	209.59
6899	Hometown Electric of North	9451	Building Maintenance - Fire	09/25/2024	209.59
Total Hometown Electric of Northern MN Inc:					539.18
Hometown Focus.US					
5081	Hometown Focus.US	34556	Mining Edition - Publication	02/20/2025	392.00
5081	Hometown Focus.US	40379	Request for Proposals - Animal Control	02/21/2025	316.00
5081	Hometown Focus.US	40380	Advertising - Iron Trail Motors Event Center	02/20/2025	199.00
5081	Hometown Focus.US	40390	Construction Notice - Publications	02/28/2025	157.50
Total Hometown Focus.US:					1,063.50
In Control Inc					
6855	In Control Inc	S-INV02391	SCADA Server Replacement - WWTP	02/28/2025	26,416.80
Total In Control Inc:					26,416.80
InfoUSA Marketing Inc					
3167	InfoUSA Marketing Inc	10004290322	Polk City Directory - Community Development	02/11/2025	304.00
3167	InfoUSA Marketing Inc	10004290329	Reference Books - Library	02/11/2025	342.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total InfoUSA Marketing Inc:					646.00
Jerich & Associates					
7063	Jerich & Associates	FEBRUARY 2025	Legislative Consulting Fee - City Administration	02/20/2025	3,000.00
Total Jerich & Associates:					3,000.00
Kriss Premium Products Inc					
8506	Kriss Premium Products Inc	193409	Building Maintenance Supplies - Iron Trail Motors Even	03/04/2025	265.00
Total Kriss Premium Products Inc:					265.00
Kunnari's Kitchen & Coffee House					
7620	Kunnari's Kitchen & Coffee	2029	Catering Package Supplies - Iron Trail Motors Event C	02/21/2025	173.40
Total Kunnari's Kitchen & Coffee House:					173.40
L & M Supply Inc					
167	L & M Supply Inc	VIR-01-10007470	Small Tools - Iron Trail Motors Event Center	02/24/2025	83.23
167	L & M Supply Inc	VIR-04-10002722	Safety Equipment - Park	02/20/2025	49.99
167	L & M Supply Inc	VIR-06-10000376	Building Maintenance Supplies - Iron Trail Motors Even	02/27/2025	10.44
Total L & M Supply Inc:					143.66
Lake Superior Cutting Edge LLC					
7932	Lake Superior Cutting Edg	220400751	Equipment Parts - Iron Trail Motors Event Center	02/18/2025	300.00
Total Lake Superior Cutting Edge LLC:					300.00
Lawson Products Inc					
5976	Lawson Products Inc	9312251341	Shop Supplies - Public Works	02/21/2025	256.85
5976	Lawson Products Inc	9312260014	Shop Supplies - Public Works	02/25/2025	183.49
Total Lawson Products Inc:					440.34
League of Minnesota Cities					
162	League of Minnesota Cities	423682	Regional Safety Training - City Administration	02/10/2025	9,355.56
162	League of Minnesota Cities	424144	Subscription - Community Development	02/18/2025	170.64
Total League of Minnesota Cities:					9,526.20
Life-Assist					
8413	Life-Assist	1557210	Disposable Medical Supplies - Ambulance	02/19/2025	1,416.63
8413	Life-Assist	1557466	Minor Medical Supplies - Ambulance	02/20/2025	388.32
8413	Life-Assist	1557960	Disposable Medical Supplies - Ambulance	02/21/2025	307.30
8413	Life-Assist	1575524	Minor Medical Supplies - Ambulance	02/27/2025	452.85
Total Life-Assist:					2,564.90
Linde Gas & Equipment Inc					
2435	Linde Gas & Equipment Inc	48401302	Fuel - Park	02/28/2025	99.90
Total Linde Gas & Equipment Inc:					99.90
Lundgren Motors Inc					
358	Lundgren Motors Inc	88079	Equipment Parts - Public Works	02/14/2025	129.51
358	Lundgren Motors Inc	88202	Equipment Parts - Public Works	02/24/2025	354.02

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net invoice Amount
358	Lundgren Motors Inc	88223	Equipment Parts - Public Works	02/25/2025	36.17
358	Lundgren Motors Inc	88224	Equipment Parts - Public Works	02/25/2025	84.98
Total Lundgren Motors Inc:					604.68
McLean, Jill					
8924	McLean, Jill	JAN/FEB 2025	Figure Skating Program - Recreation	02/26/2025	1,500.00
8924	McLean, Jill	JAN/FEB 2025	Figure Skating Show - Recreation	02/26/2025	2,000.00
Total McLean, Jill:					3,500.00
Mediacom LLC					
4904	Mediacom LLC	8383922210073354 02.13.	Cable Service - Restaurant	02/13/2025	35.30
4904	Mediacom LLC	8383922210233552 02.18.	Cable Service - Public Works	02/18/2025	113.25
Total Mediacom LLC:					148.55
Menards Inc					
6509	Menards Inc	54767	Grounds Maintenance - Park	02/19/2025	97.48
6509	Menards Inc	54792	Cleaning Supplies - Iron Trail Motors Event Center	02/19/2025	21.97
6509	Menards Inc	54792	Small Tools - Iron Trail Motors Event Center	02/19/2025	64.40
6509	Menards Inc	54894	Equipment Parts - Iron Trail Motors Event Center	02/21/2025	32.36
6509	Menards Inc	55070	Safety Glasses - Library	02/24/2025	7.98
6509	Menards Inc	55176	Minor Equipment - Park	02/26/2025	35.83
6509	Menards Inc	55235	Small Tools - Public Works	02/27/2025	239.00
6509	Menards Inc	55416	Equipment Parts - Iron Trail Motors Event Center	03/02/2025	1.99
6509	Menards Inc	55471	Building Maintenance Supplies - Iron Trail Motors Even	03/03/2025	63.90
Total Menards Inc:					564.91
Mesabi Sign Company Inc					
182	Mesabi Sign Company Inc	50811	Signage - City Hall	01/29/2025	50.00
182	Mesabi Sign Company Inc	50882	Frosted Glass - Iron Trail Motors Event Center	02/12/2025	2,744.36
182	Mesabi Sign Company Inc	50946	Frosted Glass - Iron Trail Motors Event Center	02/24/2025	74.90
Total Mesabi Sign Company Inc:					2,869.26
Metro Sales Inc					
4759	Metro Sales Inc	INV2716125	Copier Rental - Public Works	02/14/2025	220.06
4759	Metro Sales Inc	INV2719768	Copier Rental - City Attorney	02/20/2025	181.07
4759	Metro Sales Inc	INV2719767	Copier Rental - City Clerk	02/20/2025	519.04
4759	Metro Sales Inc	INV2719768	Copier Rental - Community Development	02/20/2025	188.28
4759	Metro Sales Inc	INV2719770	Copier Rental - Library	02/20/2025	210.55
4759	Metro Sales Inc	INV2729761	Copier Rental - Library	03/01/2025	10.00
4759	Metro Sales Inc	INV2730880	Copier Rental - Iron Trail Motors Event Center	03/03/2025	271.87
Total Metro Sales Inc:					1,600.87
Mid-States Equipment Inc					
8037	Mid-States Equipment Inc	1406862-01	Equipment Parts - Public Works	02/13/2025	997.00
Total Mid-States Equipment Inc:					997.00
Midwest Tape LLC					
2649	Midwest Tape LLC	506685499	Media - Library	01/30/2025	28.24
2649	Midwest Tape LLC	506685841	Media - Library	01/30/2025	70.47
2649	Midwest Tape LLC	508718881	Media - Library	02/06/2025	181.41
2649	Midwest Tape LLC	506718883	Media - Library	02/06/2025	29.24

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
2649	Midwest Tape LLC	506763453	Media - Library	02/20/2025	67.47
2649	Midwest Tape LLC	506763454	Media - Library	02/20/2025	37.49
2649	Midwest Tape LLC	506763456	Media - Library	02/20/2025	17.24
2649	Midwest Tape LLC	506805494	Processing Supplies - Library	02/26/2025	329.98
Total Midwest Tape LLC:					759.64
Minnesota DEED - Economic Development					
7767	Minnesota DEED - Econo	FEBRUARY 2025	MIF Payment - Principal	02/28/2025	716.20
7767	Minnesota DEED - Econo	FEBRUARY 2025	MIF Payment - Interest	02/28/2025	26.00
Total Minnesota DEED - Economic Development:					742.20
Minnesota Department of Labor & Industry					
3444	Minnesota Department of L	ABR0349557X	Boiler License - Iron Trails Motors Event Center	02/22/2025	60.00
3444	Minnesota Department of L	ABR0349557X	Pressure Vessel - Iron Trail Motors Event Center	02/22/2025	10.00
Total Minnesota Department of Labor & Industry:					70.00
Minnesota Department of Transportation					
1340	Minnesota Department of T	COPPER NICKEL 02.20.2	Hlghway Signs - Restaurant	02/20/2025	398.00
Total Minnesota Department of Transportation:					398.00
Minnesota State Fire Chiefs Association					
2848	Minnesota State Fire Chief	8435	Membership Dues - Fire	11/16/2024	315.00
Total Minnesota State Fire Chiefs Association:					315.00
Morrell, Jade					
8980	Morrell, Jade	OCT/NOV/DEC/JAN 2024	Figure Skating Program - Recreation	02/20/2025	144.25
Total Morrell, Jade:					144.25
Northern Engine & Supply Inc					
210	Northern Engine & Supply I	318864	Equipment Parts - Public Works	02/10/2025	289.64
Total Northern Engine & Supply Inc:					289.64
Office Enterprises Inc					
2955	Office Enterprises Inc	574490	Office Supplies - City Clerk	03/05/2025	56.09
Total Office Enterprises Inc:					56.09
Oxygen Service Co.					
8534	Oxygen Service Co.	0003612899	Oxygen - Ambulance	02/28/2025	56.72
8534	Oxygen Service Co.	0008810603	Shop Supplies - Public Works	02/24/2025	141.33
8534	Oxygen Service Co.	0008810774	Oxygen - Ambulance	02/24/2025	71.03
8534	Oxygen Service Co.	0008812545	Oxygen - Ambulance	02/28/2025	58.69
8534	Oxygen Service Co.	0008812978	Oxygen - Ambulance	02/28/2025	38.56
Total Oxygen Service Co.:					366.33
Pace Analytical Services LLC					
7327	Pace Analytical Services L	25100473945	Testing - WWTP	01/10/2025	106.50
7327	Pace Analytical Services L	25100476288	Testing - WWTP	02/14/2025	106.50
7327	Pace Analytical Services L	25100476338	Testing - WWTP	02/14/2025	2,567.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Pace Analytical Services LLC:					2,567.00
Pantheon Computer Systems Inc					
7700	Pantheon Computer Syste	140991	Minor Equipment - City Hall	02/21/2025	711.65
7700	Pantheon Computer Syste	141019	Managed IT Services - Data Processing	03/01/2025	7,602.02
7700	Pantheon Computer Syste	141020	Managed IT Services - Police	03/01/2025	1,302.00
Total Pantheon Computer Systems Inc:					9,615.67
Pepelnjak Bake Shop					
6658	Pepelnjak Bake Shop	11.02.28.2025	Catering Package Supplies - Iron Trall Motors Event C	02/28/2025	30.80
Total Pepelnjak Bake Shop:					30.80
PetroChoice Lubrication Solutions					
7602	PetroChoice Lubrication So	51819282	Lubricants - Public Works	02/21/2025	1,333.48
7602	PetroChoice Lubrication So	51826163	Lubricants - Public Works	02/28/2025	635.05
Total PetroChoice Lubrication Solutions:					1,968.53
Pohaki Incorporated					
242	Pohaki Incorporated	238528	Figure Skating Show - Recreation	02/18/2025	196.84
242	Pohaki Incorporated	238541	Figure Skating Show - Recreation	02/20/2025	126.20
Total Pohaki Incorporated:					323.04
Radko Iron & Supply Inc					
1870	Radko Iron & Supply Inc	22214/1	Shop Supplies - Public Works	02/20/2025	148.70
1870	Radko Iron & Supply Inc	22214/1	Equipment Parts - Public Works	02/20/2025	492.00
Total Radko Iron & Supply Inc:					640.70
Range Auto Parts Company Inc					
258	Range Auto Parts Compan	17485	Equipment Parts - Public Works	02/20/2025	225.41
258	Range Auto Parts Compan	17501	Equipment Parts - Public Works	02/25/2025	539.80
Total Range Auto Parts Company Inc:					765.21
Range Office Supply					
261	Range Office Supply	268876	Office Supplies - Ambulance	01/28/2025	9.32
261	Range Office Supply	268876	Office Supplies - Fire	01/28/2025	9.33
Total Range Office Supply:					18.65
Range Paper					
263	Range Paper	70777	Cleaning Supplies - Park	02/19/2025	44.80
263	Range Paper	70784 2.19.2025	Cleaning Supplies - Iron Trail Motors Event Center	02/19/2025	497.82
263	Range Paper	70788	Station Supplies - Ambulance	02/19/2025	200.14
263	Range Paper	70788	Station Supplies - Fire	02/19/2025	200.14
263	Range Paper	72010	Cleaning Supplies - City Hall	02/21/2025	100.62
263	Range Paper	72010	Breakroom Supplies - City Hall	02/21/2025	81.04
263	Range Paper	72157	Cleaning Supplies - Tennis for All	02/21/2025	87.42
263	Range Paper	74154	Cleaning Supplies - Park	02/26/2025	70.80
263	Range Paper	74163	Cleaning Supplies - Iron Trail Motors Event Center	02/26/2025	404.42
263	Range Paper	75529	Cleaning Supplies - Iron Trail Motors Event Center	02/28/2025	117.52
263	Range Paper	98702	Cleaning Supplies - Public Works	02/21/2025	67.01
263	Range Paper	98870	Cleaning Supplies - Park	02/25/2025	124.76

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Range Paper:					1,998.49
Roger's Online Corporation					
7697	Roger's Online Corporation	0010245	Professional IT Services - Police	02/27/2025	4,000.00
Total Roger's Online Corporation:					4,000.00
Sherwin Williams					
285	Sherwin Williams	5480-8	Paint - City Hall	02/20/2025	93.88
Total Sherwin Williams:					93.88
St Luke's Clinics					
3157	St Luke's Clinics	41 02.04.2025	Employee Physical - Fire	02/04/2025	1,575.00
3157	St Luke's Clinics	41 02.04.2025	Employee Physical - Ambulance	02/04/2025	1,575.00
Total St Luke's Clinics:					3,150.00
Stangl, Michelle					
8982	Stangl, Michelle	11.05.2024	Refund - Ambulance	11/05/2024	300.00
Total Stangl, Michelle:					300.00
Stryker Medical					
6117	Stryker Medical	9208503499	Minor Equipment - Ambulance	02/14/2025	1,750.32
Total Stryker Medical:					1,750.32
Sullivan Candy & Supply					
996	Sullivan Candy & Supply	704097	Concession Supplies - Iron Trail Motors Event Center	02/20/2025	115.50
Total Sullivan Candy & Supply:					115.50
Super One Foods					
302	Super One Foods	00186523	Concession Supplies - Iron Trail Motors Event Center	02/20/2025	40.26
302	Super One Foods	00187703	Concession Supplies - Iron Trail Motors Event Center	02/27/2025	17.70
Total Super One Foods:					57.96
SymbolArts					
6755	SymbolArts	0520511	Uniform Supply - Police	02/21/2025	462.50
Total SymbolArts:					462.50
Sysco Minnesota Inc					
1899	Sysco Minnesota Inc	547757726	Catering Package Supplies - Iron Trail Motors Event C	02/24/2025	93.91
1899	Sysco Minnesota Inc	547757726	Concession Supplies - Iron Trail Motors Event Center	02/24/2025	362.47
Total Sysco Minnesota Inc:					456.38
T Mobile					
8756	T Mobile	201206930 02.22.2025	Telephone - Ambulance	02/22/2025	335.80
8756	T Mobile	201206930 02.22.2025	Telephone - Fire	02/22/2025	335.80
Total T Mobile:					671.60

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
T2 Systems					
7906	T2 Systems	UPS00065245	Professional Services - Parking Monitor	02/28/2025	151.74
Total T2 Systems:					151.74
Teleflex LLC					
7915	Teleflex LLC	9509634203	Disposable Medical Supplies - Ambulance	02/21/2025	1,862.00
Total Teleflex LLC:					1,862.00
Trimark Industrial					
1119	Trimark Industrial	IN770109	Gloves - Sewer	02/18/2025	63.60
Total Trimark Industrial:					63.60
Trojan Technologies Corp					
8966	Trojan Technologies Corp	20050001146	Equipment Parts - WWTP	02/20/2025	10,229.35
Total Trojan Technologies Corp:					10,229.35
Verathon					
8836	Verathon	80904359	Disposable Medical Supplies - Ambulance	05/29/2024	472.93
8836	Verathon	81079857	Disposable Medical Supplies - Ambulance	02/25/2025	472.93
8836	Verathon	81079857	Disposable Medical Supplies - Ambulance	02/25/2025	3,409.07
8836	Verathon	81080526	Disposable Medical Supplies - Ambulance	02/26/2025	550.00
Total Verathon:					4,904.93
Verizon Connect Fleet USA LLC					
8611	Verizon Connect Fleet USA	354000066164	Internet Data - Police	03/03/2025	87.04
8611	Verizon Connect Fleet USA	607000064664	Vehicle Tracking - Data Processing	03/03/2025	414.70
Total Verizon Connect Fleet USA LLC:					501.74
Verizon Wireless					
5023	Verizon Wireless	6106257510	Cell Phone - Police	02/17/2025	1,529.01
5023	Verizon Wireless	6106791156	Cell Phone - Police	02/23/2025	965.13
5023	Verizon Wireless	6106850550	Cell Phones - Sewer	02/23/2025	161.42
5023	Verizon Wireless	6106850550	Cell Phones - Public Works	02/23/2025	205.57
5023	Verizon Wireless	6106850550	Cell Phones - Iron Trail Motors Event Center	02/23/2025	206.95
5023	Verizon Wireless	6106850550	Cell Phones & Ipads - Community Development	02/23/2025	229.65
5023	Verizon Wireless	6106850550	Cell Phones - Library	02/23/2025	40.01
5023	Verizon Wireless	6106850550	Hotspots & Cell Phones - City Hall	02/23/2025	201.43
5023	Verizon Wireless	6106850550	Hotspot - City Administration	02/23/2025	40.01
Total Verizon Wireless:					3,579.18
Vestis					
8860	Vestis	263007440	Linens - Iron Trail Motors Event Center	02/20/2025	69.91
8860	Vestis	263007491	Linens - Iron Trail Motors Event Center	02/27/2025	73.91
8860	Vestis	2630393360	Linens - Iron Trail Motors Event Center	02/20/2025	57.43
8860	Vestis	2630393360	Laundry - Iron Trail Motors Event Center	02/20/2025	69.41
8860	Vestis	2630394301	Cleaning Supplies - Restaurant	02/24/2025	76.11
8860	Vestis	2630395970	Linens - Iron Trail Motors Event Center	02/27/2025	60.55
8860	Vestis	2630395970	Laundry - Iron Trail Motors Event Center	02/27/2025	77.69
8860	Vestis	2630395989	Laundry - Ambulance	02/27/2025	46.43
8860	Vestis	2630395989	Laundry - Fire	02/27/2025	46.43

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total Vests:					579.87
Viking Coca-Cola Bottling Co					
7139	Viking Coca-Cola Bottling	3577384	Vending Machines Supplies - Iron Trail Motors Event C	02/19/2025	18.35
7139	Viking Coca-Cola Bottling	3577384	Concession Supplies - Iron Trail Motors Event Center	02/19/2025	1,438.25
7139	Viking Coca-Cola Bottling	3579265	Vending Machine Supplies - Virginia Public Safety Cen	02/20/2025	32.00
Total Viking Coca-Cola Bottling Co:					1,424.60
Viking Industrial Center					
8481	Viking Industrial Center	3305136	Equipment Maintenance - Sewer	03/03/2025	197.23
8481	Viking Industrial Center	3305137	Equipment Maintenance - Sewer	03/03/2025	129.00
Total Viking Industrial Center:					326.23
Vivid Design					
7525	Vivid Design	03.04.2025	Signage - City Hall	03/04/2025	295.00
Total Vivid Design:					295.00
Wold Architects and Engineers					
8172	Wold Architects and Engine	99005	Fixed Fee - Construction Admin - Virginia Public Safety	02/28/2025	11,469.30
8172	Wold Architects and Engine	99033	Fixed Fee - Construction Admin - Virginia Public Safety	02/28/2025	728.43
8172	Wold Architects and Engine	99130	Fixed Fee - Furniture Planning - Virginia Public Safety	02/28/2025	2,140.20
Total Wold Architects and Engineers:					14,335.93
Grand Totals:					338,358.53
Wire Transfers/Electronic Withdrawals					67,845.32
Manual Checks					(10,007.32)
Schedule of Bills					338,358.53
Subtotal					396,196.53
Payroll					500,747.47
Total					896,944.00

Dated: _____

Finance Committee Chairperson: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

WIRE TRANSFERS/ELECTRONIC WITHDRAWALS:

Date	Vendor	Purpose	Amount
2/20/2025	Wex - BPA	VEBA Contributions	2,633.34
2/20/2025	Wex Health Claims	Flexible Spending Claims	255.90
2/21/2025	Delta Dental	Dental Claims	25,868.09
2/21/2025	Neopost Advance	Postage	500.00
2/24/2025	Wex Health Claims	Flexible Spending Claims	679.16
2/27/2025	Merchant Bankcd Deposit	Credit Card Fees - Event Center	1.11
2/25/2025	Wex Health Claims	Flexible Spending Claims	935.83
2/27/2025	Merchant Bankcd Fees	Credit Card Fees - City Hall	0.34
2/25/2025	Wex Health Claims	Flexible Spending Claims	153.71
2/27/2025	Wright Express Fleet	Fleet Fuel	5,485.43
2/25/2025	Wex - BPA	VEBA Contributions	3,936.93
2/25/2025	WEX Health Admin	WEX Admin Fees	491.25
2/28/2025	Frandsen Bank	ACH Per Item Fee	42.38
2/28/2025	Frandsen Bank	Medium Volume ACH Maintenance	10.00
2/28/2025	Frandsen Bank	ACH File Fee	10.00
2/28/2025	Wex Health Claims	Flexible Spending Claims	49.40
3/3/2025	US Bank Autopay	Garbage Tipping Fees	25,255.18
3/3/2025	Shift 4 Fees	Credit Card Fees - Event Center	435.78
3/3/2025	Merchant Bankcd Deposit	Credit Card Fees - Event Center	418.01
3/3/2025	Merchant Service Merch Fees	Credit Card Fees - Golf Course	198.00
3/3/2025	Wex Health Claims	Flexible Spending Claims	134.85
3/3/2025	Merchant Bankcd Interchng	Credit Card Fees - City Hall	83.68
3/3/2025	Merchant Bankcd Fees	Credit Card Fees - City Hall	79.58
3/3/2025	Merchant Merch Fees	Credit Card Fees - Event Center	39.95
3/3/2025	Shift 4 Fees	Credit Card Fees - Event Center	35.00
3/3/2025	Merchant Bankcd Discount	Credit Card Fees - City Hall	20.83
3/4/2025	Authnet Gateway Billing	Credit Card Fees - Event Center	30.00
3/4/2025	Wex Health Claims	Flexible Spending Claims	61.59
TOTAL WIRE TRANSFERS/ELECTRONIC WITHDRAWALS			<u>67,845.32</u>

MANUAL CHECKS:

Date	Vendor	Purpose	Amount	Check #
2/26/2025	Baker, Jeff	Reimburse Rental Fee - Community Development	1,350.00	65328
2/28/2025	St Louis County Recorder	Notary Commission - City Administration	20.00	65329
3/4/2025	RIHM Kenworth	Void - Equipment Parts - Public Works	(26.85)	64951
3/4/2025	RIHM Kenworth	Void - Equipment Parts - Public Works	(1,452.59)	65225
3/4/2025	RIHM Kenworth	Equipment Parts - Public Works	1,479.44	65330
3/5/2025	Housing & Redevelopment Authority	Void - Payment in Lieu of Taxes Reimburse	(40,565.00)	65263
3/5/2025	Housing & Redevelopment Authority	Payment in Lieu of Taxes Reimburse	29,187.68	65331
TOTAL MANUAL CHECKS			<u>(10,007.32)</u>	
SCHEDULE OF BILLS			<u>338,358.53</u>	
SUBTOTAL			<u>396,196.53</u>	
Payroll Period Ending 03/01/2025			500,747.47	
TOTAL PAYROLL			<u>500,747.47</u>	
TOTAL			<u>896,944.00</u>	



Scott Fredrickson, Fire Chief

Hello Mr. Mayor and Council,

I write today to show support of these two travel requests, as we do have sufficient funds in our training and travel budgets. In addition, the importance of getting these two individuals to these trainings is so very valuable to our department. Anytime we approve travel and training, it is with the prior conversation that when you return, you will take the time to train all staff in what you learned. We have found this process to be FAR cheaper than bringing trainers to our area and trying to get all staff to attend. This allows for staying up on safest trends and best practices, in consideration of our budget.

One of these trainings is the latest data, trends, and training in dealing with infant and small children emergent responses, taught by pediatric emergency physicians. These serve as the highest stress calls for us. Which means, there is no better investment in our training and department progression than attempting to improve in an area that does affect our staff the most. On top of that, Lieutenant Yurczyk serves as one of our EMS trainers.

The other request is very similar, but for fire. This training addresses the latest data, technology, and case study review. Firefighter George Rendl will also receive hands on training to teach to our department, while also bringing back the newest concepts to help ensure that department continually finds new ways to ensure safety to all of our members.

I have come to learn that public safety is like a moving train. If our department ever stops, and assumes we are doing everything correctly, we instantly get left behind. Data, trends, best practice, and training recommendations change almost daily. For our crew's safety, and for our patient outcomes, it is absolutely paramount that we constantly seek the latest information available.

Thank you for your consideration, and as always, please feel free to reach out with any questions.

Sincerely,

Scott Fredrickson
Fire Chief
Virginia Fire Department
<https://www.virginiafd.com>
ERT Medic Commander
218-290-0211 (Cell)
218-749-3591 (Office)



CITY OF VIRGINIA
TRAVEL REQUEST FORM 2023

Name of Person(s) to Attend: George Rondl III
Department(s): Virginia Fire Department
Date(s) of Travel: 04/24 - 04/27
Title of Event/Seminar: FDNY Search & Rescue Field Medicine Symposium
Event/Seminar Sponsor: Fire Department of New York
Location of Event/Seminar: New York, NY

Estimated Costs

Registration Fee (if any) \$ 450

Means of Travel and Estimated Cost
(Circle: city vehicle, personal vehicle, air, bus, train, other) \$ Air 0
If personal vehicle: EST. _____ Miles @ 0.655 /mile \$

Hotel/Lodging (if applicable)
No. of nights 4 Cost Per Night 259 \$ 1036

Meals (if applicable) MAXIMUM \$57/day for all but "high cost localities" \$ Less than \$57 per day

Will Overtime or Comp Time Be Incurred?
✓ YES _____ NO Total # of Hours 3 days x 8 hours = 24 hours

Will personnel need to be replaced at a cost to the City?
_____ YES ✓ NO Total add'l labor cost \$

ESTIMATED TOTAL COST \$ 1600⁰⁰

Expected Benefit of Attending
Through attending courses & lectures lead by instructors regarded as
the best in their field, I would gain knowledge & experience as well as skills
otherwise not available to VFD staff
-I fly at no cost due to a family member's employment

Reviewed By: [Signature] 437 Date 01-28-25
Supervisor

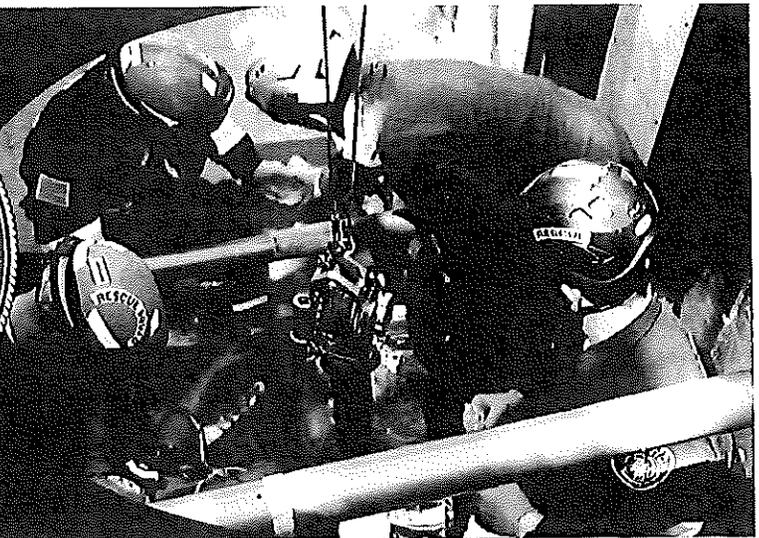
Approved By: [Signature] Date 2/28/24
City Administrator

- NOTES:
- 1) Attach copy of agenda
 - 2) Submit at least 30 days in advance for Approval
 - 3) Mayor has authority to approve emergency travel requests

APPROVED BY CITY COUNCIL ON: _____

FDNY Search & Rescue Field Medicine Symposium

April 24 - 27, 2025



12th ANNUAL FDNY SEARCH & RESCUE FIELD MEDICINE SYMPOSIUM

The FDNY and the FDNY Foundation are proud to invite all first responders to the 12th Annual FDNY Search & Rescue Field Medicine Symposium (SRFM). Each year, the FDNY SRFM Symposium brings together military, federal, state, and local medical responders to share their experiences and best practices. FDNY SRFM Symposium includes discussions on current hot topics, updates on the latest medical technology, and recent case studies from around the world. The FDNY SRFM Symposium takes place over four days with workshops, lectures, panel discussions, hands-on skills scenarios, and a vendor showcase with the latest equipment and products.

PACKAGES

4 Day Package (\$450)

- Two-day course or two pre-symposium workshops
- WTC Ceremony
- Welcome reception
- Symposium

3 Day Package (\$350)

- One pre-symposium workshop on April 24 or 25
- WTC Ceremony
- Welcome reception
- Symposium

2 Day Package (\$200)

- Symposium

SCHEDULE OF EVENTS

Pre-Symposium Activities

April 24 - 25, 2025

2-Day Courses

Difficult Airway

Advanced K-9 Veterinary Care

NAEMT TECC: Hands-On Active Threat Scenario

One Day Workshops

April 24, 2025

Bioskills: Critical Life-Saving Procedures

Bite Mel Bites, Stings and Envenomations at the Bronx Zoo

Immersive Aerial Search, Triage and Medical Delivery Using Unmanned Aerial Vehicles

Tabletop Exercises and MCI Preparation in Schools, Hospitals, and EMS Using AI and Other Simulation Tools

April 25, 2025

The A, B, C's of Field Blood Transfusion Utilizing Whole Blood

Point-of-Care Ultrasound in Medical Special Operations

Advanced Field Burn Care at the William Randolph Hearst Burn Center at Well Cornell

Extended Medical Care for Rural Search and Rescue Personnel

Symposium

April 26 - April 27, 2025

Keynote: Rescue is a Patient-Driven Activity

Türkiye and Syria Earthquakes: Personal Lessons from Complex Rescues

US&R Medical Roles in Earthquake Response: Beyond the Hurricane Deployment

Mass Confusion: How Do We Simplify Mass Casualty Response?

Medicine's Roles and Challenges in 21st Century Warfare

From Combat to Care: Medical Applications of Military Drones

Challenging Return to Play Decisions: Exertional Heat Stroke, Rhabdomyolysis and Exercise Collapse Associated with Sickle Cell Trait

Enhanced Medical Monitoring: Roles of Wearables in Medical Special Operations

Emergency Intubation in the Physiologically Unstable Patient

Impalements: Balancing Patient Care and Removal

Managing Critically Ill Pediatric Patients in Resource Constrained Environments

A Big Bloody Mess: Field Blood Transfusion Management in MCIs

Afternoon Lectures

Lithium Ion Batteries and Emergency Response

Maximizing Technical Information Systems in US&R

Hospital Under Siege: Managing Overwhelming Casualty Surges

Leveraging AI and Technology in Disaster Preparedness

Hands-On Scenarios

Confined Space and Collapse Rubble Pile

Care in the Air

Emergency Response for Terrorism Threats

Virtual Reality Simulations



Ticket Information: 718-999-2507 | Exhibitor Information: 718-999-0383
Email: SRFM@fdnypro.org | Register at <https://www.fdnipro.org/srfm>

SCHEDULE OF EVENTS

April 24 – 25, 2025

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2-Day Courses

Difficult Airway

Advanced K-9 Veterinary Care

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Hands-On Scenarios

Confined Space and Collapse Rubble Pile

Care in the Air

Emergency Response for Terrorism Threats

Virtual Reality Simulations

1-DAY WORKSHOPS:

Bioskills: Critical Life-Saving Procedures (4/24)

- Learn the critical decision-making process and procedure for field limb amputations delivered by NYC's leading trauma surgeons
- Review other critical procedural skills such as surgical airway, finger thoracostomy, thoracotomy, lateral canthotomy, peri-mortem c-section
- Participate in a critical procedural skills practical lab

Bite Me! Bites, Stings and Envenomation at the Bronx Zoo (4/24)

- This workshop takes place at the Bronx Zoo, the largest metropolitan zoo in the U.S.
- Learn from world-renowned experts on the assessment and management of commonly encountered insects, spiders and snake bites, including a demonstration of administering antivenom for snake bites
- Participate in a guided tour of the Bronx Zoo's "World of Reptiles" and exhibits of other things that bite

Immersive Aerial Search, Triage and Medical Delivery Using Unmanned Aerial Vehicles (4/24)

- Understand effective search methods and strategies employed in aerial search and rescue operations
- Acquire skills in aerial triage that ensure efficient prioritization of medical assistance using the aerial remote triage system
- Master the techniques of medical package delivery via drones for prompt and effective response in critical situations

Tabletop Exercises and MCI Preparation in Schools, Hospitals and EMS Using AI and Other Simulation Tools (4/24)

- Analyze the specific vulnerabilities of schools, hospitals, and EMS systems to various MCI threats, including active shooters, mass casualty influxes, severe weather events, and cyberattacks
- Design and facilitate engaging tabletop exercises (TTXs) that realistically simulate MCIs and promote critical thinking and problem-solving among participants.
- Utilize AI-powered simulation tools to enhance MCI preparedness and response capabilities
- Develop and implement effective communication strategies and protocols for coordinating interagency response across EMS, hospitals, and other key stakeholders during MCIs
- Apply triage principles, resource allocation strategies, and incident command system best practices to optimize patient care and minimize casualties in MCI scenarios

The ABCs of Field Blood Transfusion Utilizing Whole Blood (4/25)

- This workshop is taught by experienced military and civilian subject matter experts in field blood transfusion
- Examine the strategic stakeholders and steps required to establish a prehospital blood transfusion program
- Discuss established standard operations procedures, protocols and guidelines
- Review examples of successful national civilian programs
- Demonstrate and provide hands-on experience through realistic scenarios utilizing high fidelity manikins

Point-of-Care Ultrasound in Medical Special Operations (4/25)

- Learn from some of NYC's leading emergency medicine ultrasound faculty
- Use the latest portable devices and learn the fundamentals of point-of-care ultrasound and its application in the austere environment
- Participate in ultrasound applications with realistic scenarios

Advanced Field Burn Care at the William Randolph Hearst Burn Center at Weill Cornell (4/25)

- Learn from experts at the nationally renowned William Randolph Hearst Burn Center at Weill Cornell
- Review the priorities of evaluating and managing a severely burned patient with limited resources including but not limited to triaging and prioritizing the management of burned patients, airway management and ventilation support, fluid resuscitation strategies, effective pain management, and best wound care practices

Extended Medical Care for Rural Search and Rescue (SAR) Personnel (4/25)

- Understand and apply principles of prolonged care in resource limited environments
- Recognize and manage common medical and trauma emergencies encountered in prolonged care environments
- Perform hands-on practical skills for patient assessment, treatment, and stabilization with limited resources
- Develop strategies for patient care and transport when evacuation is delayed
- Participate in scenario-based training simulating SAR missions in remote areas

2-DAY COURSES (4/24 – 4/25):

Difficult Airway Course

- Course taught by expert faculty
- Discuss rapid sequence intubation (RSI) and pharmacology
- Learn advanced topics on the assessment and management of difficult airways
- Learn an extensive range of airway management techniques and equipment
- Engage in challenging integrative case discussions and scenarios
- Certification provided with completion of the course

Advanced K-9 Veterinary Care Course

- Course taught by nationally recognized veterinarians in partnership with the Animal Medical Center, the world's largest veterinary teaching hospital
- Learn to provide medical care for our four-legged Task Force members! The course includes both basic and advanced assessment, management, and procedures
- Features live tissue and simulated hands-on experience
- Certification provided with completion of the course

NAEMT TECC: Hands-On Active Threat Scenario

- NAEMT certification course on Tactical Emergency Casualty Care (TECC) taught by members of FDNY and NYPD
- Review best practice treatment guidelines for trauma care in the high-threat prehospital environment
- Participate in realistic simulated hands-on scenarios

DAY 1: SATURDAY (4/26)

Keynote: Rescue is a Patient-Driven Activity

- Recognize the need for a paradigm shift in Search and Rescue
- Discuss how US&R medicine is an essential humanitarian activity
- Review different strategies to close the gap between rescue and emergency medical care

The Türkiye and Syria Earthquake 2023 – Personal Lessons from Complex Rescues

- Review the devastation of the 2023 earthquake and the scope of international response efforts
- Discuss the issue of how to deal with the "out-of-algorithm crisis"
- Identify key medical practicalities encountered during prolonged entrapment rescues

US&R Medical Roles in Earthquake Response: Well beyond the Hurricane Deployment

- Promote a better understanding of the challenges in earthquake response
- Detail the differences in incident timelines

- Examine the differences and current limitations in search methodologies
- Outline anticipated medical operations
- Highlight procedures we can use to improve our practice

Mass Confusion: How do we Simplify Mass Casualty Response?

- Describe the limitations of using traditional triage approaches in preparation for a mass casualty event
- Review the frequency and severity of injuries, diagnostic algorithms and formal triage categories that are used in real world mass casualty events in civilian and military settings
- Describe a simpler novel evidence-based approach in preparing for a mass casualty response

Medicine's Roles and Challenges in 21st Century Warfare

- Describe the unique challenges imposed by 21st century weaponry, warfare tactics, and the changing characteristics of modern warfare
- Describe solutions to casualty evacuation in a contested environment, and the role of multimodal platforms utilized for CASEVAC
- Describe the perceived protection of the Red Cross for medical personnel, and the implications for patient care on the 21st century battlefield

From Combat to Care: The Medical Applications of Military Drones

- Provide an overview of the latest drone technologies utilized by the military for medical purposes
- Discuss how drone technology can be leveraged for medical applications and disaster response
- Discuss ongoing research and innovations aimed at enhancing the utilization, effectiveness and reliability of medical drones

DAY 2: SUNDAY (4/27)

Challenging Return to Play Decisions: Exertional Heat Stroke, Rhabdomyolysis and Exercise Collapse Associated with Sickle Cell Trait

- Review clinical diagnostic and management considerations for exertional heat stroke (EHS), exertional rhabdomyolysis (ER), and exercise collapse associated with sickle cell trait (ECAST)
- Discuss the challenging issues with return to play for EHS, ER and ECAST
- Identify clinical criteria utilized to facilitate return to play (RTP) and return to duty (RTD)

Enhance Medical Monitoring: The Role of Medical Wearables in Medical Special Operations

- Provide an overview of current types of wearable technologies
- Discuss how wearables improve real-time monitoring and decision-making
- Outline the process of integrating wearables into field operations
- Explore emerging technologies and future trends in medical wearables

Emergency Intubation in the Physiologically Unstable Patient

- Understand the pathophysiology and clinical challenges posed by unstable patients
- Employ pre-optimization strategies for emergency intubation in trauma patients
- Discuss techniques to effectively perform airway management in the unstable patient

Impaled: Balancing Patient Care and Removal

- Discuss the common mechanisms for impalements

- Highlight the importance of clear and effective communication within the hospital and with external agencies, including emergency services, public health authorities, and the media
- Address the need for supporting healthcare workers' physical and mental well-being during times of crisis, including providing adequate rest, psychological support, and ensuring a safe working environment

Leveraging Artificial Intelligence and Technology in Disaster Preparedness

- Explain how artificial intelligence (AI) can enhance disaster preparedness and emergency response
- Highlight various technologies, including machine learning and data analytics, and explain how they can improve early warning systems and resource allocation
- Present examples and share best practices of the use of AI in disaster planning
- Discuss strategies to encourage collaboration between technology providers, governments, and communities
- Highlight the importance of regular reviews and updates to disaster plans in order to incorporate new technologies

HANDS-ON SCENARIOS TRACK:

Confined Space/Collapse Rubble Pile

- Review the safety principles of rescue operations in various austere and tactical environments
- Discuss the risks and responsibilities of operating on the scene of natural or human-made disasters
- Identify the priority of patients using various triage systems
- Demonstrate effective patient management techniques, including airway management and vascular access within a confined space
- Review different methods of patient packaging and extrication
- Practice skills used in the management of impaled victims

Care in the Air

- Explore the logistical challenges of accessing and treating patients on board an aircraft
- Learn how to safely navigate the confined space of an airplane aisle while delivering care
- Implement strategies for safe patient extrication
- Demonstrate effective communication strategies with airline staff and passengers

Emergency Response Planning-Terrorism

- Learn how to identify the common indicators of clandestine drug labs, such as unusual chemical odors, atypical equipment, suspicious containers, and specific environmental hazards, to ensure safety and effective incident management
- Review the proper protocols for securing the scene of a suspected clandestine drug lab, including evacuation procedures
- Identify the priority of patients using various triage systems

Virtual Reality (VR)

- Demonstrate the ability to conduct a structured patient assessment in the VR environment, focusing on identifying injuries, vital signs, and prioritizing interventions based on severity
- Recall and select the appropriate bleeding control methods, such as direct pressure, wound packing, or tourniquet application, based on the type and location of the bleeding observed in the VR simulation

- Review common removal tools, practices, and best procedures to reduce risk of further injury
- Define patient care treatment priorities and realistic expectations that will optimize removal efforts and enhance patient survivability and recovery

Managing the Critically Ill Pediatric Patient in the Resource Constraint Environment

- Identify and discuss the unique challenges faced in managing critically ill pediatric patients in resource-limited settings, including limited access to advanced medical equipment and specialized care
- Explore strategies for optimizing available resources, such as using alternative methods for airway management, improvising with available materials, and prioritizing interventions based on the severity of the patient's condition
- Highlight the need for ongoing training and education for healthcare providers for managing critically ill pediatric patients in challenging settings
- Discuss the ethical considerations involved in making critical decisions with limited resources, including prioritizing care and ensuring equitable treatment for all pediatric patients

A Big Bloody Mess: Disaster Planning and Field Blood Transfusion Management during MCIs

- Explain the critical role of blood resources during mass casualty disasters
- Discuss pre-disaster preparedness measures, including maintaining adequate blood reserves and establishing robust supply chains
- Present real-world examples of successful blood resource management during past disasters
- Review the importance of training and educating healthcare professionals, volunteers, and the community

LECTURE TRACK:

DAY 1: SATURDAY (4/26)

Lithium-Ion Batteries and Emergency Response

- Discuss how lithium-ion batteries challenge first responders at fires, motor vehicle accidents and transportation incidents
- Review the latest insights from FDNY responses and research collaborations
- Discuss how public safety education can contribute to risk reduction
- Examine how to effectively use free training resources to educate your members

Maximizing Technical Information Systems in the Urban Search and Rescue Environment

- Provide an overview of the search and rescue common operating platform (SARCOP)
- Display best practices and examples of the rules of engagement that enhance common operating capabilities in the US&R environment
- Discuss how SARCOP enhances operational capabilities and situational awareness for medical specialists

DAY 2: SUNDAY (4/27)

Hospital Under Siege: Managing Overwhelming Surge of Casualties

- Understand and discuss the various scenarios that can lead to a hospital being overwhelmed with casualties
- Compare and contrast prehospital and hospital triage systems and how patients are prioritized
- Discuss the development and implementation of surge capacity plans to expand hospital capabilities quickly, such as setting up temporary treatment areas and mobilizing additional staff
- Explore strategies for effective allocation and management of limited resources, including medical supplies, personnel, and space, to maximize patient care during high-demand situations

CITY OF VIRGINIA TRAVEL REQUEST FORM 2025

Name of Person(s) to Attend: Zach Kurczyk
 Department(s): VFD
 Date(s) of Travel: 4-28-25
 Title of Event/Seminar: 2025 Gillette children's APP Pediatric Specialty conference
 Event/Seminar Sponsor: Gillette Children's Continuing Medical Education
 Location of Event/Seminar: CHS Field, St. Paul MN 55101

Estimated Costs

Registration Fee (if any) \$ 125-150

Means of Travel and Estimated Cost
 (Circle: city vehicle) personal vehicle, air, bus, train, other) \$ _____
 If personal vehicle: EST. _____ Miles @ 0.7 /mile \$ _____

Hotel/Lodging (if applicable)
 No. of nights _____ Cost Per Night _____ \$ N/A

Meals (if applicable) MAXIMUM \$57/day for all but "high cost localities" \$ 57.00

Will Overtime or Comp Time Be Incurred?
 _____ YES X NO Total # of Hours _____

Will personnel need to be replaced at a cost to the City?
 _____ YES X NO Total add'l labor cost \$ _____

ESTIMATED TOTAL COST \$ 207.00

Expected Benefit of Attending
Learn Pediatric Specific Education regarding Pediatrics
with special needs, Infectious, Pulmonary needs, Gut-Brain Disorders,
Dietary Therapy, Nutrition & Growth, Trauma, Hip Dysplasia, Mental
Health support, & Integrative/Comprehensive Care.

Reviewed By: [Signature]
 Supervisor

Date 2-28-25

Approved By: [Signature]
 City Administrator

Date 2-28-25

- NOTES:
- 1) Attach copy of agenda
 - 2) Submit at least 30 days in advance for Approval
 - 3) Mayor has authority to approve emergency travel requests

APPROVED BY CITY COUNCIL ON: _____



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Monday, April 28



2025 Gillette Children's APP Pediatric Specialty Conference

A continuing medical education conference focusing on pediatric specialty health topics for advance practice providers.



By **Gillette Children's Continuing Medical Education** 147 followers

3.9k attendees hosted

147 followers

Follow

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Date and time

Monday, April 28 · 7:45am - 3:40pm CDT

Location



CHS Field

360 North Broadway Street Saint Paul, MN 55101

Show map

Refund Policy

\$125 - \$150



Event lasts 7 hours 55 minutes

The third annual Gillette Children's Advanced Practice Provider (APP) Pediatric Specialty Conference is a one-day conference designed to educate, inspire, and celebrate our APP profession. Our faculty will aim to address pediatric health concerns, share relevant patient cases, and offer best practices on how to manage the pediatric patient in both inpatient and outpatient settings. Topics will cover a wide variety of complex pediatric conditions. Participants will also have the opportunity address specific questions with our clinical experts through dedicated Q&A time throughout the conference. Breakfast and lunch are included with registration.

This conference is targeted to advanced practice providers, registered nurses, and other interested pediatric healthcare professionals. Additionally, advanced practice nurse and physician assistant students interested in pursuing a career in pediatrics are invited to attend. However, all medical professionals are welcome.

Register to attend before April 14th.

See below for conference agenda.

Cancellation/Refund Policy: Cancellations received by 02/10/25 will be eligible for a full refund. Cancellations received between 02/11/25 and 03/31/25 will be eligible for a 50% refund. Cancellations received after 03/31/25 will not be eligible for a refund. All refunds issued will be less any applicable EventBrite registration fees and will be issued to the original payment method used to register for the conference.

Learning Objectives:

Participants attending this conference will be able to:

- Explore up to date, evidence-based, approaches to the diagnosis and treatment of various pediatric health conditions.
- Discuss patient specific cases with fellow pediatric colleagues and obtain the latest information on new treatments and innovations to inspire change in your practice for improved patient outcomes.
- Appreciate the challenges facing pediatric patients through the lens of a family caring for a child with complex needs.

Agenda (Subject to Change):

07:15 - 08:15 | Registration and Breakfast

08:15 - 08:20 | Welcome and Introduction

08:20 - 09:00 | Perspective of a Family with a Child with Complex Medical Needs

- Haley Brunelle | Gillette Children's (Keynote Speaker)

09:00 - 09:30 | Tracheostomy Infection and Wounds

- Willie Henderson, RT | Gillette Children's
- Jennifer Wilhelmy, CWCN, APRN, CNP | Gillette Children's

09:30 - 10:00 | Pulmonary Needs of Complex Medical Patients

- Christina Mikesell, MD | Gillette Children's

10:00 - 10:20 | Audience Q&A

10:20 - 10:30 | Break

10:30 - 11:00 | Disorders of the Gut-Brain Interaction

- Robin Shannon, APRN, CPNP | University of Minnesota

11:00 - 11:20 | Dietary Therapy for Gastrointestinal Disease

- Vikram Christen, MD, CNSC | University of Minnesota

11:20 - 11:50 | Nutrition and Growth in Children with Complex Medical Needs

\$125 - \$150

12:20 - 12:40 | Audience Q&A

12:40 - 01:20 | Lunch

01:20 - 01:50 | Pediatric Trauma: TBI, Surgery, Rehabilitation

- *Megan Goff, PA-C | Regions Hospital*
- *Tracy Larsen, RN, BSN | Regions Hospital*

01:50 - 02:20 | Developmental Dysplasia of the Hip (DDH)

- *Laura Tillman, DNP, APRN | Gillette Children's*

02:20 - 02:50 | Mental Health Support for Providers, Patients, and Families

- *Andrea Somers, CNP, PMHNP-BC | Gillette Children's*

02:50 - 03:20 | Integrative & Palliative Care: Ask a Doc Anything (Panel Discussion)

- *Todd Dalberg, DO | Gillette Children's*
- *Alberto Oricoles, MD | Gillette Children's*
- *Rosemary Ramp, MD | Gillette Children's*

03:20 - 03:40 | Audience Q&A

03:40 - 03:50 | Closing Remarks

Gillette Children's Planning Committee: Heidi Davis, APRN, CPNP | Julie Mills, APRN, CNP-PC | Megan Moffat, MS, APRN, CPNP | Mindy Ostrowski, APRN, CNP, DNP | Anna Rauch, DNP, APRN, CNP, PNP-PC | Jean Stansbury, APRN, CPNP, CHPPN | Jennifer Wilhelmy, CWCN, APRN, CNP

CME Credit Designation: 6.50 AMA PRA Category 1 Credits™ | 6.50 Contact/Clock Hours

Physicians: Gillette Children's is accredited by the Minnesota Medical Association (MMA) to provide continuing medical education (CME) for physicians and takes responsibility for the content, quality, and integrity of this educational activity.

Gillette Children's designates this live activity for a maximum of 6.50 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Nurses: This activity is designed to meet the Minnesota Board of Nursing (MNBN) continuing education requirements for 6.50 contact hours. It is the participant's responsibility to ascertain if this activity meets the mandatory continuing education requirements of the licensing board under which they practice.

Others: This activity is worth a maximum of 6.50 clock hours. It is the responsibility of the individual to determine if this activity meets their professional requirements for continuing education credit.

Questions: If you have any questions regarding this CME activity, please contact us at cme@gillettechildrens.com.

Area Hotel Information:

If you need hotel accommodations, here are a few hotels available near the conference venue:

- **Spring Hill Suites (472 Jackson St., St. Paul, MN 55101)**
- **Drury Plaza Hotel (175 10th St. E., St. Paul, MN 55101)**
- **Hyatt Place (180 Kellogg Blvd., St. Paul, MN 55101)**

Tags

United States Events Minnesota Events Things to do in St. Paul, MN St. Paul Conferences St. Paul Other Conferences

#healthcare #app #pediatric #cme #gillette #cme_conference

\$125 - \$150

Gillette Children's Continuing Medical Education

147 followers

3.9k attendees hosted

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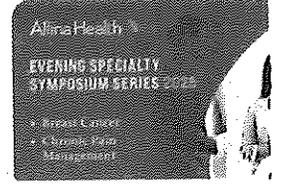
Minnesota Craft Beer Festival 2025
 Sat, Apr 26 • 1:00 PM
 Minneapolis Convention Center (Ha...
 From \$41.09
 Craft Beer & Brewing
 Promoted



2025 Specialty Symposium Series | Cambridge, MN
 Wed, May 28 • 6:00 PM
 Pinewood Weddings And Events
 From \$25.00
 Allina Health Outreach Symposiums



ELA Annual Conference & Virtual Marketplace
 Thu, Feb 27 • 9:00 AM CST
 From \$20.00
 Ecological Landscape Alliance
 Promoted



2025 Specialty Symp Series | Lakeville, MN
 Thu, May 22 • 6:00 PM
 Brackett's Crossing Countr
 From \$25.00
 Allina Health Outreach Syr

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\$125 - \$150

Britt See-Benes

From: Jim Hunt
Sent: Friday, February 14, 2025 3:51 PM
To: Britt See-Benes; Brian Silber
Cc: Gabe Zika
Subject: Virginia Half Marathon Donation to the COV

Britt and Brian,

The Parks and Rec Commission and just last night the Virginia ½ Marathon Commission approve spending for free weights for the COV to be used here in our fitness room.

Gabe and I have one idea for equipment and cost from Precor and I will shop Gopher Sport - PE, Sports & Fitness Equipment for similar equipment.

I am assuming this is something the COV would accept. How do we proceed with the details of accepting the donation?

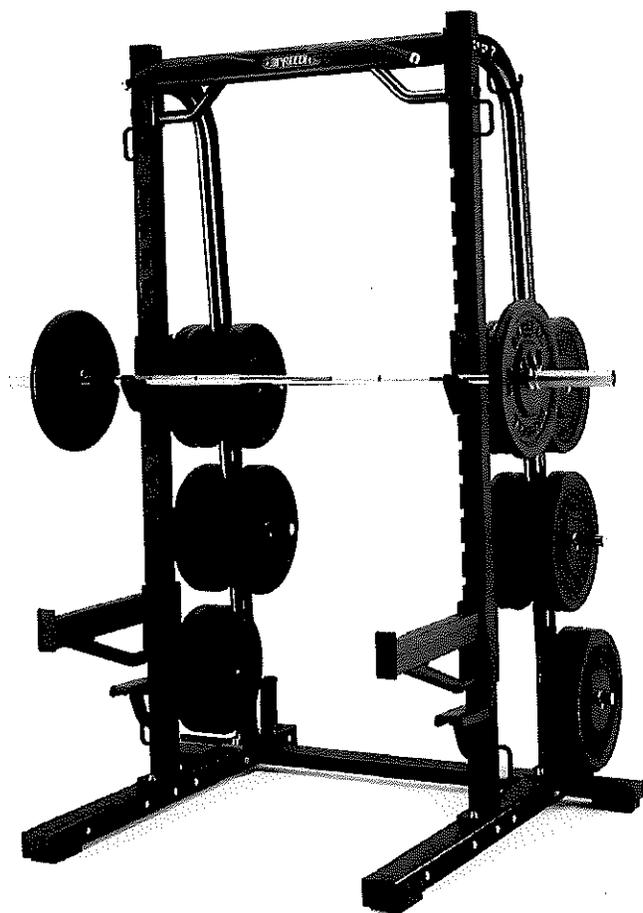
Gabe is happy to present this donation to the City Council at which time he wants to ask them for partnership for this year's upcoming ½ Marathon.

Also, the Virginia ½ Marathon Commission is quite interested in continuing their community involvement with additional opportunities to bring golf simulator funding to our facility shortly after their August race based on their donations.

What thoughts, ideas and process do we need to get done to move this along to completion?
Jim

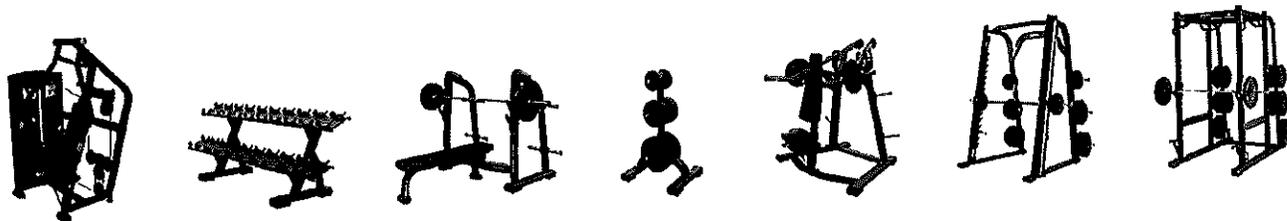
Jim Hunt
Event/Program Services Manager
Iron Trail Motors Event Center
City of Virginia MN.
O - 218.748.1272
C - 218.461.6314
note - I am usually off on Monday & Tuesday

DBR0611 Discovery™ Series Benches and Racks Half Rack



The Discovery Series Half Rack features the benefits of the Discovery Series Power Rack, but with a space efficient footprint. The Half Rack's enhanced functional capability allows for the use of bands, chains, torso trainers, battle ropes, suspension fitness training, and more, along with traditional Half Rack exercises.

Strength equipment is a long-term investment and with the Discovery Series from Precor, you can make your strength purchase with confidence. With a full range of approachable and intuitive products that perform for exercisers of all ability levels and will withstand the test of time, the Discovery Series is the straightforward strength solution you've been looking for.



DBR0611 Discovery™ Series Benches and Racks Half Rack

Storage

The ten weight storage horns neatly accommodate bumper plates. The Olympic Bar and functional apparatus storage is conveniently positioned to enhance accessibility.

Dual Chin-Up/Pull-Up Handles

Dual Chin-Up and Pull-Up Handles with step-up and weight assist band hooks allow for numerous chin-up and pull-up opportunities for a wide range of exercisers.

Secure & Sturdy

The heavy-duty, fully welded dual-pin system on the bar catches and safety rails provide maximum durability, stability, and ease of adjustment. Both feature quick changeover, high-impact, polyurethane covers and inserts to protect all wear surfaces from metal-on-metal contact, preserving the paint finish of the Half Rack.

Straight Bar

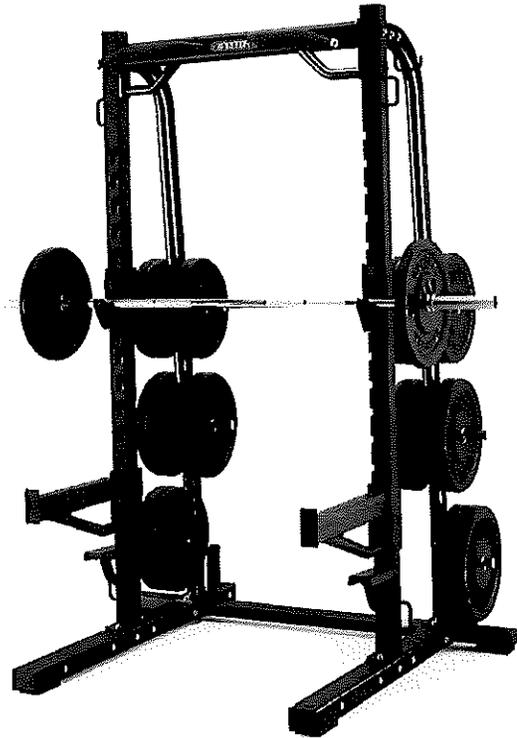
A smooth, straight Pull-Up/Chin-Up bar allows for kipping style pull-ups, chin-ups, and muscle-ups, as well as a convenient anchor point for suspension fitness training apparatuses.

Optional Band Pegs

Pegs allow for the use of loop style bands to add progressive resistance to barbell training movements.

Rubberized Step-Ups

Convenient steps allow for easier access to the Chin-Up/Pull-Up stations and are dipped to enhance durability and provide a slip-resistant surface. The step is angled to create a convenient Olympic Bar storage point and catch for performing deadlift exercises. The round gusset beneath the step-up allows for the anchoring of battle ropes.



Specifications

Dimensions (L x W x H): 71 x 61 x 98.5 in / 180 x 155 x 250 cm

Product Weight: 453 lb / 205 kg

Max Lift Load Capacity: 600 lb / 272 kg

Max Storage Weight: 1800 lb / 817 kg

Optional Accessories: Band Peg Kit, Torso Trainer, Combo Rack Connector Kit, Side-by-Side Connector Kit, Lifting Platform (4 in / 10 cm thick; Platform: 98 in W x 72 in D / 249 cm x 183 cm; Insert: 40 in W x 47 in D / 102 cm x 119 cm), Optional custom logo for lifting platform is available at an additional cost.

Frame and Finish: Heavy-duty steel tubing is welded in all structural areas to withstand the most severe environments. Powder coated frame.

Warranty: Visit www.precor.com for warranty terms.

Color Options*

Frame



Black Pearl Gloss Metallic Gloss White**

* Custom frame colors are available, subject to minimum order quantities and extended lead times.

**Additional lead time applies.

DBR0119

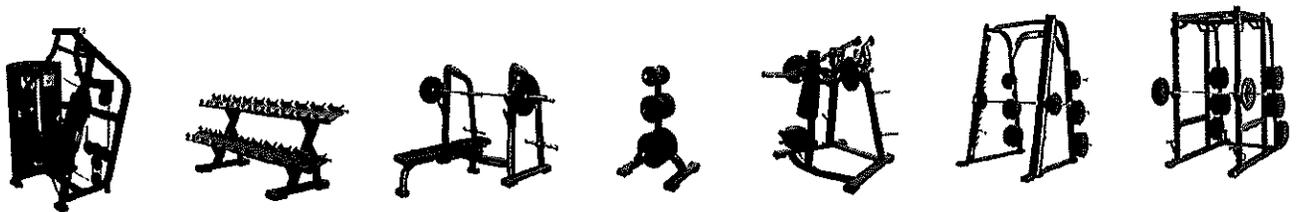
Discovery™ Series Benches and Racks

Multi-Adjustable Bench



Strong and bold, the Discovery Series Multi-Adjustable Bench is a staple of every fitness space. Heavy-duty materials combined with an in-line design provide maximum strength, stability, and longevity.

Strength equipment is a long-term investment and with the Discovery Series from Precor, you can make your strength purchase decision with confidence. With a full range of products that are approachable and intuitive, perform for exercisers of all ability levels, and will withstand the test of time, the Discovery Series is the straightforward strength solution you've been looking for.



[PRECOR.COM/STRENGTH/BENCHES-AND-RACKS](https://www.precor.com/strength/benches-and-racks)

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 **PRECOR**®

DBR0119

Discovery™ Series Benches and Racks

Multi-Adjustable Bench

Sturdy

Heavy-duty materials combined with an in-line adjustment design along the main frame spine optimize strength and durability.

Easy-to-Use Adjustments

The intuitive multi-angle positioning allows for a variety of lifting movements.

Ergonomically Designed

The ergonomically designed seat and back pad width and construction optimizes support, comfort, and freedom of movement for an exceptional exerciser experience.

Easily Movable

Covered wheels and a padded handle make the Multi-Adjustable Bench easy to move, and rubber feet ensure that the bench will stay in place when it is put back down.

Wear Guards

Replaceable wear guards on the rear stabilizer leg help protect the frame and provide a non-slip surface for spotters.



Specifications

Dimensions (L x W x H): 55 x 29.5 x 18 in / 140 x 75 x 46 cm

Product Weight: 106 lb / 48 kg

Max User Weight: 350 lb / 159 kg

Max Lift Load Weight: 400 lb / 182 kg

Frame and Finish: Heavy-duty steel tubing is welded in all structural areas to withstand the most severe environments. Powder coated frame.

Warranty: Visit www.precor.com for warranty terms.

Color Options*

Frame



Black Pearl Gloss Metallic Gloss White**

* Custom frame colors are available, subject to minimum order quantities and extended lead times.

** Additional lead time applies.

Upholstery



Black

Additional Upholstery Options**



Grey Slate Candy Apple All Spice Bucksuedo



Burgundy Royal Blue Blue Jay Chocolate Hunter Green

* Additional upholstery options may have longer lead times. Please contact a sales representative.
* Colors may vary.

PRECOR.COM/STRENGTH/BENCHES-AND-RACKS

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Quote #: Q-00127385

Date: 02/10/2025

Pending Precor Approval

Expires: 03/27/2025

SOLD TO:
Iron Trail Motors Event Center
919 6th St. S
Virginia, MN 55792
United States

SHIP TO/INSTALL AT:
Iron Trail Motors Event Center
919 6th St. S
Virginia, MN 55792
United States

PRECOR SALES TEAM:
Lance Shore
Key Account Manager
+1 7633311344
lance.shore@precor.com

Payment Term: Prepay

Mary Whiteside
Coordinator, Order Management & Inside
Sales
mary.whiteside@precor.com
Phone: 425-482-5624

CONTACT:
Jim Hunt
E-Mail: jhunt@virginiamn.us

PRODUCT NUMBER	DESCRIPTION	QTY	LIST PRICE	UNIT PRICE	EXT. PRICE
 PWDBR0611NN9923EN	DBR 611 Half Power Rack Blk Pearl	1	2,940.00	1,764.00	1,764.00
 PWSDBR119BKPBLK	DBR 119 Multi-Adjustable Bench, Blk Pearl, Black Upholstery	1	1,410.00	799.00	799.00
PWMEC587110101	7' 1200lb Test Hard Chrome Olympic Bar	1	318.00	190.80	190.80
PWMJE500250101	Ultrathane Plate, 2.5lb	2	9.95	5.97	11.94
PWMJE500500101	Ultrathane Plate, 5lb	2	19.90	11.94	23.88
PWMJE501000101	Ultrathane Plate, 10lb	4	39.80	23.88	95.52
PWMJE502500101	Ultrathane Plate, 25lb	2	99.50	59.70	119.40
PWMJE504500101	Ultrathane Plate, 45lb	6	179.10	107.46	644.76
PWTAGACCLBC	Locking Olympic Bar Collar (PR)	1	34.00	20.40	20.40

16 p plates

Freight 584.54
Installation 607.11

SubTotal 4,861.35
Estimated Sales Tax 0.00
Grand Total (USD) 4,861.35

Images only reflect the unit type, not the color

Q-00127385

Pending Precor Approval

Page 1 of 2

Precor | 24309 Snohomish Woodinville Rd | P.O. Box 7202 | Woodinville WA 98072 USA | www.precor.com

Acknowledged:

Page 41

SECOND AMENDMENT TO SUBLEASE

This Second Amendment to Sublease (this "Amendment") is entered into as of the 4th day of March, 2025 (the "Effective Date"), by and between the City of Virginia, Minnesota, a municipal corporation and political subdivision of the State of Minnesota (the "City") the Housing and Redevelopment Authority in and for the City of Virginia, Minnesota, a public body, corporate and political subdivision of the State of Minnesota ("Authority"), and St. Mary's Duluth Clinic Health System, a Minnesota non-profit corporation ("SMDC").

RECITALS:

A. City, as lessee, and Authority, as lessor, entered into a Lease Purchase Agreement ("**2005 Lease**") dated April 1, 2005 and recorded in the office of the St. Louis County Recorder on April 21, 2005 as Document No. 979200 regarding the Leased Property including, without limitation, the Land described on **Exhibit A** attached hereto.

B. As permitted by the 2005 Lease, City, as sublessor, and SMDC, as sublessee, entered into a Sublease (the "**Sublease**") dated April 1, 2005 relating to the Project. The Sublease was amended by a First Amendment to Sublease Agreement dated August 31, 2016.

C. City assigned certain rights under the Sublease to Authority by an Assignment of Sublease dated April 1, 2018, and recorded in the Office of the St. Louis County Recorder on April 13, 2018 as Document Number 01331050.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City, Authority and SMDC hereby agree as follows:

1. Recitals; Defined Terms. The foregoing recitals are true and correct and are incorporated herein by reference. All capitalized terms used herein and not otherwise defined herein shall have the meaning given to them in the Sublease.

2. Term of Sublease. Section 3.05 of the Sublease is hereby amended to provide that the deadline for SMDC to give written notice of electing to proceed with the First Extension Term shall be **June 30, 2025**.

3. All other Terms of the Sublease to Continue in Full Force and Effect. Except as specifically modified by this Amendment, all other terms of the Sublease shall continue unchanged and in full force and effect, and the parties hereto reserve all of their rights and remedies regarding the Sublease.

4. Digital Image; PDF; DocuSign; Notary. The parties hereto agree to accept a digital image of this document, as executed, as a true and correct original and admissible as best evidence for the purposes of State law, Federal Rules of Evidence 1002, and the like statutes and regulations. Execution and delivery of this Amendment by portable document format or DocuSign of any party hereto shall constitute a valid and binding execution and delivery by such party, and any such document shall constitute enforceable original documents. If any notarization might be required by state law, remote online notarization shall be an acceptable means for notarization.

5. Miscellaneous. The parties hereto represent and warrant to the other party that they have full right and authority to execute and perform its obligations under the Sublease, as modified by this Amendment, and that such persons are duly authorized to execute this Amendment on behalf of said party

without further consent or approval by anyone. This Amendment is the entire agreement of the parties regarding modifications of the Sublease provided herein, supersedes all prior agreements and understandings regarding such subject matter, may be modified only by a writing executed by the party against whom the modification is sought to be enforced, shall bind and benefit the parties and their respective heirs, legal representatives, successors and assigns, shall be governed by the laws of the State in which the Premises are located, and may be executed in counterparts, each of which shall constitute an original instrument, but all of which shall constitute one and the same agreement. The Sublease is ratified and confirmed in full force and effect in accordance with its terms, as modified by this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective names by their duly authorized officers as of the date first above written.

CITY OF VIRGINIA, MINNESOTA .

By: _____
Its Mayor

By: _____
Its Administrator

State of Minnesota, County of St. Louis

This instrument was acknowledged before me on _____, 2025, by Larry A. Cuffe, Jr., Mayor, and Britt See-Benes, City Administrator, of the City of Virginia, Minnesota.

Notary Public

ST. MARY'S DULUTH CLINIC HEALTH SYSTEM

By: _____
Name: _____
Title: _____

State of Minnesota, County of St. Louis

This instrument was acknowledged before me on _____, 2025, by _____, the _____ of St. Mary's Duluth Clinic Health System, a Minnesota nonprofit corporation, on behalf of said corporation.

Notary Public

HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR THE CITY OF
VIRGINIA, MINNESOTA

By: _____
Its Chair

By: _____
Its Executive Director

State of Minnesota, County of St. Louis

This instrument was acknowledged before me on _____, 2025, by _____
_____, Chair, and _____, Executive Director, of
the Housing and Redevelopment Authority in and for the City of Virginia, Minnesota.

Notary Public

U.S. Bank National Association, as Trustee under the 2018 Indenture, hereby acknowledges and consents to this Second Amendment to Sublease as of the date first above written.

U.S. BANK NATIONAL ASSOCIATION, as
Trustee

By: _____
Name: _____
Title: Vice President

State of Minnesota, County of Ramsey

This instrument was acknowledged before me on _____, 2025, by _____
_____, the Vice President of U.S. Bank National Association, a national
banking association, on behalf of said corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Roy J. Christensen, Esq.
Johnson, Killen & Seiler, P.A.
230 W. Superior Street, Suite 800
Duluth, MN 55802
Phone: (218) 722-6331

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution approving Grant Application to the Legislative Commission on Minnesota Resources (LCCMR) Environment and Natural Resources and Trust Fund for Design, Permitting and Construction Funding for the Southside Trail Connection & Silver Lake Park Upgrade

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

WHEREAS, the City of Virginia is a political subdivision/local government unit of Minnesota organized/operating under the laws of the State of Minnesota; and

WHEREAS, the City of Virginia has been working to redevelop their Multi Modal Walking/Biking Trail System throughout the City; and

WHEREAS, the City of Virginia is seeking \$1,397,000.00 to expand the City of Virginia's multi-modal trail system to connect the existing City tennis facility on the south side of Virginia to the Silver Lake Trail, to allow residents to safely travel to key destinations, such as retail areas, healthcare facilities, parks, and schools, without relying on motorized vehicles along with the creation of a new splashpad park and open-air shelter on the west side of Silver Lake.

NOW, THEREFORE, BE IT RESOLVED, That the City of Virginia supports the above referenced project and authorizes the submittal of a proposal for funding of this project on behalf of the City of Virginia to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the FY2026 Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal; and

BE IT FURTHER RESOLVED, that, if funding is awarded, the City of Virginia agrees to accept the award and may enter into an agreement with the state of Minnesota for the above referenced project. The City of Virginia will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and

BE IT FURTHER RESOLVED, That City of Virginia understands that grants from the ENRTF are generally paid out on a reimbursement basis. The City of Virginia has the financial capability to pay for project expenses prior to seeking reimbursement; and

BE IT FURTHER RESOLVED, That City of Virginia certifies none of the current principals of City of Virginia have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded; and

BE IT FURTHER RESOLVED, That <<TITLE OF AUTHORIZED OFFICIAL/DEPARTMENT>> is hereby authorized to execute such agreements and work plans as necessary and <<PROJECT MANAGER NAME>> is authorized to implement the project on behalf of the <<ENTITY REQUESTING ENRTF FUNDING>>.

BE IT FURTHER RESOLVED, That the City of Virginia has the financial capability to meet the match requirements and ensure adequate construction, operation, and maintenance of the project once completed; and

BE IT FURTHER RESOLVED that the City of Virginia hereby assures that this project, upon completion, will be properly maintained.

Moved by Councillor
day of **March 2025**.

supported by Councillor

that the above resolution be adopted this **11th**

Ayes:

Nays:



Minnesota's Environment and Natural Resources Trust Fund

Minnesota Constitution Art. XI, Sec.14: "The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources."

Summary

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this Request for Proposal (RFP) and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF). Approximately \$103 million is available from the Trust Fund through this RFP for projects beginning July 1, 2026. Most projects funded are two to three years in duration. Proposals must be submitted online at lccmrprojectmgmt.leg.mn by March 19, 2025.

Funding Available

Approximately \$103 million is available through this RFP for projects beginning July 1, 2026. The LCCMR makes recommendations to the Minnesota Legislature for funding from the Environment and Natural Resources Trust Fund. Recommended projects must be approved by the 2026 Legislature through an appropriations bill, signed into law by the governor, and have a work plan approved by the LCCMR before funds can be spent. For non-state entities, payment is made by [reimbursement](#) for expenses incurred, and fiscal oversight is provided through a grant agreement with the Minnesota Department of Natural Resources (DNR). Most projects are two to three years long, however more or less time can be requested.

Amount of Request

There is no minimum or maximum request amount. All proposals should strive to maximize efficiency and return on investment for the proposed expenditures.

Applicant Eligibility

The RFP is open to all who want to apply and who have demonstrated financial capacity. Applicants must be available to make a formal presentation to the LCCMR if selected and to be available for staff or commission member questions.

Online Proposal System

All proposals must be submitted through the LCCMR's [online proposal submission system](#). Early account registrations and proposal submissions are strongly encouraged.

Deadline for Submission

Final proposals must be submitted online by March 19, 2025, at 4:30 PM.

Information from this document may be copied and distributed to others. This publication can be made available in alternate formats, such as large print or audio format, upon request.

Legislative-Citizen Commission on Minnesota Resources
Centennial Office Building, First Floor
658 Cedar Street
St. Paul, MN 55155
Phone: 651-296-2406
Email: lccmr@lccmr.mn.gov
Website: www.lccmr.mn.gov



Silver Lake Trail Improvements - South Side & Park Improvements
 Virginia, MN
 SEH NO. VIRGI 182420

PRELIMINARY OPINION OF PROBABLE COST

SOUTH SIDE SILVER LAKE TRAIL CONNECTION

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST
1	MOBILIZATION	LUMP SUM	1.00	\$35,000.00	\$35,000.00
2	CLEARING	ACRE	0.25	\$25,000.00	\$6,250.00
3	GRUBBING	ACRE	0.25	\$25,000.00	\$6,250.00
4	REMOVE CONCRETE CURB	LIN FT	300	\$10.00	\$3,000.00
5	SAWING BITUMINOUS PAVEMENT	LIN FT	352	\$10.00	\$3,520.00
6	SAWING CONCRETE PAVEMENT	LIN FT	320	\$10.00	\$3,200.00
7	REMOVE CONCRETE WALK	SQ YD	471	\$9.00	\$4,239.00
8	COMMON EXCAVATION (P)	CU YD	2,210	\$25.00	\$55,250.00
9	SOIL STERILIZATION	SQ YD	5,218	\$2.00	\$10,436.00
10	SOIL STERILIZATION	SQ YD	6,089	\$5.00	\$30,445.00
11	GEOTEXTILE FABRIC, TYPE 7	CU YD	1,250	\$50.00	\$62,500.00
12	AGGREGATE BASE (CV) CLASS 5	GALLONS	44	\$6.00	\$264.00
13	BITUMINOUS MATERIAL FOR TACK COAT	TON	850	\$125.00	\$106,250.00
14	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	587	\$20.00	\$11,340.00
15	4" CONCRETE WALK	SQ FT	960	\$32.00	\$30,720.00
16	6" CONCRETE WALK-REINFORCED	SQ FT	960	\$32.00	\$30,720.00
17	CONCRETE CURB AND GUTTER DESIGN B618 (MOD)	LIN FT	502	\$50.00	\$25,100.00
18	TRUNCATED DOMES	SQ FT	320	\$65.00	\$20,800.00
19	LIGHTING SYSTEM	LUMP SUM	1.00	\$200,000.00	\$200,000.00
20	TRAFFIC CONTROL	LUMP SUM	1.00	\$9,000.00	\$9,000.00
21	SIGN PANELS TYPE C	SQ FT	181	\$100.00	\$18,100.00
22	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00	\$9,000.00	\$9,000.00
23	SOIL BED PREPARATION	ACRE	1.30	\$2,000.00	\$2,600.00
24	COMMON TOPSOIL BORROW (LV)	CU YD	640	\$50.00	\$32,000.00
25	FERTILIZER TYPE 3	LB	239	\$2.00	\$478.00
26	SODDING TYPE LAWN	SQ YD	5,740	\$12.00	\$68,880.00
27	SEEDING (TEMPORARY)	ACRE	1.30	\$1,250.00	\$1,625.00
28	4" SOLID LINE PAINT	LIN FT	200	\$1.50	\$300.00
28	CROSSWALK PAINT	SQ FT	792	\$50.00	\$39,600.00
SUBTOTAL					\$796,147.00
CONTINGENCY					\$79,800.00
ENGINEERING					\$159,400.00
GRAND TOTAL					\$1,035,347.00

SILVER LAKE PARK IMPROVEMENTS

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST
29	SITWORK	LUMP SUM	1.00	\$220,000.00	\$220,000.00
30	SPLASHPAD	LUMP SUM	1.00	\$395,000.00	\$395,000.00
31	BUILDING STRUCTURES	LUMP SUM	1.00	\$835,000.00	\$835,000.00

SUBTOTAL					\$1,230,000.00
CONTINGENCY					\$123,000.00
ENGINEERING					\$44,000.00
GRAND TOTAL					\$1,397,000.00

TOTAL PROJECT SUMMARY

SUBTOTAL					\$2,026,147.00
CONTINGENCY					\$202,800.00
ENGINEERING					\$203,400.00
GRAND TOTAL					\$2,432,347.00

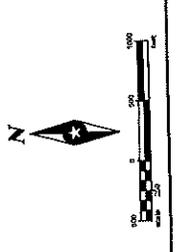
X:\UZVWVIRGI1824202-proj-mgmt\25-cost-est\IRGI 182420 Silver Lake Trail Improvements Cost Estimate - Southside & Recreational Area.xlsx|Project Summary



FIGURE NO. 1

2025 TRAIL EXHIBIT
VIRGINIA, MINNESOTA

PROJECT NO.: VIRG1182420
DATE: 2/1/2025





SILVER LAKE PARK
SPLASHPAD
VIRGINIA, MN

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REVISIONS:

REV #	DATE	DESCRIPTION

INFORMATION ONLY

PROJECT NO: 24068
DATE: AUG 30, 2024
DRAWN: SDT CHECKED: BMD
SHEET NAME:

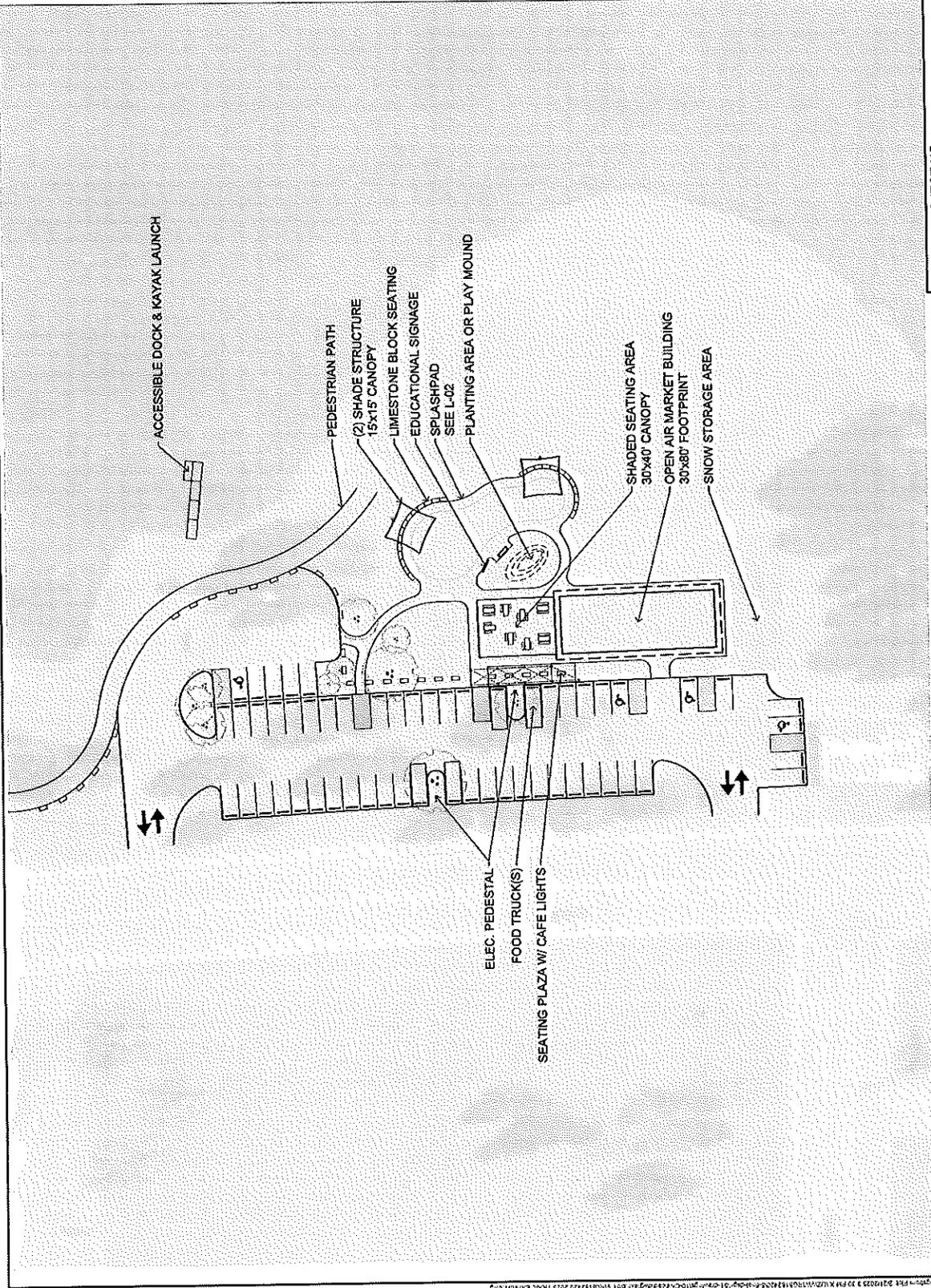
CONCEPTUAL SITE LAYOUT

SHEET #:
L-01

PROJECT NO. VIRG182420
DATE: 2/21/2025
SEH

PROPOSED SILVER LAKE PARK IMPROVEMENTS
VIRGINIA, MINNESOTA

FIGURE NO. 2



1
CONCEPT PLAN
1" = 50'-0"

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 6 "OTHER BUSINESS REGULATION AND LICENSING" OF THE CITY CODE TO ADD SEC. 6.47 TO BE ENTITLED "CANNABIS BUSINESSES"

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

ARTICLE 1.

That, pursuant to the provisions of CHAPTER 6 of the City Code shall be amended to include the following:

§ 6.47 CANNABIS BUSINESSES

SECTION 1. ADMINISTRATION

1.1 FINDINGS AND PURPOSE

The City of Virginia makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the city to protect the public health, safety, welfare of Virginia residents by regulating cannabis businesses within the legal boundaries of the City of Virginia.

The City of Virginia finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Virginia, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 AUTHORITY & JURISDICTION

The City of Virginia has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of Virginia MN.

1.3 SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 ENFORCEMENT

The City of Virginia's Community Development, Permitting and Planning Department or authorized designee is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 DEFINITIONS

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.

Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day, and as defined in Chapter 11 of City Code, as may be amended from time to time.

Detoxification Facility (Sub-Acute): A short-term health care and evaluation center designed for the safe, supervised withdrawal from alcohol and drugs, the

evaluation of the patient's involvement and possible dependency on chemical substances and to refer patient to appropriate programs.

Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.

Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.

Retail Registration: An approved registration issued by the City of Virginia to a state licensed cannabis retail business.

School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

SECTION 2. REGISTRATION OF CANNABIS BUSINESSES

2.1 CONSENT TO REGISTERING OF CANNABIS BUSINESSES

No individual or entity may operate a state-licensed cannabis retail business within the City of Virginia without first registering with the City of Virginia.

- a) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

- b) Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 COMPLIANCE CHECKS PRIOR TO RETAIL REGISTRATION

- a) Prior to issuance of a cannabis retail business registration, the City of Virginia shall conduct a preliminary compliance check to ensure compliance with local ordinances.
- b) Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of Virginia shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 REGISTRATION & APPLICATION PROCEDURE

2.3.1 Fees

The City of Virginia shall not charge an application fee.

- a) A registration fee, as established by resolution in the City of Virginia's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
- b) An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
- c) Any renewal retail registration fee imposed by the City of Virginia shall be charged at the time of the second renewal and each subsequent renewal thereafter.
- d) A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
- e) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The City of Virginia shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- a) An applicant for a retail registration shall fill out an application form, as provided by the City of Virginia. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- b) The applicant shall include with the form:
 - i. the registration fee as required by resolution in the City of Virginia's fee schedule;
 - ii. a copy of a valid state license;
 - iii. Verification that the business is current on all property taxes and assessments for the proposed retail location
 - c) Once an application is considered complete, the City of Virginia's authorized designee shall inform the applicant as such, process the registration fees, and forward the application to the Community Development, Permitting and Planning Department for approval or denial.
 - d) The registration fee shall be non-refundable once registration has been processed.

2.3.3 Application Approval

- a) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- b) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks

- a) The City of Virginia shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24, Chapter 11 of City Code and this ordinance.
- b) The City of Virginia Police Department shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
- c) Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
- d) Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of the City of Virginia.

2.4 RENEWAL OF REGISTRATION

The City of Virginia shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

2.4.1 Renewal Fees

The City of Virginia may charge a renewal fee for the registration starting at the second renewal, as established in the City of Virginia's fee schedule.

2.4.2 Renewal Application

- a) A state-licensed cannabis retail business shall apply to renew registration on a form established by the City of Virginia.
- b) The application for renewal of a retail registration shall include, but is not limited to the items required under Section 2.3.2 of this Ordinance.
- c) A cannabis retail registration issued under this ordinance shall not be transferred.

2.5 SUSPENSION OF REGISTRATION

2.5.1 When Suspension is Warranted

The City of Virginia may suspend a cannabis retail business's registration if it violates the ordinance of the City of Virginia or poses an immediate threat to the health or safety of the public. The City of Virginia shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM

The City of Virginia shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City of Virginia and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The City of Virginia shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties

Subject to Minn. Stat. 342.22, Subd. 5(e) the City of Virginia may impose a civil penalty, as specified in the City of Virginia's fee schedule, for registration violations, not to exceed \$2,000.



2.6 LIMITING OF REGISTRATIONS

(a) The City Council of the City of Virginia shall limit the number of cannabis retail businesses to one (1) non-municipal cannabis retail business registration, subject to the restrictions in this chapter and City Code Chapter 11.

(b) One (1) municipal cannabis retail registration may be issued to the City to establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter and City Code Chapter 11. This section does not obligate the City to hold a license nor conduct business. This section does allow for future expansion of industry by the municipality, subject to the restrictions in this chapter and City Code Chapter 11. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

SECTION 3. REQUIREMENTS FOR CANNABIS BUSINESSES

3.1 MINIMUM BUFFER REQUIREMENTS

3.1.1 Location. A cannabis business shall be located only in those areas within the city which are zoned as defined in 3.2 of this Chapter and Chapter 11, Zoning Ordinance.

(a) The City of Virginia shall prohibit the operation of a cannabis business within 1,000 feet of a school; and/or within 500 feet of a day care, a residential treatment facility, a detoxification facility, and any attraction within a public park that is regularly used by minors, including a playground or athletic field. Any cannabis business shall not be located within 500 feet of another cannabis business as defined in this section. The distance is to be measured from the edge of the lot on which the cannabis business premises are located to the nearest edge of the other use or zoning district.

(b) Pursuant to Minn. Stat. 462.357 Subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration for continuing operation at the same site if a (school/daycare/residential treatment facility/ detoxification facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone once the business has successfully applied and been registered.

3.2 ZONING AND LAND USE

a) The following cannabis businesses shall be permitted uses in the "I-1" Light Industrial District, the "I-2" Heavy Industrial District, in accordance with requirements of Section 3.1.1;

- i. non-retail operations of cannabis microbusiness with retail operations endorsement;
- ii. non-retail operations of cannabis mezzobusiness with retail operations endorsement;
- iii. cannabis microbusiness without retail operations endorsement;

- iv. cannabis mezzobusiness without retail operations endorsement;
 - v. cannabis cultivator;
 - vi. cannabis manufacturer;
 - vii. cannabis wholesaler;
 - viii. cannabis transporter;
 - ix. cannabis testing facility;
 - x. cannabis delivery service
- b) The following cannabis businesses shall be permitted uses in the “B-2” Community Business District in accordance with requirements of Section 3.1.1;
- i. cannabis retailer;
 - ii. cannabis event organizer;
 - iii. medical cannabis combination business;
- c) The following cannabis businesses shall be permitted uses in the “B-1” Central Business District in accordance with requirements of Section 3.1.1;
- i. one non-municipal cannabis retail business subject to the restrictions in this chapter.
 - ii. one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

No cannabis business shall operate as a “home business” or “home occupation” as defined by City Code.

3.3 HOURS OF OPERATION

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8am and 10pm, Monday through Saturday and 11am-6pm on Sunday.

3.4 ADVERTISING AND SIGNAGE

Cannabis businesses shall be permitted signage in accordance with Chapter 11 of the City of Virginia’s City Code.

SECTION 4. RESERVED FOR FUTURE EXPANSION *Temporary Cannabis Events*

SECTION 5. USE IN PUBLIC PLACES

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

SECTION 6. SEVERABILITY

Should any part of this ordinance be declared by the courts to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or otherwise invalid, and to this end the provisions of this ordinance are severable to the fullest extent allowed by applicable law.

ARTICLE 2.

SECTION 1. . EFFECTIVE DATE.

This ordinance becomes effective upon its passage and publication according to law.

The Mayor declared the Ordinance adopted.

Adopted:

Effective:

Larry Cuffe, Jr.
Mayor

Attest:

Pamela LaBine
City Clerk

ORDINANCE

**AN ORDINANCE AMENDING § 11.13 DISTRICT REGULATIONS, CHAPTER 11 OF
THE CITY CODE**

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

ARTICLE 1.

That, pursuant to the provisions of CHAPTER 11, § 11.13 entitled "DISTRICT REGULATIONS", specifically TABLE C of the City Code shall be amended to allow for Cannabis Businesses, as follows:

§ 11.13 "DISTRICT REGULATIONS"		
Table B: Business Districts Uses		
P = Permitted Use C = Conditional Use Permit Required		
<i>Uses</i>	<i>B-1</i>	<i>B-2</i>
Amusement places (dance halls, roller rinks, arcades, theaters, health and recreation clubs, bowling alley and the like)	P	P
Auto accessory	P	P
Auto repair	P	P
Automatic teller machines	P	P
Automobile dealerships, motor vehicle and recreation equipment and accessory garages	P	P
Bakery with baking for retail sales on-site	P	P
Barbershops, beauty parlors	P	P
Bicycle sales and repair	P	P
Boat and marine sales	P	P
Building materials	P	P
Building, structure or use accessory to principal use	P	P
<u>Cannabis Related Businesses including Retail Operations; cannabis retailer;</u>	<u>P</u>	<u>P</u>
<u>Cannabis Related Businesses including cannabis event organizer; medical cannabis combination business;</u>		<u>P</u>
Camera and photographic supplies	P	P
Car wash	P	P
Clothing sales and tailoring	P	P

Clubs, lodges and restaurants	P	P
Commercial greenhouse	P	P
Commercial PUD	C	C
Convenience food (on- or off-site consumption such as coffee shops, delicatessens, doughnut shops and ice cream parlors)	P	P
Convenience grocery stores	P	P
Custom manufacturing (optical, arts, crafts, watches, jewelry, dental)	P	P
Department, discount and furniture stores	P	P
Detached banking facility	P	P
Detoxification facility	C	C
Drive-in or drive-through facilities associated with banks, restaurants	P	P
Drug store	P	P
Dry cleaning and laundry	P	P
Essential services	P	P
Financial institutions	P	P
Florist shop	P	P
Gas stations (principal or incidental)	P	P
Government and utility offices	P	P
Grocery, fruit or vegetable stores	P	P
Hardware store	P	P
Implement sales/service, feed store	P	C
Major appliances, sales and repair	P	P
Mini-storage facilities	C	C
Motels/hotels	P	P
Multi-family housing	C	C
Off-street loading	P	P
Off-street parking (not including semi-trailer truck)	P	P
Open and outdoor service, sales and rentals as a principal or accessory use, including sales in or from motorized vehicles, trailers or wagons (5)	C	C
Paint and wallpaper sales	P	P
Parking ramp	P	C
Personal services	P	P
Plumbing, heating and electrical	P	P
Printing, newspaper, communications	P	P

Professional and commercial offices (medical, dental, lawyer, real estate, insurance, travel agent, accountant and the like)	P	P
Public garages	P	P
Retail sales of art, art supplies, school and office supplies, books and stationery	P	P
Self-service laundromat and dry cleaning pick-up station	P	P
Shopping center	P	C
Small appliances, sales and repair	P	P
Taverns and off-sale liquor	P	P
Taxi or bus terminal	P	C
Variety, notions, handicraft, jewelry, hobby and craft	P	P

§ 11.13 “DISTRICT REGULATIONS”

Table C: Industrial Districts Uses

P = Permitted Use
C = Conditional Use Permit Required

<i>Uses</i>	<i>I-1</i>	<i>I-2</i>
Acid manufacturer		C
Blacksmith, welding or other metal shop	P	P
Bus, railroad, motor freight or trucking terminals and maintenance garage	P	P
<u>Cannabis Related Businesses including Manufacturing, Retail Operations; retail operations of cannabis microbusiness with retail operations endorsement; retail operations of cannabis mezzobusiness with retail operations endorsement; cannabis retailer; cannabis event organizer; medical cannabis combination business; non-retail operations of cannabis microbusiness with retail operations endorsement; non-retail operations of cannabis mezzobusiness with retail operations endorsement; cannabis microbusiness without retail operations endorsement; cannabis mezzobusiness without retail operations endorsement; cannabis cultivator; cannabis manufacturer; cannabis wholesaler; cannabis transporter; cannabis testing facility; cannabis delivery service</u>	<u>P</u>	<u>P</u>
Commercial and industrial laundry services	P	P
Commercial building, structure or use accessory to the principal use	P	P
Creosote plant		C

Crude oil, gasoline or other liquid storage tanks incidental to the principal use	P	P
Essential services	P	P
Fertilizer, fuel briquettes, chemical manufacturing	C	
Foundry casting; lightweight, non-ferrous metals or electric foundry not causing noxious fumes or odors	P	P
Governmental and public utility buildings & structures	P	P
Incineration or reduction of waste material other than customarily incidental to a principal use	C	
Junk yard (open storage), similar uses	C	C
Kilns or other heat processes fired by means other than electricity		C
Laboratories	P	P
Machine shops	P	P
Manufacture of daily products, cold storage, distribution, bottling plant	P	P
Manufacture of musical instruments, novelties and molded rubber	P	P
Manufacture of pottery, ceramic products using previously pulverized clay and electric or gas kilns	P	P
Manufacture or assembly of electrical appliances, instruments and the like	P	P
Manufacture/repair electrical signs, advertising devices and the like	P	P
Manufacture/repair light sheet metal products	P	P
Manufacturing, assembly or treatment of previously prepared products (cloth, leather, paper, plastic, metals, stone, wood and the like)	P	P
Manufacturing, compounding, assembly, packaging, treatment or storage of products including: cement, concrete, stone cutting, brick, glass, batteries, ceramic products, mill working, metal polishing and plating, paint, vinegar works, rendering of fats and oils, rubber products, plastic, asphalt and similar uses	P	
Milling, distillation and similar uses, grain elevators	C	
Motor vehicle minor and/or major repair	P	P
Off-street parking (including semi-trailer trucks)	P	P
Offices associate with principal use	P	P
Oil, gasoline, liquid fertilizer or other chemical storage tanks (principal or accessory use), storage capacity exceeds 12,000 gallons	P	P
Open and outdoor storage	P	P
Open or outdoor service sale and rental as an accessory use, and including sales in or from motor vehicles, trailers or wagons (2)	P	P
Radio and television transmission towers and stations	P	P

Refuse and garbage disposal		C
Research laboratories	P	P
Storage, utilization or manufacture of materials or products which could decompose by detonation		C
Trade schools	P	P
Warehouses and wholesaling	P	P

ARTICLE 2.

SECTION 1. . EFFECTIVE DATE.

This ordinance becomes effective upon its passage and publication according to law.

The Mayor declared the Ordinance adopted.

Adopted:

Effective:

Larry Cuffe, Jr.
Mayor

Attest: _____
Pamela LaBine
City Clerk

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the Virginia Economic Development Authority to purchase a parcel of land

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

WHEREAS, property located at 201-205 Chestnut Street, Virginia MN, legally described as follows:
Lot 30, Block 18, VIRGINIA, Parcel Code No. 090-0010-03820
Lots 31 and 32, Block 18, VIRGINIA, Parcel Code No. 090-0010-03830

was forfeited to the State of Minnesota c/o St Louis County for failure to pay real estate taxes. Following said forfeiture, the buildings located thereon were razed due to the condition of the structures; and

WHEREAS, said lands are ripe for economic development in City's downtown business district; and

WHEREAS, said lands were available for purchase through tax forfeit land sale, and bids submitted in the following amounts were accepted by the public surplus land department

Lot 30, Block 18, VIRGINIA, Parcel Code No. 090-0010-03820

Bid: \$4400 plus 3.5% buyer premium of \$154

-and-

Lots 31 and 32, Block 18, VIRGINIA, Parcel Code No. 090-0010-03830 Bid: \$7700 plus 3.5% buyer premium of \$269.50; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VIRGINIA, MINNESOTA that the City of Virginia, for itself and the Virginia Economic Development Authority, proceed with said purchase of the above-described lands for the stated sums.

BE IT FURTHER RESOLVED that the appointed agents for VEDA are hereby authorized and directed to execute and deliver any and all funds and documents required to consummate VEDA's acquisition of the property described above.

BE IT FURTHER RESOLVED that the City Staff and the appointed agents for VEDA are hereby authorized and directed to execute and deliver any and all funds and documents required to consummate City's acquisition of the property described above.

Moved by Councillor supported by Councillor that the above resolution be adopted this 11th day of
March, 2025.

Ayes:

Nays:

**MINUTES
COMMITTEE OF THE WHOLE MEETING
COUNCIL CHAMBERS, VIRGINIA CITY HALL
MARCH 4, 2025
9:00 AM**

Present: Mayor Cuffe, Jr.; Councillors: Biondich; Johnson; Paulsen; Friedlieb; Motley; Bachschneider

Absent: None

Also Present: Bryan Lindsay, City Attorney; Britt See-Benes, City Administrator; Sherry Erickson, Finance Director; Jenny Bourbonais, Community Development Coordinator; Matt Reid, S.E.H; Sean Lewis, Senior Project Manager - Kraus Anderson; Fire Chief Scott Fredrickson, Deputy Fire Chief Erik Jonassen, Fire Dept.

Meeting was called to order at 9:00 A.M. by Mayor Cuffe Jr.

APPEARANCES:

Matt Reid, S.E.H. gave some high points on the upcoming construction for the City of Virginia. Matt presented the Supplemental Professional Services agreement with S.E.H. for the Rotary Park Sanitary Sewer and 7th Street Storm Sewer project.

A Moved by Councillor Friedlieb and supported by Councillor Johnson to approve the Resolution approving the Supplemental Professional Services Agreement with S.E.H. for the Rotary Park Sanitary Sewer and 7th Street Storm Sewer project, in the total amount of \$35,600. Motion carried.

Matt gave an update on the designation of No Parking as per State Aid requirements along 14th Avenue South from 20th Street South to Southern Drive from 14th Avenue South to the Westerly City limits.

B Moved by Councillor Johnson and supported by Councillor Motley to approve the Resolution approving the designation of No Parking as per State Aid requirements along 14th Avenue South from 20th Street South to Southern Drive from 14th Avenue South to the Westerly City limits. Motion carried.

Matt also presented an Agreement with NTS for Construction Materials Testing for the 2024 Alley project.

C Moved by Councillor Friedlieb and supported by Councillor Motley to approve the Resolution approving the Agreement with NTS for Construction Materials Testing for the 2024 Alley project.

6 Ayes, 1 – Councillor Johnson Abstaining. Motion carried.

Sean Lewis, Senior Project Manager with Kraus Anderson gave a PowerPoint presentation to the Committee on the progress report of the construction of the Public Safety building. Overall, everything is going well. Interior walls, windows, and paint are being done. Guided tour is set for Thursday, March 6, 2025 for Council and staff who wish to attend. Mr. Lewis did present the change orders as follows:

D Moved by Councillor Johnson and supported by Councillor Paulsen to approve the Change Order No. 28 PR-33 for Door Sills at Patio an increase of \$780.71. Motion carried.

E Moved by Councillor Johnson and supported by Councillor Friedlieb to approve the Change Order Request #29 PR-038 Fire Rated Door Hardware an increase of \$866.99. Motion carried.

F Moved by Councillor Paulsen and supported by Councillor Johnson to approve the Change Order Request #30 SI-024 Unit Heater an increase of \$1,874.46. Motion carried.

G Moved by Councillor Johnson and supported by Councillor Friedlieb to approve the Change Order Request #31 PR-039 Heat Trace, an increase of \$5,692.42. Motion carried.

H Moved by Councillor Biondich and supported by Councillor Friedlieb to approve the Change Order Request #32 PR-042 Stove Casework Changes, a reduction of \$434.52. Motion carried.

I Moved by Councillor Johnson and supported by Councillor Motley to approve the Change Order Request #33 PR-043 Weider and Storage Outlets, an increase of \$9,771.49. Motion carried.

J Moved by Councillor Johnson and supported by Councillor Friedlieb to approve the Change Order Request #34 Range Cornice-Metal Wall Partition, an increase of \$17,495.89. Motion carried.

K Moved by Councillor Johnson and supported by Councillor Motley to approve the Change Order Request #35 PR-047 Plymovent 5th Apparatus Bay, an increase of \$28,776.32. Motion carried.

Mr. Lewis reassured the Council that the project is still in budget. The building is expected to be completed by July 25, 2025, with occupancy by September 2025.

PERSONNEL

The Committee of the Whole reviewed the Updated Travel Policy (from 1-14-25 Council), and made some changes, which the City Administrator will bring back to the Council for review.

After receiving no internal applicants, the staff requested approval to post externally for the Repair Crew Foreman.

L Moved by Councillor Johnson supported by Councillor Motley to approve external posting for open Repair Crew Foreman in the Public Works department. Motion carried.

M Moved by Councillor Johnson supported by Councillor Motley to approve Resolution approving internal appointment of Stephanie Smith to Fire Marshal for the Virginia Fire Department. Motion carried.

N Moved by Councillor Johnson supported by Councillor Motley to approve the Resolution to hire Single Role Paramedic, candidate Joseph Pogleasa for the Virginia Fire Department, pending successful background checks. Motion carried.

O Moved by Councillor Johnson supported by Councillor Motley to approve the Resolution to hire Dual Role FF/EMT, candidate Thomas Grulke for Virginia Fire Department, pending successful background checks. Motion carried.

P Moved by Councillor Johnson supported by Councillor Friedlieb to approve moving forward with the Proposed Community Service Officer Positions for the Police Department. Motion carried.

Q Moved by Councillor Friedlieb supported by Councillor Johnson to approve to continue the Phased Retirement Agreement in the Community Development Department, with a timeline to review the PRO agreement on or before December 31, 2025. Motion carried.

R Moved by Councillor Johnson supported by Councillor Biondich to approve City Department Participation in Rock Ridge Job Shadow Week of March 24-28, 2025. Motion carried.

S Moved by Councillor Friedlieb supported by Councillor Biondich to approve the Appointment of Hannah Davidson-Teff as Commissioner to the Human Rights Commission. Motion carried.

FINANCE:

T Moved by Councillor Johnson supported by Councillor Motley Johnson to approve the Purchase of LUCAS Chest Compression Systems for Virginia Fire Department, utilizing the State of MN EMS Funds obtained in 2024. Motion carried.

After reviewing the increase in City Permit Fees, the Committee of the Whole approved increasing fees presented by staff.

U Moved by Councillor Bachschneider supported by Councillor Johnson to approve the recommended increase in City Permit fees as presented by staff. Motion carried.

Moved by Councillor Paulsen supported by Councillor Biondich to approve moving the review of the Solid Waste Enterprise Fund to the next Finance meeting. Motion carried.

STREET & ALLEY:

After a discussion regarding parking on 6th Avenue North, the Committee of the Whole chose to remove the no-parking signs and have staff work with the Rotary Apartments on placement of a bus loading/unloading signage.

V Moved by Councillor Johnson supported by Councillor Motley to authorize staff to remove the current No-Parking Signs along 6th Avenue North between 9th Street North and 11th Street North with staff to work with the Rotary Apartment Staff on placement of loading zone signage. Motion carried.

BUILDINGS & GROUNDS

W Moved by Councillor Johnson, supported by Councillor Friedlieb Motley to approve the Resolution approving the Purchase of Property in 090-0180-00440, with funds from the Contingency Fund. Motion carried.

OTHER ITEMS OF CONCERN:

Moved by Councillor Johnson, supported by Councillor Friedlieb to direct staff to move forward with obtaining a Municipal Cannabis License.

X Ayes – 4, Councillors Johnson, Bachschnieder, Friedlieb, Mayor Cuffe, Jr.
Nays – 3, Councillors Motley, Paulsen, and Biondich. Motion carried.

Committee of the Whole recessed to closed session at 11:30 AM to discuss the Clinic Lease Update. The meeting was closed for Attorney Client Privilege to Discuss Potential Litigation (as per Minn. Stat. § 13D.05; subd. 3)

Committee of the Whole reconvened at 11:55 AM.

Moved by Councillor Johnson, supported by Councillor Motley to move forward with the strategy as discussed in the closed session regarding the Clinic Lease. Councillor Bachschnieder abstained. Motion carried.

Meeting adjourned at Noon.

Sherry Erickson
Finance/HR Director

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution to approve the Supplemental Professional Services Agreement with Short, Elliott and Hendrickson, Inc., for the Rotary Park Sanitary Sewer and 7th Street Storm Sewer Project

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

WHEREAS, SEH, proposes additional services for the Rotary Park Sanitary Sewer and 7th Street Storm Sewer Project; and

WHEREAS, the Virginia City Council accepts the proposal from SEH in the amount of \$35,600.00; and

WHEREAS, this supplemental agreement includes:
Additional Design Work \$3,200.00 (completed)
Advertising, Bidding \$2,700.00
Additional construction \$13,700.00
Construction Staking \$2,700.000
Construction Observation \$13,300.00

WHEREAS, the this is a not to exceed the reimbursable expenses of \$35,600.00; and

NOW, THEREFORE, BE IT RESOLVED to approve the Professional Services Agreement with Short, Elliott and Hendrickson, Inc., for the amendment for the Rotary Park Sanitary Sewer and 7th Street Storm Sewer Project not to exceed \$35,600.00; and

BE IT FURTHER RESOLVED that the Mayor is authorized to execute the necessary documents for said professional services amendment.

Moved by Councillor , supported by Councillor that the above resolution was adopted 11th day of March 2025.

Ayes: **Councillor**

Nays:

Supplemental Letter Agreement

In accordance with the Agreement for Professional Services between City of Virginia, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 22, 2024, this Supplemental Letter Agreement dated March 11, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Rotary Park Sanitary Sewer & 7th Street Storm Sewer.

Client's Authorized Representative: Britt See Benes
Address: 327 1st Street South, Virginia, Minnesota 55792, United States
Telephone: 218.749.3573 **email:** britts@virginiamn.us

Project Manager: Matt Reid
Address: 615 9th Street North, Virginia, Minnesota 55792
Telephone: 218.305.4725 **email:** mreid@sehinc.com

Scope: The Services to be provided by Consultant:

Additional Design Services (work already completed)

7th Street Storm Sewer

- The task involved providing comprehensive design services to reroute the storm sewer system to accommodate the new Pohaki Lumber expansion. This additional task, not included in the original scope of services, required conducting site analysis and assessment, developing detailed design plans, preparing comprehensive plans and specifications, and creating bidding documents. The design plans ensured compliance with local regulations and standards, incorporating feedback from relevant stakeholders.
 - Fee: \$3,200

Advertising, Bidding

The initial assumption of the contract was that the project would be bid as part of the 14th Street, 20th Street, and Southern Drive project, scheduled for construction in 2025. However, the City has decided to bid the project independently and combine it with the 7th Street Storm Sewer project, bidding them together. Therefore, the scope of services for advertising and bidding is as follows:

- Develop comprehensive bid documents that detail the project specifications, requirements, and timelines.
- Prepare and public advertisement for bids.
- Answer pre-bid questions, prepare bid form, and prepare up to two addenda as needed.
- Conduct the electronic bid opening, tabulate and review bids, and prepare an award recommendation letter.
- Prepare the notice of award and contract documents (including the most current Project Labor Agreement) and facilitate the awarding of the contract to the chosen bidder.
- Attend the Committee-of-the-Whole meeting for the award.
- Review contractor insurance, bonding, and contracts for compliance.
- Prepare and issue the Notice to Proceed.

Construction Services (Administration, Observation, and Staking)

Project Management

- Manage tasks related to contract preparation and invoicing.
- Oversee the overall project schedule and monitor progress to support timely completion of all project phases.
- Coordinate with all stakeholders, including the City, Contractors, and funding agencies.
- Monitor project budget and manage any necessary adjustments.
- Provide regular project updates and reports to the City and other stakeholders.
- Address any issues or conflicts that arise during the project.

Preconstruction Conference

- Prepare and send preconstruction conference notice to appropriate parties.
- Prepare the preconstruction conference meeting agenda.
- Facilitate and attend the preconstruction conference.
- Prepare and distribute conference meeting minutes.

Contractor Schedule and Submittals

- Review contractor's initial schedule, list of material suppliers, and list of subcontractors.
- Review contractor's shop drawing submittals (maximum of one review per submittal).

Construction Oversight

- Oversee the contract during construction, including prevailing wage review for compliance.
- Review contractor's construction schedule each month (assume 2 months of active construction).
- Coordinate the needs for materials testing with the third-party materials testing firm. While SEH will communicate the project requirements and testing needs, the materials testing firm will be responsible for meeting these needs and managing their own scheduling.
- Review and issue monthly applications for payment (assume 3 applications).
- Review Contractor's Requests for Information (RFIs) and interpret drawings and specifications.

Resident Project Representative (RPR) Services

- Provide one primary RPR on site during construction to observe progress and adherence to project construction documents.
 - Part-time: 2 weeks @ 40 hours per week on average.
 - Part-time hours: One full-time RPR onsite, 5 days per week, 6 hours per day on average.

Construction Staking

- One-Time Staking for Construction Elements:
 - Construction limits, removals, and erosion control (silt fence): Assume two trips to project site.
 - Sanitary sewer and storm sewer: Assume two trips to project site.

Project Walkthroughs

- Substantial Completion Walkthrough:
 - Conduct one substantial completion project walkthrough with the project manager, RPR, and Client.
 - Prepare and oversee completion of a preliminary punch list.
 - Generate Certificate of Substantial Completion.
- Final Project Walkthrough:
 - Conduct one final project walkthrough with the project manager, RPR, and Client.
 - Prepare and administer final punch list.

Project Closeout

- Closeout Documentation:
 - Prepare Certificate of Substantial Completion.
 - Prepare Final Statement.

- Prepare final closeout letter to Contractor.
- Review all required submittals for conformance to contracts prior to closeout (IC-134's, Lien Waivers, Consent of Surety).
- As-Built Drawings:
 - Complete as-built drawings, including necessary as-built survey work.
 - Update the City's GIS with as-built information.

Assumptions

1. Funding Sources:
 - The project will be funded using a combination of:
 - Iron Range Resources and Rehabilitation (IRRR) grant.
 - Direct City funds.
 - No other outside funding sources are currently known.
2. Permit Fees:
 - All permit fees will be paid by the City of Virginia.
3. Geotechnical and Construction Materials Testing:
 - Geotechnical and construction materials testing services will be provided by a third party hired by the City of Virginia, if needed.
 - These services shall be provided in accordance with the requirements identified in the construction contract documents.
4. Single Contract Administration and Amendment Contingency:
 - SEH will administer one construction contract for the duration outlined in the project schedule.
 - If the substantial or final completion dates are extended, a contract amendment may be required.

Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

Schedule:

- Committee-of-the-Whole accepts plans & specs and authorizes bidding: February 18, 2025
- Advertise for bids: February/March 2025
- Open bids: March 18, 2025
- Committee-of-the-Whole reviews bids, recommendation to Council: April 1, 2025
- Council Awards Project: April 8, 2025
- Start Construction: May/June 2025
- Substantial Completion: July 11, 2025
- Final Completion: August 8, 2025

Payment:

We will provide our services for all the work proposed based on the following table.

Task	Billing Method	Fee
Additional Design Services (work already completed):	Lump Sum	\$3,200
Advertising, Bidding	Lump Sum	\$2,700
Construction Services*	Hourly, plus reimbursable expenses – Not to Exceed	\$29,700
• Construction Administration		\$13,700
• Construction Staking		\$2,700
• Construction Observation		\$13,300
Total:		\$35,600

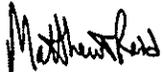
*Note: Breakdown of fees for construction administration, staking, and observation are shown for reference. Fees for the individual tasks may vary amongst themselves, but total will not exceed total shown for Construction Services.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Virginia, MN

By: 

By: _____

Full Name: Matthew J. Reid, PE (Lic. MN)

Full Name: _____

Title: Principal, Sr. Project Manager

Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Virginia, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 11, 2025

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit A-2
to Supplemental Letter Agreement
Between City of Virginia, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 11, 2025

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Exhibit B
to Supplemental Letter Agreement
Between City of Virginia, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 11, 2025

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution PROHIBITING PARKING ALONG BOTH SIDES OF 14TH AVENUE SOUTH FROM 20TH STREET TO SOUTHERN DRIVE AND ON SOUTHERN DRIVE FROM 14TH AVENUE SOUTH TO THE WESTERLY CITY LIMITS

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

WHEREAS, the City is proposing to complete improvements on 14th Avenue South from 20th Street to Southern Drive and on Southern Drive from 14th Avenue South to the Westerly City Limits as part of the Phase 2 of the 2023 Street & Infrastructure Improvements; and

WHEREAS, 14th Avenue South and Southern Drive are Municipal State Aid Streets; and

WHEREAS, State Aids funds will be used to rehabilitate said roadways;

WHEREAS, portions of both segments of aforementioned roadways are not wide enough to accommodate on-street parking on both sides of the roadway; and

WHEREAS, MnDOT requires the restriction of parking on roads improved with State Aid funds; and

WHEREAS, the Minnesota Department of Transportation requires a resolution from the governing body designating a parking restriction in the event these roadways do not meet the standards for on street parking.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Virginia, Minnesota:

- 1. Parking of motor vehicles shall be prohibited along both sides of 14th Avenue South from 20th Street South to Southern Drive.**
- 2. Parking of motor vehicles shall be prohibited along both sides of Southern Drive from 14th Avenue South to the Westerly City Limits.**

BE IT FURTHER RESOLVED, that the City Engineer of Record is hereby directed to install the parking restrictions and to submit this resolution to the Minnesota Department of Transportation to meet State Aid Rule 8820.

Moved by supported by that the above resolution be adopted.

Ayes:

Nays:



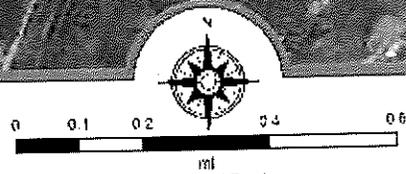
County Land Explorer

St. Louis County, Minnesota



No Parking Resolution Area

No Parking Resolution Location

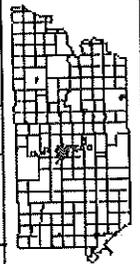


St. Louis County www.stlouiscountymn.gov/landexplorer Minnesota

Disclaimer
This is a compilation of records as they appear in the St. Louis County Office files and is for informational purposes only. It is not intended for legal purposes and the County is not responsible for any inaccuracies herein.

Map created using County Land Explorer
www.stlouiscountymn.gov/landexplorer

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COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution **authorizing the approval of the contract with NTS for material testing for the 2024 Alleys Project.**

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

WHEREAS, SEH solicited proposals for material testing for the 2024 Alleys Project; and

WHEREAS, one proposal was received:

- **Northeast Technical Services (NTS) \$20,096.00**

WHEREAS, SEH recommends approving the bid from NTS for material testing for the 2024 Alleys Project in the amount of 20,096.00; and

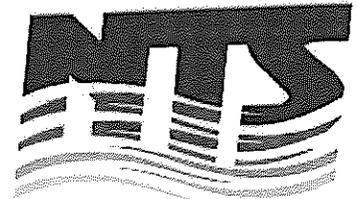
BE IT RESOLVED that the City of Virginia enters into a contract with NTS for the material testing for the 2024 Alleys Project in the amount of 20,096.00;

BE IT FURTHER RESOLVED that the Mayor is authorized to enter into a contract with NTS for material testing for the 2024 Alleys Project.

Moved by Councillor supported by Councillor that the above resolution be adopted the 11th day of March 2025.

Ayes:

Nays:



**Environmental Science
& Engineering**

February 26, 2025

Britt See-Benes
City Administrator
City of Virginia
327 1st Street South
Virginia, MN 55792

RE: Construction Materials Testing for City of Virginia Street and Infrastructure
Improvements - Alleys
NTS Project 23152

Ms. Britt See-Benes,

We appreciate the opportunity to supply a cost estimate to conduct construction materials testing, inspection, and documentation for the above referenced project. We have reviewed the plans and specifications, specifically Section 01 45 00, and propose to supply the services described below.

Scope of Services

1. **Earthwork Testing and Inspection:** NTS will inspect excavations for appropriate depths and bearing strata according to the engineering documents. These inspections will be done in coordination with soil compaction testing.

NTS will collect samples and perform the following specified tests for subgrade, sub-base and/or base materials used: 2 Gradation/Sieve Analysis per source per material, 2 Percent Crushed per source per material, and 1 Proctor Analysis per source per material. NTS has assumed 4 separate source materials for this project.

NTS will have a certified soils technician/engineer on-site as requested to conduct nuclear moisture-density testing and/or dynamic cone penetrometer density testing to confirm the compaction of the soils per the project manual specifications page. The total number of hours for compaction testing is highly dependent on the rate at which soil is placed and the work style of the contractor. An estimated 60 hours of onsite work by a field technician is quoted.

2. **Concrete Testing and Inspection:** Prior to each concrete pour, the reinforcing steel and formwork will be inspected and documented. NTS will coordinate with the contractor to allow acceptable time to fix minor deficiencies to the reinforcing steel/formwork. It is assumed that this reinforcement inspection will be conducted in conjunction with concrete testing.

MAIN OFFICE
526 CHESTNUT STREET • VIRGINIA, MINNESOTA 55792 • 218-741-4290 • FAX 218-741-4291
Equal Opportunity Employer

NTS will conduct all field and lab tests on concrete utilizing an ACI certified technician. It is our intent to test **1 test for each day's pour**, or **1 test for each 100 cubic yards placed**, or fraction thereof per the Specifications. The field technician will conduct air content, temperature, slump test, cast 4 concrete cylinders, and provide general oversight in the proper application of concrete. The cylinders will need to cure onsite overnight, and then NTS will pick up the cylinders and perform the 3 compressive strength tests in the laboratory after 28 days of wet curing under controlled conditions.

NTS has estimated a total of **14 pours** will be conducted for sidewalk, approaches, and curb & gutter. Actual number of tests/visits will be dependent on the Contractor's style of work.

NTS does not anticipate conducting concrete plant monitoring as the project specifications do not require it.

- 3. Bituminous Testing and Inspection:** NTS will provide a MNDOT-certified field technician/engineer to conduct plant inspection services as needed for bituminous paving. NTS will also conduct bituminous laboratory Quality Assurance (QA) laboratory analysis on the collected bituminous samples and review QC data generated by the bituminous contractor. NTS does not anticipate collecting pavement cores or conducting field density measurements of compacted bituminous pavement.

NTS has estimated a total of **2 days** of bituminous plant monitor and **2 bituminous QA** samples to be run.

- 4. Additional Testing, Inspection, and Engineering:** It is not uncommon to encounter unexpected field conditions when conducting large infrastructure improvement projects. NTS maintains a staff of licensed geotechnical and environmental engineers to create quick solutions to unforeseen circumstances to maintain project progression. Hourly rates have been included for engineering staff but no hours included in the proposal. If no engineering services are required, this line item will not be utilized.

- 5. Field and Laboratory Reporting:** All field, laboratory, and inspection results will be transmitted to you (and to any other people you designate), in a timely manner via email. In addition, at the completion of the project a summary report will be prepared with all collected notes and data.

- 6. Project Coordination:** All of the above work will be coordinated by the NTS Project Manager, and this coordination time is included as part of the attached cost estimate.

NTS will bill you for the **actual requested work on a time and materials basis**, in accordance with the unit rates provided. If less or additional services are requested beyond those outlined in the Scope of Services discussed above, then there may be a need to submit a Change Order to amend the above estimate. However, any potential changes in the estimated scope will be communicated to you in timely manner.

City of Virginia Street and Infrastructure Improvements – Alleys
February 26, 2025



The cost to conduct the above scope of work is estimated to be: **Base Bid \$20,096.**

A breakdown of the cost is attached hereto as Exhibit A.

Terms and conditions: This proposal is subject to the terms and conditions attached hereto as Exhibit B, which terms and conditions are incorporated into this Proposal by reference.

If this Proposal is acceptable, please sign in the space provided below and return it to NTS as our authorization to proceed. By signing this proposal, you are agreeing to the Standard Terms that are attached to this proposal.

If you have any questions, please feel free to contact me at amattson@netechnical.com or 218.750.7278, or Evan Johnson at ejohnson@netechnical.com or 218.780.9100.

Sincerely,
Northeast Technical Services, Inc

Allison Mattson
Project Manager

Enclosure: Exhibit A-cost estimate
Exhibit B-terms and conditions



Signatures

This cost estimate, presented by NTS, is hereby accepted and executed by a duly authorized signatory with the full authority to act for and in the name of the party to whom this document is addressed.

Signature

Printed Name

Title

Date



Cost Estimate
 Street and Infrastructure Improvements - Alleys
 City of Virginia

Description	Estimate of Service	Units	Unit Rate	Total
Soil Observation & Testing				
Soil Sampling	4	hours	\$75.00	\$ 300.00
Compaction Testing	60	hours	\$95.00	\$ 5,700.00
Proctor Tests	4	tests	\$165.00	\$ 660.00
Sieve Analysis, agg base and select gran	4	tests	\$80.00	\$ 320.00
Percent Crushed (aggregate base)	4	tests	\$80.00	\$ 320.00
Concrete Testing				
Concrete Field Testing	60	hours	\$95.00	\$ 5,700.00
Concrete Test Kit	14	day	\$20.00	\$ 280.00
Compressive Strength Tests	56	test	\$31.00	\$ 1,736.00
Bituminous Testing				
Bituminous plant monitor	16	hours	\$95.00	\$ 1,520.00
2360 QA Bituminous Laboratory Analysis	2	ea	\$650.00	\$ 1,500.00
Project Management				
Project Manager	16	hours	\$120.00	\$ 1,920.00
Principal Engineer	0	hours	\$170.00	\$ -
Truck Mileage	200	miles	\$0.70	\$ 140.00
TOTAL				\$ 20,096.00

TERMS AND CONDITIONS

1. NTS Responsibilities

- 1.1. **Services:** NTS agrees to perform the services (the "Work") for Client in accordance with the Proposal which is a part of these terms and conditions.
- 1.2. **Standard of Care:** In performing the Work, NTS will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of NTS' profession practicing in the same locality.
- 1.3. **Licensing/Compliance with Laws:** NTS agrees to preserve the existence of all its licenses necessary to the operation of its business relating to the Work. NTS will comply in all material respects with all laws which are applicable to its activities under the Proposal.
- 1.4. **Independent Contractor:** In performing the Work under this Agreement, NTS will operate as, and have the status of an independent contractor and will not act as, or be an employee, representative or agent of the Client. NTS will select the means, methods, techniques, sequences, and procedures used in providing the Work.
- 1.5. **Indemnity:** NTS will defend, indemnify, and hold harmless the Client, its officers and employees, from and against all actions, claims, damages, and expenses actually suffered or incurred by the Client arising out of or relating to a breach of any warranty, representation or agreement made or undertaken by NTS in the Proposal or these terms and conditions.
- 1.6. **Limitations on Liability:** NTS shall not be liable to the Client for any incidental, consequential, special or punitive damages relating to the work whether liability is asserted in contract, tort or otherwise. The liability of NTS, if any relating to the work, in no event will exceed the price paid by the Client to NTS hereunder.
- 1.7. **Confidentiality:** Confidential documents and information provided by the Client to NTS will be maintained in confidence except as required by law or as otherwise specified in a separate confidentiality agreement signed by NTS and the Client.
- 1.8. **Insurance:** NTS will maintain the following insurance policies and minimum limits: a) Workers' Compensation -- statutory; b) General Liability- \$1,000,000 per occurrence; \$2,000,000 aggregate; c) Automobile liability - \$1,000,000 combined single limit; d) Professional liability - \$1,000,000 per occurrence; \$2,000,000 aggregate. Certificates showing proof of insurance will be provided to the Client upon request.
- 1.9. **Client's Subcontractors:** NTS' duties do not include supervising the Client's contractors, or commenting on, supervising, or providing the means and methods of their work unless NTS accepts those duties in writing.

2. Client Responsibilities

- 2.1. **Access:** Client grants NTS and its subcontractors the right of entry to the site upon which the Work is to be performed and unimpeded use of the site for performance of the Work. If the Work requires entry to property not owned by Client, the Client will obtain access permits from the owner of the site.
- 2.2. **Information:** The Client agrees to provide NTS with all information, plans, changes in plans, and data of which the Client has knowledge, including, without limitation, known or suspected hazardous substances, that may affect or be required to perform the Work (the "Information"). If the Client has specific health and safety programs or policies these must be disclosed to NTS.
- 2.3. **Authorizations and Permits:** Unless otherwise agreed to in writing, the Client shall be required to secure and maintain all government authorizations, local approvals, licenses and operational permits which may be required by federal, state, or local authorities to perform the Work.
- 2.4. **Indemnity:** The Client will defend, indemnify and hold harmless NTS, its officers and employees, from and against all actions, claims, damages, and expenses arising out of or relating to (i) a breach of any warranty, representation or agreement made or undertaken by the Client in the Proposal or these terms and conditions, (ii) negligent acts and omissions of the Client, any other party contracting with the Client on the same project as NTS or other persons for

- 2.5. whom the Client is legally responsible and/or (iii) the Client's failure to provide the Information to NTS in a timely manner.

3. Compensation

- 3.1. **Payment:** The Client will pay NTS for the Work according to the Proposal. The Client agrees to notify NTS of billing disputes within fifteen days of the date of invoice. The Client agrees to pay all undisputed portions of NTS' invoice within thirty (30) days of the date of invoice. For undisputed balances not paid within said 30-day period, the Client agrees to pay interest on the unpaid balances beginning thirty (30) days after the date of invoice at the rate of 1.5% per month, but not to exceed the maximum rate allowed by law. If NTS is involved in a legal action to collect compensation for the Work, the Client agrees to pay NTS' collection expenses, including, without limitation, reasonable attorney's fees.

4. General Provisions

- 4.1. **Entire Agreement:** These terms and conditions together with the Proposal constitutes the entire agreement between NTS and the Client with respect to the subject matter hereof. These terms and conditions may not be modified, supplemented or waived except in a writing signed by an authorized representative of NTS.
- 4.2. **Assignment:** Neither NTS nor the Client may assign the Proposal without the written approval of the other; provided, however, NTS may engage appropriately skilled subcontractors or affiliates of NTS to perform any part of the Work.
- 4.3. **Ownership of Reports:** NTS' reports, notes, calculations, and other written or electronic documents are instruments of service, for only the Client's use. The Client will not use or transfer reports to others for purposes for which they were not prepared without the prior written consent of NTS, which consent will not be unreasonably withheld.
- 4.4. **Governing Law and Jurisdiction:** These terms and conditions shall be deemed to have been made in the State of Minnesota and shall governed by and interpreted in accordance with the laws of the State of Minnesota. With respect to any dispute, controversy or claim arising out of or relating to these terms and conditions or the relationship between the parties, NTS and the Client agree and consent to jurisdiction of and exclusive venue in the United States District Court, District of Minnesota, Fourth Division or in the Minnesota State Court, Hennepin County, Fourth Judicial District.
- 4.5. **Waiver:** Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision.
- 4.6. **Third Party Beneficiary:** This Agreement is to be construed and understood solely as an Agreement between NTS and the Client and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that he/she is a third-party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between NTS and the Client, may be waived at any time by mutual agreement between NTS and the Client.

COUNCIL CHAMBERS

9.1E

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the City of Virginia to approve the Change Order #28 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #28 for the update to door sills update at the Public Safety Building; and

WHEREAS, the proposed Change Order #28 is an increase to the proposed project for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #28 for the increase in the overall project in the amount of approximately \$780.71

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #28 with Kraus Anderson Construction Company for the increase of approximately \$780.81

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 28.00 PR #033 - Door Sills at Patio

Dear Britt:

In response to the above referenced COR No. 28.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #033 - Door Sills at Patio per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of SEVEN HUNDRED EIGHTY AND 71 / 100 Dollars (\$780.71).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Date: 2/26/25
COR: 28.00

Project: Virginia Public Safety Facility
Location: Virginia, MN
Project Number: 2220004-
Project Manager: Sean Lewis

Description: PR #033 - Door Sills at Patio

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
06.0000.00.	Carpentry Package	TNT Construction Group, LLC	0.00	0.00	512.11	512.11
08.1100.00.	Metal Doors, Frames, and Hardware	Northern Door & Hardware, Inc.	0.00	0.00	233.00	233.00
	Subtotal		0.00	0.00	745.11	745.11
90.9000.00.	Umbrella Liability Insurance		7.13	0.00	0.00	7.13
91.3000.00.	Subcontract Default Insurance		8.32	0.00	0.00	8.32
92.1000.00.	Performance/Payment Bond		4.84	0.00	0.00	4.84
	Subtotal		20.29	0.00	745.11	765.40
	Fee	2.00%				15.31
	Total Construction Costs					780.71

COUNCIL CHAMBERS

9.1D

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution authorizing the City of Virginia to approve the Change Order #29 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #29 for the update to Fire Rated Door Hardware at the Public Safety Building; and

WHEREAS, the proposed Change Order #29 is an increase to the proposed project for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #29 for the increase in the overall project in the amount of approximately \$866.99.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #29 with Kraus Anderson Construction Company for the increase of approximately \$866.89

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 29.00 PR #038 - Fire Rated Door Hardware

Dear Britt:

In response to the above referenced COR No. 29.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #038 - Fire Rated Door Hardware per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of EIGHT HUNDRED SIXTY-SIX AND 99 / 100 Dollars (\$866.99).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility
 Location: Virginia, MN
 Project Number: 2220004-
 Project Manager: Sean Lewis

Date: 2/26/25
 COR: 29.00

Description: PR #038 - Fire Rated Door Hardware

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
08.1100.00.	Metal Doors, Frames, and Hardw	Northern Door & Hardware, Inc.	0.00	0.00	827.45	827.45
	Subtotal		0.00	0.00	827.45	827.45
90.9000.00.	Umbrella Liability Insurance		7.91	0.00	0.00	7.91
91.3000.00.	Subcontract Default Insurance		9.25	0.00	0.00	9.25
92.1000.00.	Performance/Payment Bond		5.38	0.00	0.00	5.38
	Subtotal		22.54	0.00	827.45	849.99
	Fee	2.00%				17.00
	Total Construction Costs					866.99

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution authorizing the City of Virginia to approve the Change Order #30 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #30 for the update to Unit Heater at the Public Safety Building; and

WHEREAS, the proposed Change Order #30 is an increase to the proposed project for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #30 for the increase in the overall project in the amount of approximately \$1874.46.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #30 with Kraus Anderson Construction Company for the increase of approximately \$1874.46

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue, Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 30.00 SI #024 - Unit Heater UH-25

Dear Britt:

In response to the above referenced COR No. 30.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with SI #024 - Unit Heater UH-25 per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of ONE THOUSAND EIGHT HUNDRED SEVENTY-FOUR AND 46 / 100 Dollars (\$1,874.46).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility
 Location: Virginia, MN
 Project Number: 2220004-
 Project Manager: Sean Lewis

Date: 2/26/25
 COR: 30.00

Description: SI #024 - Unit Heater UH-25

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
22.0000.00.	Plumbing Package	JK Mechanical Contractors Inc.	0.00	0.00	1,788.98	1,788.98
	Subtotal		0.00	0.00	1,788.98	1,788.98
90.9000.00.	Umbrella Liability Insurance		17.11	0.00	0.00	17.11
91.3000.00.	Subcontract Default Insurance		19.99	0.00	0.00	19.99
92.1000.00.	Performance/Payment Bond		11.63	0.00	0.00	11.63
	Subtotal		48.73	0.00	1,788.98	1,837.71
	Fee	2.00%				36.75
	Total Construction Costs					1,874.46

COUNCIL CHAMBERS

9.1G

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the City of Virginia to approve the Change Order #31 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #31 for the update to Heat Trace product placement at the Public Safety Building; and

WHEREAS, the proposed Change Order #31 is an increase to the proposed project for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #31 for the increase in the overall project in the amount of approximately \$5692.42.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #31 with Kraus Anderson Construction Company for the increase of approximately \$5692.42.

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue, Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 31.00 PR #039 - Heat Trace

Dear Britt:

In response to the above referenced COR No. 31.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #039 - Heat Trace per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of FIVE THOUSAND SIX HUNDRED NINETY-TWO AND 42 / 100 Dollars (\$5,692.42).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility

Date: 2/26/25

Location: Virginia, MN

COR: 31.00

Project Number: 2220004-

Project Manager: Sean Lewis

Description: PR #039 - Heat Trace

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
26.0000.00.	Electrical Package	Town & Country Electric, LLC dba: A	0.00	0.00	5,432.82	5,432.82
	Subtotal		0.00	0.00	5,432.82	5,432.82
90.9000.00.	Umbrella Liability Insurance		51.95	0.00	0.00	51.95
91.3000.00.	Subcontract Default Insurance		60.72	0.00	0.00	60.72
92.1000.00.	Performance/Payment Bond		35.31	0.00	0.00	35.31
	Subtotal		147.98	0.00	5,432.82	5,580.80
	Fee	2.00%				111.62
	Total Construction Costs					5,692.42

COUNCIL CHAMBERS

9.1H

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution authorizing the City of Virginia to approve the Change Order #32 from Kraus Anderson Construction Company a decrease in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #32 for the update to Stove Casework changes at the Public Safety Building; and

WHEREAS, the proposed Change Order #32 is a decrease to the proposed project budget for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #32 for the decrease in the overall project budget in the amount of approximately \$434.52.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #32 with Kraus Anderson Construction Company for the decrease of approximately \$434.52.

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 32.00 PR #042 - Stove Casework Changes

Dear Britt:

In response to the above referenced COR No. 32.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #042 - Stove Casework Changes per attached documentation provided herein. Our cost for this work is a **DEDUCT** of FOUR HUNDRED THIRTY-FOUR AND 52 / 100 Dollars (\$434.52).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility
 Location: Virginia, MN
 Project Number: 2220004-
 Project Manager: Sean Lewis

Date: 2/26/25
 COR: 32.00

Description: PR #042 - Stove Casework Changes

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
12.3000.00.	Casework Package	Cosney Corporation	0.00	0.00	(423.00)	(423.00)
	Subtotal		0.00	0.00	(423.00)	(423.00)
90.9000.00.	Umbrella Liability Insurance		(4.04)	0.00	0.00	(4.04)
91.3000.00.	Subcontract Default Insurance		(4.73)	0.00	0.00	(4.73)
92.1000.00.	Performance/Payment Bond		(2.75)	0.00	0.00	(2.75)
	Subtotal		(11.52)	0.00	(423.00)	(434.52)
Total Construction Costs						(434.52)

COUNCIL CHAMBERS

9.11

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the City of Virginia to approve the Change Order #33 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #33 for the update to Welder and Storage Outlet additions at the Public Safety Building; and

WHEREAS, the proposed Change Order #33 is an increase to the proposed project budget for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #33 for the increase in the overall project budget in the amount of approximately \$9,771.49.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #33 with Kraus Anderson Construction Company for the increase of approximately \$9,771.49.

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 27, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 33.00 PR #043 - Welder and Storage Outlets

Dear Britt:

In response to the above referenced COR No. 33.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #043 - Welder and Storage Outlets per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of NINE THOUSAND SEVEN HUNDRED SEVENTY-ONE AND 49 / 100 Dollars (\$9,771.49).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility

Date: 2/27/25

Location: Virginia, MN

COR: 33.00

Project Number: 2220004-

Project Manager: Sean Lewis

Description: PR #043 - Weider and Storage Outlets

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
26.0000.00.	Electrical Package	Town & Country Electric, LLC dba: A	0.00	0.00	9,325.87	9,325.87
	Subtotal		0.00	0.00	9,325.87	9,325.87
90.9000.00.	Umbrella Liability Insurance		89.17	0.00	0.00	89.17
91.3000.00.	Subcontract Default Insurance		104.23	0.00	0.00	104.23
92.1000.00.	Performance/Payment Bond		60.62	0.00	0.00	60.62
	Subtotal		254.02	0.00	9,325.87	9,579.89
	Fee	2.00%				191.60
	Total Construction Costs					9,771.49

COUNCIL CHAMBERS

9.1J

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution authorizing the City of Virginia to approve the Change Order #34 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #34 for the update to Welder and Storage Outlet additions at the Public Safety Building; and

WHEREAS, the proposed Change Order #34 is an increase to the proposed project budget for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #34 for the increase in the overall project budget in the amount of approximately \$17,495.89.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #34 with Kraus Anderson Construction Company for the increase of approximately \$17,495.89.

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 34.00 Range Cornice - Gridlines 8, C-D Metal Wall Panels

Dear Britt:

In response to the above referenced COR No. 34.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with Range Cornice - Gridlines 8, C-D Metal Wall Panels per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of SEVENTEEN THOUSAND FOUR HUNDRED NINETY-FIVE AND 89 / 100 Dollars (\$17,495.89).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility
 Location: Virginia, MN
 Project Number: 2220004-
 Project Manager: Sean Lewis

Date: 2/26/25
 COR: 34.00

Description: Range Cornice - Gridlines 8, C-D Metal Wall Panels

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
07.5000.00.	Roofing and Wall Panes Packag	Range Cornice & Roofing Company,	0.00	0.00	16,698.00	16,698.00
		Subtotal	0.00	0.00	16,698.00	16,698.00
90.9000.00.	Umbrella Liability Insurance		159.66	0.00	0.00	159.66
91.3000.00.	Subcontract Default Insurance		186.63	0.00	0.00	186.63
92.1000.00.	Performance/Payment Bond		108.54	0.00	0.00	108.54
		Subtotal	454.83	0.00	16,698.00	17,152.83
	Fee	2.00%				343.06
	Total Construction Costs					17,495.89

COUNCIL CHAMBERS

9.1K

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the City of Virginia to approve the Change Order #35 from Kraus Anderson Construction Company for an increase in the Public Safety Facility Project.

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

WHEREAS, Kraus Anderson has reviewed the proposed Change Order #35 for the update to Welder and Storage Outlet additions at the Public Safety Building; and

WHEREAS, the proposed Change Order #35 is an increase to the proposed project budget for the City of Virginia; and

WHEREAS, Kraus Anderson recommends to approve the Change Order #35 for the increase in the overall project budget in the amount of approximately \$28,776.32.

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute Change Order #35 with Kraus Anderson Construction Company for the increase of approximately \$28,776.32.

Moved by Councillor
March 11, 2025

supported by Councillor

that the above resolution be adopted on

Ayes:

Nays:



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
206 Beltrami Avenue , Bemidji, MN 56601

February 26, 2025

Britt See-Benes
City Of Virginia
327 First Street South
Virginia, MN 55792

Reference: Virginia Public Safety Facility
KA Project No.: 2220004-
COR No. 35.00 PR #047 - Plymovent for 5th Apparatus Bay

Dear Britt:

In response to the above referenced COR No. 35.00, Kraus-Anderson Construction Company proposes to complete the necessary Work associated with PR #047 - Plymovent for 5th Apparatus Bay per attached documentation provided herein. Our cost to complete this additional work is an **ADD** of TWENTY-EIGHT THOUSAND SEVEN HUNDRED SEVENTY-SIX AND 32 / 100 Dollars (\$28,776.32).

With this change order request, we request a time extension to our contract of zero (0) calendar day(s).

This proposal assumes that all outstanding proposals previously submitted will be accepted. This proposal is valid for a period of fourteen (14) days.

Please contact the undersigned should you have any questions concerning the above proposal.

Very truly yours,

Kraus-Anderson Construction Company

Sean Lewis
Senior Project Manager

Enclosure

Cc: John McNamara, Wold Architects & Engineers



Project: Virginia Public Safety Facility
 Location: Virginia, MN
 Project Number: 2220004-
 Project Manager: Sean Lewis

Date: 2/26/25
 COR: 35.00

Description: PR #047 - Plymovent for 5th Apparatus Bay

Phase Code	Description	Subcontractor Name	Material	Labor	Subcontractor	Est Totals
23.0000.00.	HVAC Package	Peterson Sheet Metal, Inc.	0.00	0.00	27,464.00	27,464.00
	Subtotal		0.00	0.00	27,464.00	27,464.00
90.9000.00.	Umbrella Liability insurance		262.60	0.00	0.00	262.60
91.3000.00.	Subcontract Default Insurance		306.96	0.00	0.00	306.96
92.1000.00.	Performance/Payment Bond		178.52	0.00	0.00	178.52
	Subtotal		748.08	0.00	27,464.00	28,212.08
	Fee	2.00%				564.24
	Total Construction Costs					28,776.32

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

9.1L

1.0 POLICY

The purpose of this directive is to document the City Administration's policy of dealing with attendance at conferences, conventions, training sessions, and other important meetings by City employees, or City Council Members, and to provide administrative control over travel expenses incurred by such attendance. While attending any training or event where the employee or Council Member is representing the City or any function of the City, it shall be expressly understood that employees are expected to represent the City professionally, maintaining high standards of conduct and ethics.

1.1 Definitions

"Emergency Service Duty Travel" – Employees who are engaged by the City to perform emergency services including police/law enforcement, fire protection or medical services who are required by exigent circumstances to travel on short notice in order to protect life, property or evidence of a crime shall be permitted to travel upon authorization of their direct supervisor and notification to the City. All such travel shall be reported to the City Council in the normal course.

"Same Day Travel" - Employees who need to travel for business purposes within the same day that is outside of the regular normal functions or duties of their position, such as attending meetings, client visits, trainings, or other job-related activities, shall do so as same-day travel. The travel must be necessary to fulfill job responsibilities and support the organization's objectives. Same-day travel must be approved by the employee's direct supervisor before arrangements are made. Employees should submit their travel plans, including the purpose of travel, destination, and estimated travel time, at least 24 hours in advance whenever possible.

"Overnight Travel" - Employees who are required to travel away from their primary work location for business-related purposes, such as client meetings, conferences, training, or other job responsibilities, for more than the time allowed by Same Day Travel. Prior Approval shall be required for attendance at these events and associated expenses, as listed in **Attachment A – "Travel Request Form"**.

"Convention, Conferences and Expo Travel" - Employees may desire to attend conventions, conferences, expos or other related events that align with their job responsibilities, professional growth, and the strategic goals of the organization. This type of travel is important for continued education, networking, and marketing of functions of the City. Employee attendance at these type of events contributes to the organization's overall goals. Prior Approval is required for attendance at these events and associated expenses, as listed in **Attachment A – "Travel Request Form"**.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

3.0 PROCEDURE

3.1 Travel Request

- 3.1.1 Fill out Travel Request Form and submit to Department Head for review. Attach agenda, itinerary, and any other documentation.
- 3.1.2 All travel requests shall be submitted to the City Clerk for review at least one month (30 days) in advance of the date of travel. City Clerk shall forward to City Administrator for signature, and the request shall be placed on the City Council Agenda for approval.

3.2 Expense Guideline

- 3.2.1 All commercial transportation shall be tourist or coach. First-class fare will not be reimbursed.
- 3.2.2 Maximum compensation for use of a private automobile will be at current IRS rate. Mileage will be calculated from the normal work location to the point of destination. Employees will not be paid for travel distance between home and work location. Mileage paid for direct route with no deviations.
- 3.2.3 If mileage expense for transportation by personal vehicle (automobile expense, lodging, and meals) exceeds airline or train fare, the lower of travel expense will be reimbursed.
- 3.2.4 Actual costs for lodging will be reimbursed, but charges shall be reasonable and consistent with the facilities available. In order to keep cost at minimum, employees shall stay at host hotel or motel, or one at lesser cost at the discretion of the employee's department head.
- 3.2.5 ~~The City will pay for one personal phone call (length of call within reason) to employee's family or friend during the duration of the absence. Other telephone~~ Telephone and copying, faxing, and other related office expenses will be permitted only when necessary for City purposes and fully accounted for in the expense report.
- 3.2.6 Meal and Incidental Expense:

Maximum reimbursement for meals (including tips not to exceed 15%) shall be as per §274(d) of the Internal Revenue Code and §1.274-5 of the Income Tax Regulations:-

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

\$57-68.00 per day * for all localities EXCEPT but "high cost localities":

(*High Cost Localities shall be as defined by the IRS and updated annually - <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>)

Breakfast & Incidentals	\$12.00 16.00
Lunch & Incidentals	\$15.00 19.00
Dinner & Incidentals	\$30.00 28.00
Incidentals	\$5.00

\$68-74.00 per day * for a "HIGH COST LOCALITIES"

(*High Cost Localities shall be as defined by the IRS and updated annually - <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>)

Breakfast & Incidentals	\$13.00 18.00
Lunch & Incidentals	\$19.00 20.00
Dinner & Incidentals	\$36.00 31.00
Incidentals	\$5.00

Incidental expenses include fees and tips for services.
EXPENSES FOR ALCOHOL AND TOBACCO WILL NOT BE REIMBURSED BY THE CITY.

Individual meal rates for a single day's meals may be transferred between breakfast, lunch and dinner. Exception to maximum would be when a meal is served at a meeting for a set ticket price for all attendees. Employees shall take advantage of all meals that are provided for and included in the registration fee.

Receipts shall be presented for all meals

*[*Note: Maximum rates and "high cost localities" are defined by the IRS and change from time-to-time.]*

- 3.2.7 No reimbursement will be made for breakfast if the employee is able to leave after 6:00 a.m. to reach the destination on time. No reimbursement will be made for the evening meal if the employee is able to return home by 6:00 p.m.
- 3.2.8 No reimbursement will be made for meals within the city limits unless the meal is part of the authorized meeting the employee is attending. If no overnight stay, IRS requires meal to be with someone with which business was discussed (please state business purpose and who meal was with on reimbursement form). Only actual meal cost will be reimbursed.
- 3.2.9 Other expenses, such as transportation, parking fees, etc., are eligible for reimbursement only if properly accounted for on the Expense Report.
- 3.2.10 If an employee wishes his/her family to accompany him/her while a

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

representative of the City of Virginia, the employee shall accurately distinguish that part of expense incurred which is attributed to him/herself and will be reimbursed for that part only. Reimbursement for lodging under these circumstances will be limited to the single room rate and limited to the minimum number of days needed to conduct City business.

3.2.11 Special approval of any unusual expenses not covered in the general guidelines must be obtained from the City Administrator in advance of the travel anticipated.

3.2.12 Each employee shall make every attempt to travel to the point of destination during their normal working hours. Employees are not paid for travel time from home location or work location to location of training, unless approved by Department Head/City Administrator in advance of the travel anticipated. Any request for paid travel time shall accompany all travel requests when presented to City Council for their review.

3.3 Travel Advance Policy

3.3.1 A purchase order with a copy of the approved Travel Request Form shall be processed for an advance for anticipated travel expenses. A check will be issued to the individual requesting the advance. There will be no advance travel expenses unless the employee is staying overnight.

3.3.2 Within five (5) working days after his/her return, the employee shall submit to the Finance Director an itemized claim for the actual and necessary expenses incurred and paid by him/her in attending such meeting using the attached Travel Expense Reimbursement form.

3.3.3 If excess funds are advanced, the excess shall be returned to the City. If expenses exceed the advance, the City shall reimburse the employee.

3.3.4 If you do not adequately account for or do not return any excess advance within timeframe in 3.3.2, the amount you do not account for or return will be treated as having been paid under a *nonaccountable plan* as per IRS regulations.

3.4 Expense Report

3.4.1 Each employee is to submit his/her own expense claims for reimbursement.

3.4.2 Upon completion of employee's trip, employee must file the Travel Expense Reimbursement form with properly executed receipts for all expenditures such as transportation, hotel accommodations, meals, taxi fare, and all other items of expense to the Department Head. All expense

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

reports must show the amount of each expense (mileage, meals and incidentals, and lodging), dates of travel, place (city) or travel, and business purpose for travel.

- 3.4.3 All receipts should be issued upon the letterhead of the person or firm furnishing the service to the employee.
 - 3.4.4 When a receipt is lost or cannot be obtained, an affidavit shall be made to that effect stating the purpose for the expenditure. The City Administrator may, at his/her discretion, refuse to reimburse an employee without proper receipts.
 - 3.4.5 Upon approval of the Travel Expense Reimbursement form by the Department Head and signed by the employee, the prepared form will be sent to the Finance Department for payment on the next regularly schedule payroll.
 - 3.4.6 The Travel Request Form and Travel Expense Reimbursement form are available from the City Clerk's Office and can be completed in Excel.
- 3.5 Failure to Attend
- 3.5.1. If an employee or Council Member registers for a meeting, course, class, or conference, it is the expectation of the City that the registered person will attend as planned.
 - 3.5.2. If an employee or Council Member is not able to attend the meeting, course, class, or conference due to an emergency or medical situation, as soon as it is determined that attendance is not possible, the employee or Council Member shall immediately notify the sponsoring agency, travel accommodations, etc. of the cancellation in order to begin refund or credit process.
 - 3.5.3. If an employee or Council Member registers for a meeting, course, class, or conference yet fails to attend for any reason other than paragraph 3.5.2 above, the employee shall be responsible for the costs incurred by the City.

4.0 APPENDIX

Travel Request Form (Excel File)

Travel Expense Reimbursement form (Excel File)

CITY OF VIRGINIA

2025 EXPENSE REIMBURSEMENT

NAME: _____ DEPARTMENT: _____ DATE: _____

**** ATTACH ALL RECEIPTS INCLUDING CREDIT CARD STATEMENTS ****

Effective 1/2/25	Mileage Rate 0.700	11/15/2024							Totals	Do Not Add Miles to \$ Total
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Miles Driven										
\$ Reimbursement (miles x rate)										
Parking/Tolls										
Auto Rental										
Tax/Bus										
Airfare										
Cellular Telephone										
Transportation Total										
Lodging										
Other & Incidentals (ie \$5.00)										
Breakfast (max. \$16/\$18)*										
Lunch (max. \$19/\$20)*										
Dinner (max. \$28/\$31)*										
Sub-Total Meals										
Lodging/Meals Total										
Supplies										
Phone, Fax										
Registration/tuition										
Other _____										
Other _____										
Other _____										
Total Per Day										

Transfer to
summary below

PER DIEM (Council Members Only)								PAYROLL
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Out-of Town (\$25/day)								
Additional Meetings (\$35/day)								
Loss of Wages (\$75/day)								
Total Per Diem								

Do NOT include
below

* Low rates apply to Minnesota - Higher Rate Only Applies to HIGH COST LOCALITIES

Meeting/Seminar Attended: _____

Sponsoring Organization: _____

Location: _____

Other: _____

SUMMARY	
TOTAL EXPENSES	
LESS CASH ADVANCE	
LESS PERSONAL EXPENSES	
LESS CITY CREDIT CARD EXP.	
AMOUNT DUE EMPLOYEE	
AMOUNT DUE CITY	

I certify that this claim, as above stated, is just and correct and was incurred in the discharge of official City business and that no part of it has been paid.

EMPLOYEE _____ DATE _____ DEPARTMENT HEAD _____ DATE _____

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

1.0 POLICY

The purpose of this directive is to document the City Administration's policy of dealing with attendance at conferences, conventions, training sessions, and other important meetings by City employees or City Council Members, and to provide administrative control over travel expenses incurred by such attendance. While attending any training or event where the employee or Council Member is representing the City or any function of the City, it shall be expressly understood that employees are expected to represent the City professionally, maintaining high standards of conduct and ethics.

1.1 Definitions

"Emergency Service Duty Travel" – Employees who are engaged by the City to perform emergency services including police/law enforcement, fire protection or medical services who are required by exigent circumstances to travel on short notice in order to protect life, property or evidence of a crime shall be permitted to travel upon authorization of their direct supervisor and notification to the City. All such travel shall be reported to the City Council in the normal course.

"Same Day Travel" - Employees who need to travel for business purposes within the same day that is outside of the regular normal functions or duties of their position, such as attending meetings, client visits, trainings, or other job-related activities, shall do so as same-day travel. The travel must be necessary to fulfill job responsibilities and support the organization's objectives. Same-day travel must be approved by the employee's direct supervisor before arrangements are made. Employees should submit their travel plans, including the purpose of travel, destination, and estimated travel time, at least 24 hours in advance whenever possible.

"Overnight Travel" - Employees who are required to travel away from their primary work location for business-related purposes, such as client meetings, conferences, training, or other job responsibilities, for more than the time allowed by Same Day Travel. Prior Approval shall be required for attendance at these events and associated expenses, as listed in Attachment A –"Travel Request Form".

"Convention, Conferences and Expo Travel" - Employees may desire to attend conventions, conferences, expos or other related events that align with their job responsibilities, professional growth, and the strategic goals of the organization. This type of travel is important for continued education, networking, and marketing of functions of the City. Employee attendance at these type of events contributes to the organization's overall goals. Prior Approval is required for attendance at these events and associated expenses, as listed in Attachment A –"Travel Request Form".

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

3.0 PROCEDURE

3.1 Travel Request

- 3.1.1 Fill out Travel Request Form and submit to Department Head for review. Attach agenda, itinerary, and any other documentation.
- 3.1.2 All travel requests shall be submitted to the City Clerk for review at least one month (30 days) in advance of the date of travel. City Clerk shall forward to City Administrator for signature, and the request shall be placed on the City Council Agenda for approval.

3.2 Expense Guideline

- 3.2.1 All commercial transportation shall be tourist or coach. First-class fare will not be reimbursed.
- 3.2.2 Maximum compensation for use of a private automobile will be at current IRS rate. Mileage will be calculated from the normal work location to the point of destination. Employees will not be paid for travel distance between home and work location. Mileage paid for direct route with no deviations.
- 3.2.3 If mileage expense for transportation by personal vehicle (automobile expense, lodging, and meals) exceeds airline or train fare, the lower of travel expense will be reimbursed.
- 3.2.4 Actual costs for lodging will be reimbursed, but charges shall be reasonable and consistent with the facilities available. In order to keep cost at minimum, employees shall stay at host hotel or motel, or one at lesser cost at the discretion of the employee's department head.
- 3.2.5 Telephone and copying, faxing, and other related office expenses will be permitted only when necessary for City purposes and fully accounted for in the expense report.
- 3.2.6 Meal and Incidental Expense:
Maximum reimbursement for meals (including tips not to exceed 15%) shall be as per §274(d) of the Internal Revenue Code and §1.274-5 of the Income Tax Regulations:

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

\$68.00 per day * for all localities EXCEPT "high cost localities":
(*High Cost Localities shall be as defined by the IRS and updated annually -
<https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>)

Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$28.00
Incidentals	\$5.00

\$74.00 per day* for a "HIGH COST LOCALITIES"

(*High Cost Localities shall be as defined by the IRS and updated annually -
<https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>)

Breakfast	\$18.00
Lunch	\$20.00
Dinner	\$31.00
Incidentals	\$5.00

Incidental expenses include fees and tips for services.
EXPENSES FOR ALCOHOL AND TOBACCO WILL NOT BE REIMBURSED BY THE CITY.

Individual meal rates for a single day's meals may be transferred between breakfast, lunch and dinner. Exception to maximum would be when a meal is served at a meeting for a set ticket price for all attendees. Employees shall take advantage of all meals that are provided for and included in the registration fee.

Receipts shall be presented for all meals

[Note: Maximum rates and "high cost localities" are defined by the IRS and change from time-to-time.]

- 3.2.7 No reimbursement will be made for breakfast if the employee is able to leave after 6:00 a.m. to reach the destination on time. No reimbursement will be made for the evening meal if the employee is able to return home by 6:00 p.m.
- 3.2.8 No reimbursement will be made for meals within the city limits unless the meal is part of the authorized meeting the employee is attending. If no overnight stay, IRS requires meal to be with someone with which business was discussed (please state business purpose and who meal was with on reimbursement form). Only actual meal cost will be reimbursed.
- 3.2.9 Other expenses, such as transportation, parking fees, etc., are eligible for reimbursement only if properly accounted for on the Expense Report.
- 3.2.10 If an employee wishes his/her family to accompany him/her while a

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

representative of the City of Virginia, the employee shall accurately distinguish that part of expense incurred which is attributed to him/herself and will be reimbursed for that part only. Reimbursement for lodging under these circumstances will be limited to the single room rate and limited to the minimum number of days needed to conduct City business.

3.2.11 Special approval of any unusual expenses not covered in the general guidelines must be obtained from the City Administrator in advance of the travel anticipated.

3.2.12 Each employee shall make every attempt to travel to the point of destination during their normal working hours. Employees are not paid for travel time from home location or work location to location of training, unless approved by Department Head/City Administrator in advance of the travel anticipated. Any request for paid travel time shall accompany all travel requests when presented to City Council for their review.

3.3 Travel Advance Policy

3.3.1 A purchase order with a copy of the approved Travel Request Form shall be processed for an advance for anticipated travel expenses. A check will be issued to the individual requesting the advance. There will be no advance travel expenses unless the employee is staying overnight.

3.3.2 Within five (5) working days after his/her return, the employee shall submit to the Finance Director an itemized claim for the actual and necessary expenses incurred and paid by him/her in attending such meeting using the attached Travel Expense Reimbursement form.

3.3.3 If excess funds are advanced, the excess shall be returned to the City. If expenses exceed the advance, the City shall reimburse the employee.

3.3.4 If you do not adequately account for or do not return any excess advance within timeframe in 3.3.2, the amount you do not account for or return will be treated as having been paid under a *nonaccountable plan* as per IRS regulations.

3.4 Expense Report

3.4.1 Each employee is to submit his/her own expense claims for reimbursement.

3.4.2 Upon completion of employee's trip, employee must file the Travel Expense Reimbursement form with properly executed receipts for all expenditures such as transportation, hotel accommodations, meals, taxi fare, and all other items of expense to the Department Head. All expense reports must show the amount of each expense (mileage, meals and

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

incidentals, and lodging), dates of travel, place (city) or travel, and business purpose for travel.

- 3.4.3 All receipts should be issued upon the letterhead of the person or firm furnishing the service to the employee.
- 3.4.4 When a receipt is lost or cannot be obtained, an affidavit shall be made to that effect stating the purpose for the expenditure. The City Administrator may, at his/her discretion, refuse to reimburse an employee without proper receipts.
- 3.4.5 Upon approval of the Travel Expense Reimbursement form by the Department Head and signed by the employee, the prepared form will be sent to the Finance Department for payment on the next regularly schedule payroll.
- 3.4.6 The Travel Request Form and Travel Expense Reimbursement form are available from the City Clerk's Office and can be completed in Excel.

3.5 Failure to Attend

- 3.5.1. If an employee or Council Member registers for a meeting, course, class, or conference, it is the expectation of the City that the registered person will attend as planned.
- 3.5.2. If an employee or Council Member is not able to attend the meeting, course, class, or conference due to an emergency or medical situation, as soon as it is determined that attendance is not possible, the employee or Council Member shall immediately notify the sponsoring agency, travel accommodations, etc. of the cancellation in order to begin refund or credit process.
- 3.5.3. If an employee or Council Member registers for a meeting, course, class, or conference yet fails to attend for any reason other than paragraph 3.5.2 above, the employee shall be responsible for the costs incurred by the City.

4.0 **APPENDIX**

- Travel Request Form (Excel File)
- Travel Expense Reimbursement form (Excel File)

CITY OF VIRGINIA

2025 EXPENSE REIMBURSEMENT

NAME: _____ DEPARTMENT: _____ DATE: _____

**** ATTACH ALL RECEIPTS INCLUDING CREDIT CARD STATEMENTS ****

Effective 1/2/25	Mileage Rate 0.700	11/15/2024							Totals	Do Not Add Miles to \$ Total
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Miles Driven										
\$ Reimbursement (miles x rate)										
Parking/Tolls										
Auto Rental										
Taxi/Bus										
Airfare										
Cellular Telephone										
Transportation Total										
Lodging										
Other & Incidentals (le \$5.00)										
Breakfast (max. \$16/\$18)*										
Lunch (max. \$19/\$20)*										
Dinner (max. \$28/\$31)*										
Sub-Total Meals										
Lodging/Meals Total										
Supplies										
Phone, Fax										
Registration/tuition										
Other _____										
Other _____										
Other _____										
Total Per Day										

Transfer to
summary below

PER DIEM (Council Members Only)	11/15/2024							PAYROLL
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Out-of Town (\$25/day)								
Additional Meetings (\$35/day)								
Loss of Wages (\$75/day)								
Total Per Diem								

Do NOT include
below

* Low rates apply to Minnesota - Higher Rate Only Applies to HIGH COST LOCALITIES

Meeting/Seminar Attended: _____

Sponsoring Organization: _____

Location: _____

Other: _____

SUMMARY	
TOTAL EXPENSES	
LESS CASH ADVANCE	
LESS PERSONAL EXPENSES	
LESS CITY CREDIT CARD EXP.	
AMOUNT DUE EMPLOYEE	
AMOUNT DUE CITY	

I certify that this claim, as above stated, is just and correct and was incurred in the discharge of official City business and that no part of it has been paid.

EMPLOYEE _____ DATE _____ DEPARTMENT HEAD _____ DATE _____

Date Updated 01/15/2025

I. **TITLE:** Repair Crew Foreman - Public Works

II. **RATE OF PAY:** The probationary wage is \$28.86 per hour for the first six (6) months of employment. Upon completion of the probationary period, the wage will increase to \$32.07 per hour for 2025.

III. **REPORTS TO:** Public Works Director

IV. **POSITION DESCRIPTION**

The Repair Crew Foreman is responsible for overseeing and coordinating a crew of workers engaged in the repair and maintenance of various public infrastructure, including streets, alleys, storm and sanitary sewers, sidewalks, and right-of-ways. This position requires extensive experience in construction and repair work, including carpentry, cement finishing, and the operation of construction equipment. The Foreman will ensure work is completed safely, efficiently, and in accordance with city standards.

V. **KEY RESPONSIBILITIES:**

- A. Crew Leadership: Supervise and coordinate the activities of a repair crew, ensuring tasks are completed effectively and on schedule.
- B. Repair and Construction: Lead work related to street repairs, alley repairs, sanitary sewer maintenance, storm sewer systems, manholes, catch basins, curbs, gutters, sidewalks, and right-of-ways. Operates City labeled equipment throughout the community and has regular verbal and non-verbal contact with public therefore is expected to promote positive public relations and good will by providing a high quality service and by assisting residents where possible.
- C. Skilled Trades: Perform and oversee tasks requiring carpentry, cement finishing, painting, and general construction work. Utilize construction equipment such as air compressors, chainsaws, dump trucks, and other utility vehicles.
- D. Mechanical Knowledge: Apply general knowledge of mechanical systems, including basic maintenance and troubleshooting of motors and equipment.
- E. Safety Compliance: Ensure safety procedures are followed during all tasks and that equipment is used properly and safely.
- F. Emergency Response: Be available for emergency callouts, including snow removal, sewer issues, and other public works emergencies.
- G. Team Collaboration: Foster effective working relationships with crew members, supervisors, and other departments.
- H. Instruction Adherence: Follow both written and verbal instructions for tasks and projects.

VI. **WORK SCHEDULE:**

The Repair Crew Foreman will typically work a day shift (7:00 a.m. - 3:30 p.m.), but may be assigned to afternoon (3:30 p.m. - midnight) or midnight shifts (10:30 p.m. - 7:00 a.m.) depending on workload or departmental needs.

**CITY OF VIRGINIA
JOB DESCRIPTION**

VII. MINIMUM QUALIFICATIONS:

- A. Experience: At least **five (5) years** of experience in public works or construction, including work with concrete, sewer systems, and infrastructure repair.
- B. Possession of a valid Class B CDL Minnesota Driver's License, Airbrakes and Tanker Endorsed is required.
- C. Skills:
 - 1. Proficiency in concrete work (curb, gutter, pavements, and sidewalks).
 - 2. Basic experience with sanitary and storm sewer systems, including manhole and catch basin installation.
 - 3. Basic carpentry and painting skills.
 - 4. Knowledge of building maintenance and mechanical systems.
 - 5. Ability to operate various motorized equipment, including dump trucks, air compressors, chainsaws, jackhammers, and utility vehicles.
- D. Physical Fitness: Ability to perform strenuous physical labor in challenging weather conditions.
- E. Physical Requirements:
 - 1. Must be able to properly select and wear Personal Protection Equipment, as needed, including but not limited to hi vis safety vests, full-body impervious suits, rubber boots, gloves, hard hats, eye protection, hearing loss protection, and safety harness.
 - 2. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move 100 pounds.
 - 3. Must be able to freely use hands and fingers to handle or feel objects, move objects, reach objects with hands and arms and/or use arms to swing tools; may require repetitive motions of hands/fingers.
 - 4. Work frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, driving, pushing or pulling and lifting of objects. May require repetitive leg motions.
 - 5. Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
 - 6. Work regularly requires speaking or hearing. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
 - 7. Hearing is required to perceive information at normal spoken word levels; work is generally in a loud noise location (e.g. in roadways, on equipment, etc.) and often requires use of protective ear protection;
 - 8. Work often requires working near moving mechanical parts, exposure to fumes, gases, or airborne particles; often times in an enclosed space or confined space with proper protective equipment;
 - 9. Work often is exposed to outdoor weather conditions at all times of the year (all seasons);
 - 10. Work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
 - 11. Requires ability to work in enclosed spaces and off a ladder in high places.
 - 12. Must be able to work in confined spaces and at heights (using ladders, scaffolding, etc.).
 - 13. Ability to perform tasks that require manual dexterity, including operating machinery for extended periods is required.

**CITY OF VIRGINIA
JOB DESCRIPTION**

VIII. WORK ENVIRONMENT:

- A. While performing the duties of this job, the employee frequently works near moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. Periodically requires handling of chemicals and corrosives.
- B. The employee occasionally works in high, precarious places and is occasionally exposed to the risk of electrical shock
- C. Outdoor work, in all types of weather conditions, is often required in the inspection of various construction sites, lift stations, catch basins, manholes, or public works facilities/equipment.
- D. The employee is often exposed to wet and/or humid conditions. Occasionally works in location with risks of electrical shock and/or vibration.
- E. The noise level in the work environment is usually moderately loud, at times very loud when operating equipment.
- F. Occasional work may be performed in office settings using desktop computer, laptop computer, handheld computer or other type devices.

IX. PRE-EMPLOYMENT REQUIREMENTS:

A pre-employment physical examination is required to ensure the candidate can meet the physical demands of the job, as well as pre-employment drug testing as per FMCSA requirements

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution approving appointment of the Fire Marshall for the City of Virginia

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

WHEREAS, the Fire Department of the City of Virginia desires to fill the full time Fire Marshall position; and

WHEREAS, this position is covered under IAFF Bargaining Agreement; and

WHEREAS, as per the Collective Bargaining Agreement with IAFF, internal applications have been received by the Human Resources staff for this position and interviews were conducted accordingly; and

WHEREAS, it is the recommendation to hire STEPHANIE SMITH as the full time FIRE MARSHALL with a start date on or after March 17, 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves the hiring of STEPHANIE SMITH for the full time FIRE MARSHALL position for the City of Virginia.

Moved by supported by that the above resolution be adopted.

Ayes:

Nays:

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution **approving hiring of Single Role Paramedic for the City of Virginia**

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

WHEREAS, the City of Virginia and the International Association of Firefighters have agreed that there are Single Role Paramedic positions available in the Ambulance department; and

WHEREAS, this position is covered under an Memorandum of Understanding between the City of Virginia and the International Association of Firefighters, Local 390; and

WHEREAS, a Review Committee has reviewed potential applicants; and

WHEREAS, the Review Committee hereby approves offering the Single Role Paramedic position to Mr. Joseph Pugleasea;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves offering the Single Role Paramedic position to Mr. Mr. Joseph Pugleasea with a starting date on or after March 11, 2025, subject to a successful background check and pre-employment physical; a twelve (12) month probation period and the terms of the International Association of Firefighters, Local 390 labor agreement with starting wages as outlined by the labor agreement.

Moved by Councilor supported by Councilor that the above resolution be adopted this **11th** day of **March 2025**.

Ayes: **Councillors**

Nays:

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution approving hire of a Dual Role Firefighter/EMT for the City of Virginia

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

WHEREAS, there are currently vacant Dual Role positions available in the Fire Department; and

WHEREAS, the City of Virginia and the International Association of Firefighters have agreed by Memorandum of Understanding to allow for the hiring of Dual Role Firefighter/EMT positions to address the vacancies; and

WHEREAS, internal applications have been sought and the Interview Committee recommends the following candidates be offered the Dual Role Firefighter/EMT position;

THOMAS GRULKE

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Virginia hereby approves offering the position of Firefighter/EMT position to THOMAS GRULKE contingent upon requirements set forth in the Memorandum of Understanding dated July, 13, 2021.

BE IT FURTHER RESOLVED, the starting date in the Dual Role shall be on or March 11, 2025, subject to the terms of the International Association of Firefighters, Local 390 labor agreement.

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

Ayes:

Nays:

CITY OF VIRGINIA POLICE DEPARTMENT
POSITION DESCRIPTION

9.1Q

Date Updated 02/26/2025

Job Points

I. TITLE: Community Service Officer - Seasonal

II. RATE OF PAY: \$21.00 per hour

III. REPORTS TO:

IV. FLSA STATUS: Non--Exempt

V. PRIMARY OBJECTIVE OF POSITION:

The Community Service Officer plays a key role in supporting the Police Department and sworn officers with a variety of tasks, including responding to calls and assisting in community-focused services. This position involves providing non-enforcement duties, animal control, community engagement, traffic management, and administrative support.

VI. RESPONSIBILITIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Responding to non-emergency calls, such as noise complaints, property found, parking enforcement, and blight concerns.
2. Handling delivery and retrieval of evidence.
3. Assisting in transporting police vehicles to maintenance or service locations (e.g., city garage/service center).
4. Supporting the organization and maintenance of departmental records.
5. Assisting with animal control and related situations.
6. Providing support in crime scene processing, including retrieving video footage and documenting scenes with photographs, as directed.
7. Documenting non-criminal complaints and concerns.
8. Assisting with community events such as Land of the Loon, National Night Out, Festival of Trees, Brew Fest, and public fireworks displays.
9. All other duties as assigned

VII. WORK SCHEDULE:

This position is based primarily in a Public Safety office environment, with the building staffed 24 hours a day, year-round. Staff schedules will be designed to meet these needs, including nights, weekends, and holidays. The position will be scheduled on an "as needed" basis, with days and times varying each week. A student's school schedule will be considered when planning the weekly hours. Additionally, special events may take place during weekends or evenings.

VIII. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A pre-employment physical may be required.

1. Regularly read and interpret documents and other written material.
2. Regularly communicate and exchange information with others in person, over the telephone, through two-way radio communication equipment, and using written communication methods.
3. Frequently remain in a stationary position and regularly move within the building to attend meetings and access files and office machinery.
4. Regularly traverse around the City to meetings or events and regularly operate City vehicles.

CITY OF VIRGINIA POLICE DEPARTMENT
POSITION DESCRIPTION

5. Regularly operate computers and other office equipment, such as a copy machine, printer, and telephone, as well as equipment/tools consistently found in Public Safety Department.
6. Occasionally move or transport items weighing up to 50 pounds.

IX. REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

10. Must possess high customer service skills including ability to deal confidently and effectively with members of the public, both in person and on telephone
11. Ability to perform job responsibilities listed on position description often requiring concentration, organization and judgment in interpreting practices and procedures to meet problem.
12. Ability to efficiently organize work tasks and perform under deadline pressures.
13. Ability to work with numerous interruptions and delays.
14. Ability to develop and maintain effective working relationships with general public, coworkers and supervisors.
15. Ability to respond to requests and inquiries from the general public with professional customer service skills including ability to deal confidently and effectively with members of the public

X. EDUCATION/EXPERIENCE

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS

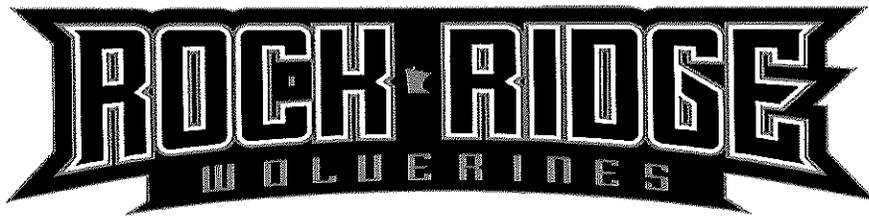
1. Valid MN driver's license
2. High school diploma or equivalent
3. Enrolled in a 2-year or 4-year Law Enforcement or Criminal Justice AAS or BA/BS program
4. No felony convictions, including pardons or expungements; no criminal convictions for gross misdemeanors or equivalent offenses; no convictions for physical assault, domestic assault, or eluding the police.

DESIRABLE EDUCATION/EXPERIENCE

1. Experience working with animals is preferred
2. First Responder or other medical emergency training is preferred

XI. WORK ENVIRONMENT:

Work is conducted both indoors and outdoors. Employee is subject to both inside and outside environmental conditions. Employee is subject to some noise, including traffic, and other common outdoor city noise. Additional work hazards are present, including exposure to ill, injured, or dangerous animals, as well as exposure to bodily fluids and other potentially dangerous situations.



Willie Spelts
218-290-1237
willie.spelts@rrps.org

Rock Ridge High School
1403 Progress Parkway
Virginia, MN 55792

Jill Oja
218-735-3532
jill.oja@rrps.org

February 12, 2025

Dear Rock Ridge High School Supporters,

We are excited to invite you to be a partner in Rock Ridge High School's upcoming **Job Shadow Week**, scheduled for **March 24th - March 28th**. This event offers students the opportunity to explore a variety of career paths within our Iron Range community, gaining valuable real-world experience and insights.

Job shadowing allows students to:

- Gain a deeper understanding of different careers.
- Learn the skills needed to succeed in various fields.
- Build connections with professionals in industries of interest.

As a community partner, you would have the chance to host students and provide them with a unique learning experience by allowing them to shadow professionals in your field. Students will be matched with partners based on their career interests, and you can determine the number of students to host, as well as whether they will shadow for a partial or full day. You can also determine if you would like to schedule this opportunity for one or more days during that week.

If you are interested in participating, please contact **Jill Oja** at jill.oja@rrps.org or **Willie Spelts** at willie.spelts@rrps.org no later than **March 7th** for more information and to confirm your involvement. Your support in helping shape the future of our students is deeply appreciated!

Thank you for considering this meaningful opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Oja".

Jill M. Oja
Career Counselor
Rock Ridge High School

A handwritten signature in black ink, appearing to read "Willie Spelts".

Willie Spelts
Director of School to Work Engagement
Rock Ridge High School





**Attention Rock Ridge High
School Community
Supporters!**

**We are seeking HOST SITES for
Job Shadow Placements
March 24th -28th**

Contact Jill or Willie for more information
jill.oja@rrps.org
willie.spelts@rrps.org

COUNCIL CHAMBERS

9.1U

Resolution No.

City of Virginia, Minnesota, March 11, 2025

Resolution accepting proposal from Stryker Sales LLC, for the purchase of six (6) Chest Compression Systems, plus accessories

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

WHEREAS, the Fire Department obtained quotes for the purchase of three chest compression systems, plus accessories, and recommended accepting the quote from Physio-Control, Inc., as follows:

Six Lucas Chestnut Compression Systems	\$ 118,081.20
Three battery chargers	\$ 3,620.25
Six External Power Supply	\$ 2,290.50
Three Batteries	\$ 868.50
Disposable Suction Cup (6)	\$ 567.00
Stabilization Straps	\$ 127,580.70
	EQUIPMENT TOTAL
	Deduct (15,000.00)
TRADE IN	\$11,628.00
ADD: Pro Care Support	\$1,855.98
Freight & Shipping	
TOTAL COSTS	\$126,064.68

WHEREAS, the City has received Emergency Ambulance Aid in December 2024 that is to be utilized for Capital Expenses such as patient care devices and will be utilized for said purchase.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Administrator are authorized to enter into an agreement with Stryker Sales, LLC for the purchase of the chest compression systems, plus accessories.

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

Ayes:

Nays:



Virginia FD LUCAS

Quote Number: 11015182

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: VIRGINIA FIRE DEPT
Attn: Erik Jonassen
jonassene@vrglnlammn.us
218-749-3593

Rep: Peter Swelkovich
Email: pete.swelkovich@stryker.com
Phono Number: 763-312-0470

Quote Date: 01/08/2025
Expiration Date: 12/31/2024
Contract Start: 11/04/2024
Contract End: 11/03/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	VIRGINIA FIRE DEPT	Name:	VIRGINIA FIRE DEPT	Name:	VIRGINIA FIRE DEPT
Account #:	20177361	Account #:	20177361	Account #:	20177361
Address:	115 N 4TH AVE VIRGINIA Minnesota 55792-2620	Address:	115 N 4TH AVE VIRGINIA Minnesota 55792-2520	Address:	115 N 4TH AVE VIRGINIA Minnesota 55792-2520
Attn:	Erik Jonassen				

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	6	\$19,680.20	\$118,081.20
2.0	11576-000060	LUCAS Desk-Top Battery Charger	3	\$1,206.75	\$3,620.25
3.0	11576-000071	LUCAS External Power Supply	6	\$381.75	\$2,290.50
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	3	\$717.75	\$2,163.25
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	6	\$144.75	\$868.50
6.0	21576-000074	LUCAS Stabilization Strap	6	\$94.50	\$567.00
Equipment Total:					\$127,580.70

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TIM-LUC2-LUC3	TRADE-IN-STRYKER LUCAS 2 TOWARDS PURCHASE OF LUCAS 3.1	3	-\$5,000.00	-\$15,000.00

ProCare Products:



Virginia FD LUCAS

Quote Number: 11015182

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: VIRGINIA FIRE DEPT
Attn: Erik Jonassen
jonassone@virginiamn.us
218-749-3593

Rep: Peter Swetkovich
Email: peter.swetkovich@stryker.com
Phone Number: 763-312-0470

Quote Date: 01/08/2025
Expiration Date: 12/31/2024
Contract Start: 11/04/2024
Contract End: 11/03/2025

Table with 5 columns: #, Product, Description, Months, Qty, Sell Price, Total. Row 1: 7.1, LUCAS-FLO-PROCARE, LUCAS 3, 3.1 for LUCAS 3, v3.1 Chest Compression System... \$11,628.00. ProCare Total: \$11,628.00

Price Totals:

Estimated Sales Tax (0.000%): \$0.00
Freight/Shipping: \$1,855.98
Grand Total: \$126,064.68

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consumption: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentially Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



November 2024

Service Obsolescence notice for LUCAS 2® Chest compression System

Dear valued customers and partners,

Stryker appreciates the opportunity to serve your organization. We have been notified by our parts providers that some components used on LUCAS 2 devices are no longer available in the North American market. As such, this letter is to provide notification of the upcoming service obsolescence of the legacy LUCAS 2 product.

Exact obsolescence dates and trade in offer are outlined below:

Impacted Serial Number(s)	Description	Service Obsolescence Date
30080002 - 30149937	LUCAS 2.0 and LUCAS 2.1	02/28/2025
3014A001 - 3018L431	LUCAS 2.2	12/31/2025

As you upgrade to new technology, there may be trade in credit available for legacy LUCAS 2.0, LUCAS 2.1 and LUCAS 2.2 devices through 12/31/25. Please work directly with your local Stryker sales representative for further details. Additionally, if there is an existing ProCare Services contract in place for the above mentioned products extending past the obsolescence date, Stryker will roll the remaining service into a contract on a new device.

Stryker does not contract nor provide service parts to any third-party service providers, but instead has a dedicated ProCare service team who is the only approved service provider for our products. As such, we cannot guarantee the efficacy of any device that is repaired by a third-party service agency.

We thank you for your business and continued partnership. We are committed to providing high-quality, clinically supported products so that you can be confident in the care you are providing to your communities. Please contact your local Stryker sales representative if you have additional questions or to discuss trade-up and flexible financing options for our current LUCAS 3, v3.1 device.

Thank you for your continued partnership.

Sincerely,

Ryan Slusarzyk
Senior Manager, ProCare Marketing

Stryker or its affiliated entities own, use, or have applied for the following trademarks or service marks: LUCAS, ProCare, Stryker. All other trademarks are trademarks of their respective owners or holders. The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

Emergency Care

1311 Willows Road NE, Redmond, WA 98052 USA | P : 1-253-867-4000 | Toll free: 1-800-412-1147 | stryker.com?
Medicorum Place, Waterdown, Ontario L3B 1W2, Canada

CITY OF VIRGINIA FEE SCHEDULE

COMMERCIAL PERMITS - USES PROJECT VALUE (COST TO DO PROJECT) TO CALCULATE PERMIT	CURRENT BASE FEE FOR PERMIT	PROPOSED BASE FEE FOR PERMIT
\$1.00 to \$500	\$15.00	\$25.00
\$501.00 to \$2,000.00	\$15.00 for the first \$500.00 plus \$2.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00	\$25.00 for the first \$500.00 plus \$3.25 for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00	\$73.50 for the first \$2,000.00 plus \$14.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$252.00 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	\$415.75 for the first \$25,000.00 plus \$10.75 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$414.50 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	\$682.50 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	\$1,053.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000	\$3,427.75 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$3,539.50 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof	\$5,945.25 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

OTHER COMMERCIAL PERMIT CHARGES	Commercial Building Permits - Current Charges	Commercial Building Permits - PROPOSED CHARGES
Plan Review Fee	65% of the Permit fee	65% of the Permit Fee
Plan Review Fee For Similar Plans	25% of the Permit fee	25% of the Permit fee
State Surcharge* Note -this fee is submitted to the State Quarterly	Calculated as per MN Statute 326B.148 - the State surcharge is equivalent to one-half mill (.0005) of the project valuation, with a minimum of \$5.00.	Calculated as per MN Statute 326B.148 - the State surcharge is equivalent to one-half mill (.0005) of the permit fee, with a minimum of \$5.00.

OTHER APPLICABLE FEES FOR COMMERCIAL PERMITS:	CURRENT FEE	PROPOSED FEE
1. Inspection Outside of Normal Business Hours	\$35.00/Hr	\$110.00
2. Re-inspection fees	\$0.00	\$55.00
3. Inspections for which no fee is specifically indicated	\$35.00/Hr	\$55.00
4. Additional plan review required by changes, additions, or revisions to plans	\$0.00	\$0.00
5. Investigation Fee	\$35.00/Hr	\$55.00
6. Work commencing without a building permit.	Permit Fee x 2	Permit Fee x 2
7. Fee for use of outside consultants for plan checking, inspections and/or both.	Cost of Service	Cost of Service to Jurisdiction
8. Investigating and resolving Property Maintenance Code violations	\$0.00	\$0.00

Residential Permits	Base Permit Fee - Current	Plan Review Fee - Current	Base Permit Fee - PROPOSED	Plan Review Fee - PROPOSED
Re-roofing	\$15.00	None	\$50.00	40% of Permit Fee
Garage Door	\$15.00	None	\$50.00	40% of Permit Fee
Siding Replacement	\$15.00	None	\$50.00	40% of Permit Fee
Detached Steps/Deck over 30" high (non enclosed) Attached Steps	\$15.00	None	\$50.00	40% of Permit Fee
Egress Windows (new)	\$15.00	None	\$50.00	40% of Permit Fee
Residential Window Replacement	\$15.00	None	\$50.00	40% of Permit Fee
Furnace Replacement	\$15.00	None	\$50.00	40% of Permit Fee
Water Heater/Softener	\$15.00	None	\$50.00	40% of Permit Fee
Residential Shed (up to 144 sq ft)	\$15.00	None	\$25.00 Zoning Permit	40% of Permit Fee
Replace sink, toilet, faucet, tub (minor repairs, no plumbing work t	\$0.00	None	\$0.00	None
Residential and Commercial Demolitions	\$0.00	None	\$50.00	40% of Permit Fee
Fireplaces & free standing stoves (Gas or Wood)	\$15.00	None	\$50.00	40% of Permit Fee
New Residential Construction (House, Duplex, Etc.)	Charged Same as Commercial Permit	65% of Permit Fee	Charged Same as Commercial Permit	65% of Permit Fee
Remodel/Renovation	\$15.00		\$50.00	40% of Permit Fee

Mechanical Permits	Base Permit Fee - Current	Plan Check Fee - Current	Base Permit Fee - PROPOSED	Plan Check Fee - PROPOSED
Mechanical Permits (Residential)	\$15.00	None	\$50.00	40% of Permit Fee
Mechanical Permits (Commercial)	Follows Commercial Fee Schedule	65% of Permit Fee	Follows Commercial Fee Schedule	65% of Permit Fee

Plumbing Permits	Base Permit Fee - Current	Plan Check Fee - Current	Base Permit Fee - PROPOSED	Plan Check Fee - PROPOSED
Plumbing Permit (Residential)	\$15.00	0%	\$50.00	40% of Permit Fee
Plumbing Permit (Commercial)	Follows Commercial Fee Schedule	Completed by State	Follows Commercial Fee Schedule	Completed by State

Fence Permits	Base Permit Fee - Current	Plan Check Fee - Current	Base Permit Fee - PROPOSED	Plan Check Fee - PROPOSED
Residential Fence Permit	\$15.00	None	\$50.00	40% of Permit Fee
Fence over 6 feet in height	Follows Commercial Fee Schedule	65% of Permit Fee	Commercial Fee Schedule	65% of Permit Fee
Retaining Wall Over 4 feet in height	Follows Commercial Fee Schedule	65% of Permit Fee	Commercial Fee Schedule	65% of Permit Fee

Sign Permits	Base Permit Fee - Current	Plan Check Fee - Current	<u>Base Permit Fee - PROPOSED</u>	<u>Plan Check Fee - PROPOSED</u>
All Regulated Signs requiring structural review.	Follows Commercial Fee Schedule	65% of Permit Fee	Commercial Fee Schedule	65% of Permit Fee
Signs	Follows Commercial Fee Schedule	65% of Permit Fee	Commercial Fee Schedule	65% of Permit Fee
Other Fees & Charges	Other Fees - Current		<u>Other Fees - PROPOSED</u>	
Change of Zoning	\$100.00		\$150.00	
Conditional Use Permit	\$100.00		\$150.00	
Environmental Assessment Worksheet preparation, review and processing	\$0.00		Costs Incurred	
Minor Subdivision Fee	\$100.00		\$200.00	
Moving Buildings Sec. 4.05 (C)	\$15.00 plus Costs Incurred		\$50.00 plus Costs Incurred	
Planned Unit Development Fee	\$100.00		Costs Incurred	
Right-of-Way/Easement Vacation(Excluding vacations associated with new subdivisions)	\$0.00		\$150.00	
Subdivision 12.10 (J)(3)	\$25.00 - \$100.00		\$25.00 - \$100.00	
Variance Sec. 4.05 (C)	\$100.00		\$150.00	
Zoning Classification Letter	\$0.00		\$25.00	
RENTAL ORDINANCE REGISTRATION & LICENSING	CURRENT RENTAL FEE STRUCTURE		<u>PROPOSED RENTAL FEE STRUCTURE - NO CHANGES</u>	
Initial Rental Registration Fee per Building	\$400.00		\$400.00	
1 Unit Annual License Fee	\$250.00		\$250.00	
2 Units Annual License Fee	\$400.00		\$400.00	
3-5 Units Annual License Fee	\$600.00		\$600.00	
6-10 Units Annual License Fee	\$800.00		\$800.00	
11-20 Units Annual License Fee	\$1,000.00		\$1,000.00	
21-50 Units Annual License Fee	\$1,200.00		\$1,200.00	
51-75 Units Annual License Fee	\$1,400.00		\$1,400.00	
76-100 Units Annual License Fee	\$1,500.00		\$1,500.00	
101 Units & Up Annual License Fee	\$2,000.00		\$2,000.00	
Re-Inspection Fee per Unit (3rd & Each Additional Inspection)	\$200.00		\$200.00	
Complaint Based Inspection Fee for Validated Violation per Unit	\$200.00		\$200.00	
Late Rental Registration Penalty - per Unit	\$200.00		\$200.00	
Reinstatement Fee for Suspended License	\$750.00		\$750.00	
Failure to Transfer Ownership Penalty	\$300.00		\$300.00	
Operating Without a License Penalty	\$750.00		\$750.00	
Rental Appeal each Licensed Building	\$200.00		\$200.00	
Annual Non-Conforming Parking per Required Spot	\$100.00		\$100.00	
Failure to Designate a Local Manager/Agent	\$100.00		\$100.00	

EXAMPLES OF PERMIT CALCULATIONS:

	RESIDENTIAL PERMIT		COMMERCIAL PERMIT	
	CURRENT FEES	PROPOSED FEES	CURRENT FEES	PROPOSED FEES
Permit Fee	\$15.00	\$50.00	\$414.50	\$682.50
Plan Review Fee	\$0.00	\$20.00	\$269.43	\$443.63
State Surcharge	\$7.50	\$7.50	\$25.00	\$25.00
TOTAL DUE	\$22.50	\$77.50	\$708.93	\$1,151.13

COUNCIL CHAMBERS

Resolution No.

City of Virginia, Minnesota, **March 11, 2025**

Resolution authorizing the purchase of a parcel of land

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

WHEREAS, property located off of and west of 12th Avenue South legally described on Exhibit A attached hereto is currently undeveloped and owned by a John R. Koebensky, a private citizen and business owner in the City.

WHEREAS, said lands are ripe for development in City, whether industrial/commercial or residential, as said lands adjoin both types of real estate.

WHEREAS, the City offered, and Mr. Koebensky accepted, an offer from the City to purchase said lands for the sum of \$22,500.00 plus costs

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VIRGINIA, MINNESOTA, that the City of Virginia proceed with said purchase of the lands described herein for the stated sum.

BE IT FURTHER RESOLVED that the City Staff and Agents are hereby authorized and directed to execute and deliver any and all funds and documents required to consummate City's acquisition of the property described on Exhibit "A" attached hereto.

Moved by Councillor _____ supported by Councillor _____ that the above resolution be adopted
the _____ day of _____, 2025.

Ayes:

Nays:

Exhibit "A"

PC#090-0180-00440:

All that part of SE1/4 of SW1/4 of Section 7 Township 58 North Range 17 West of the Fourth Principal Meridian described as follows: All that part thereof that lies Northerly and Easterly of the Northeasterly line of the right of way of the Duluth, Missabe and Iron Range Railway Company's right of way as now constructed and existing upon the said SE1/4 of the SW1/4, EXCEPT the following described parcels to-wit: 1. That part of the Northerly 400 feet lying Westerly of a line drawn parallel to and 706 feet Westerly of the East line of said SE1/4 of SW1/4 and lying Easterly of the Easterly boundary line of the Duluth, Missabe and Iron Range Railway Company right of way, as the same was on August 24, 1910, located, constructed and operated across said SE1/4 of SW1/4, and as such right of way was granted and defined by that certain deed recorded in the office of the Register of Deeds of said St. Louis County, in Book 332 of Deeds, page 286; 2. That part that lies Easterly of the Easterly boundary line of the Duluth, Missabe and Iron Range Railway Company right of way as the same was on August 24, 1910, located, constructed and operated across the said SE1/4 of SW1/4, and as such right of way was granted and defined by that certain deed recorded in the office of the Register of Deeds, in Book 332 of Deeds, page 286, and Southerly of a line being parallel to and 14 feet distant Southerly from the following described line: Beginning at a point on the East line of said SE1/4 of SW1/4, said point being 560 feet South of the Northeast corner of said SE1/4 of SW1/4 when measured along said East line, thence go Westerly at right angles to said East line a distance of 33 feet; thence go West-Southwesterly to a point on the center line of said Duluth, Missabe and Iron Range Railway Company right of way, said point being 790.4 feet Northwesterly from the South line of said SE1/4 of SW1/4 when measured along the center line of said right of way, said point being the termination of the described line; 3. A parcel of land more particularly described as follows: Assuming the East boundary of said SE1/4 of the SW1/4 to have a bearing of North and South and starting at a point on said East boundary 302.00 feet South of the NE corner of said SE1/4 of SW1/4; thence West for a distance of 33.00 feet to the point beginning, said point of REGISTRATION STATE OF MINNESOTA COUNTY OF ST. LOUIS } SS. This is to certify that U N O F F I C I A L C O P Y District Court No. 3436, 3481 File No. 800205.0 Registered June 28, 2005 Transfer from Certificate Number(s): part of 232809.0, part of 285266.0 Originally registered Sep 14, 1938 Volume 252 Page 358.0 and Apr 11, 1940 Volume 259 Page 312.0 Certificate of Title Number: 303417.0 LINC Number: 52524 Volume: 0 Page: 0.0 Certificate Number: 303417 LINC Number: 52524 02/26/2025 Page 1 of 4 U N O F F I C I A L C O P Y beginning being on the West right of way of 12th Avenue West; thence continue West for a distance of 485.00 feet to a point; thence South for a distance of 326.58 feet to a point; thence North 78 degrees 44 minutes 16 seconds East for a distance of 494. 52 feet to a point on said West right of way of 12th Avenue West, thence North along said right of way for a distance of 230.00 feet to the point of beginning; and containing 3.1 acres, more or less; 4. A parcel of land described as follows: Assuming the East boundary of said SE1/4 of SW1/4 to have a bearing of North and South and starting at a point on the East boundary 302.00 feet South

of the Northeast corner of said SE1/4 of SW1/4; thence West for a distance of 33.00 feet to the point of beginning, said point of beginning being on the West right of way line of 12th Avenue West; thence continue West for a distance of 485.00 feet to a point; thence North to the North boundary of said SE1/4 of SW1/4; thence East along said North boundary of said SE1/4 of SW1/4 to a point on said West right of way of 12th Avenue West; thence South along said West right of way of 12th Avenue West to the point of beginning. SUBJECT to the exception and reservation of all minerals and ores in or upon said premises with the right to explore for, mine and remove the same, as such minerals, ores and rights were reserved by that certain deed bearing date January 9, 1914, and filed for record in the office of the Register of Deeds on December 19, 1928, in Book 569 of Deeds, on page 239 thereof, which mineral rights are now owned by Northern Pacific Railway Company, a Wisconsin Corporation, or its successors or assigns. SUBJECT, also, to the right in Duluth, Missabe and Iron Range Railway Company to construct and operate a railroad and telegraph line over and across said premises only as follows: A strip of land of the width of 100 feet lying between two lines, each drawn parallel to and distant 50 feet from the center line of the main track of the railway of said Duluth, Missabe and Iron Range Railway Company, as the same was on August 24, 1910, located, constructed and operated across said premises as such rights were granted and defined in that certain deed executed by Northwestern Improvement Company and other to the Duluth, Missabe and Northern Railway Company, dated August 24, 1910, and recorded December 12, 1910, in the office of the Register of Deeds in Book 332 of Deeds, page 286.