



April 28, 2023

MEETING NOTICE

The following committee meeting will be held on **Tuesday, May 2, 2023**, at the Virginia City Hall, 327 1st Street South, Virginia MN

9:00 A.M. COMMITTEE-OF-THE-WHOLE (Entire Council)

FINANCES:

1. Review Quote for Update to Housing Study
2. Review Quotes Received for Annual Generator Maintenance from Pioneer Critical Power
3. Review Equipment List for Capital Equipment Bond

BUILDING & GROUNDS:

4. Approve the Following Requests from the Virginia Library for Road Closure:
 - a) Closure of 5th Avenue from 1st Street South to 2nd Street South on July 27, 2023 for "Big Truck Day: Working Trucks"
 - b) Closure of 5th Avenue from 1st Street South to 2nd Street South on August 10, 2023 for "End of Summer Fair: (rain date 8-11-23)
5. Discuss Scheduling of Events at Iron Trail Motors Event Center in April 2024
6. Discuss Creation of Concept Drawings & Design for Vacant Downtown Lots (from B&G Comm Meeting on 04/25/2023)
7. Review the Required Easements for the Silver Lake Trail Connection (Phase III) Project (from B&G Comm Meeting on 04/25/2023)
8. Request to Purchase City Owned Property at 117 11th Street South, Parcel Code 090-0060-00550 (from B&G Comm Meeting on 04/25/2023)
9. Discuss Proclamation Regarding Iron Trail Motors Event Center Design Committee (from B&G Comm Meeting on 04/25/2023)

PERSONNEL:

10. Approve Resolution of Hire for Mechanic Position (Interviews on May 1, 2023)

OTHER ITEMS OF CONCERN:

11. Discuss Process for Appointment/Approval of 501c3 as per Naming Rights Agreement
12. Discuss MAPE Contract Negotiations (This portion of meeting will be closed as per MN Statute 13.D03)
13. Discuss Property Offer for Parcel at 103 10th Street South in Public Safety Development Area (This portion of meeting may be closed as per Minn. Stat. § 13D.05, subd. 3(c)(3))
14. Discuss Potential Litigation (this portion of the meeting may be closed due to pending litigation as per Minn. Stat. § 13D.05; subd. 3)

Pamela LaBine
City Clerk

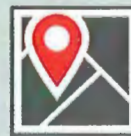
cc: Mayor & City Council Department Heads: City Administrator, City Attorney, City Clerk, Police Chief, Fire Chief, Library Director, Building Official, Public Works Director. Finance/Human, Resources/Safety Director, Parks & Recreation Director, Event Program Services Manager, Community Development Coordinator

A Proposal to Prepare a
Comprehensive Housing Needs Analysis for the
City of Virginia, Minnesota

Prepared for:

City of Virginia
Virginia, MN

April 2022



Maxfield
Research & Consulting

2823 Hamline Avenue North
Roseville, MN 55113
612.338.0012
www.maxfieldresearch.com



April 21, 2023

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

Dear Ms. See-Benes:

Thank you for contacting Maxfield Research and Consulting, LLC to provide a proposal for a Comprehensive Housing Needs Analysis for the City of Virginia, Minnesota. The study will examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in Virginia. Detailed recommendations will outline the various types of housing products needed (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) in the short-term (2023 to 2028) and long-term (2029 to 2035). Recommendations would be provided on housing programs and other incentives (if needed) that should be initiated to attract specific housing products.

During these changing times since the pandemic, the real estate industry and economic conditions are changing quickly; now more than ever it is imperative to have real-time housing data to aid decision making policies. Maxfield Research is staying in-front of the changing landscape and working with our clients to find opportunities during this unique time.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of staff who would be conducting the housing study. We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me at (612) 281-6729 (cell) if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at mmullins@maxfieldresearch.com.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

A handwritten signature in black ink that reads "Matt Mullins".

Matt Mullins
Vice President

(main) 612-338-0012 (fax) 612-904-7979
2823 Hamline Avenue North, Roseville, MN 55113
www.maxfieldresearch.com



April 21, 2023

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

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting, LLC proposes to provide market research and consulting services to the City of Virginia (the "Client") to prepare a Comprehensive Housing Needs Analysis. The market study will determine the market potential for developing different types of owned and rented housing in Virginia through 2035 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2023 to 2028) and long-term (2029 to 2035) would be provided.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting, LLC has 40 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting, LLC provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

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METHODOLOGY

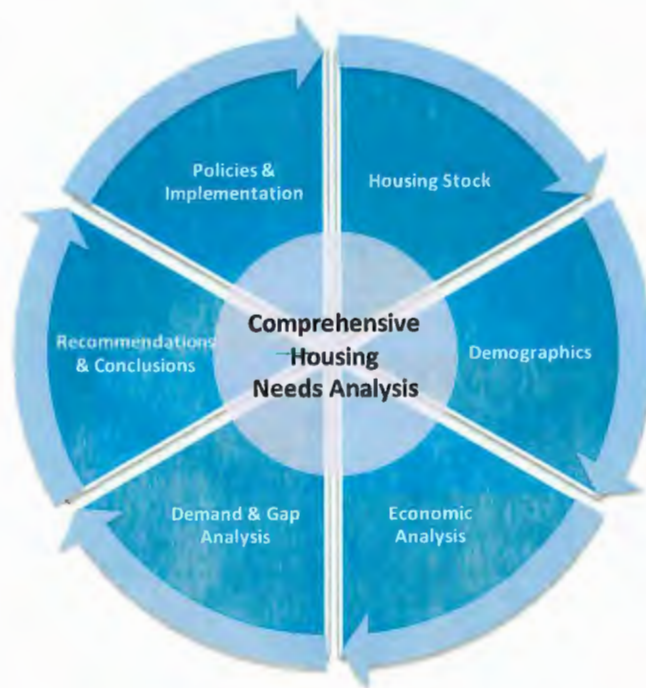
It is our understanding that the primary objective of this analysis is to provide the City of Virginia with a market-based analysis that will identify current and future housing needs in Virginia and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting, LLC will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting, LLC.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Published secondary data is always reviewed carefully in light of other local factors revealed through the primary research that may have an impact on the analysis. The result is a custom report that provides the Client with information that is timely and locally pertinent.

Our work approach will draw on our experience and expertise in conducting housing studies on behalf of public entities and private developers.

Maxfield Research and Consulting, LLC routinely completes over 100 housing studies annually and is a market leader on housing research and consulting in the Upper Midwest.



WHY MAXFIELD RESEARCH?

We Know Virginia and Northern Minnesota

- **Benefit:** Our past experience in Virginia and throughout Northern Minnesota and the Iron Range will allow us to work efficiently.

Housing Inventory

- **Benefit:** Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the State of Minnesota

Experience Counts

- **Benefit:** Committed team of senior-level leaders; the team members dedicated to this project have a combined 70-plus years of experience and have completed numerous Comprehensive Housing Studies over the past two years

Local Knowledge - National Experience

- **Benefit:** Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- **Benefit:** We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- **Benefit:** We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- **Benefit:** Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- **Benefit:** Hands-on field work and telephone surveys/interviews, combined with the analysis of the Census and other data to gain the most information possible.

Proven Methodologies & Results Oriented

- **Benefit:** Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

RESEARCH STAFF



Mary Bujold, CRE, President, Maxfield Research and Consulting, LLC, will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has over thirty years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies.



Mr. Matt Mullins, Vice President, brings over 20 years of real estate consulting and advisory service experience to the project and will serve as the project manager. Mr. Mullins will oversee the project timeline and be responsible for the execution of the project's work program. Mr. Mullins will work closely with Maxfield staff to complete all tasks associated with the study. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including projects completed for the communities of Hutchinson, New Ulm, Big Lake, Owatonna, and Olmsted County. Mr. Mullins is currently working on housing needs assessments for the Cities of St. Louis Park and Lakeville, as well as kicking off Hibbing, Minnesota and several private-sector apartment projects throughout Minnesota.



Mr. Joe Hollman, Senior Associate, would assist Mr. Mullins on the project as a principal analyst. With over 20 years of experience, Mr. Hollman would be responsible for completing a portion of the data gathering, preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent research studies that focused on the demand for residential and commercial real estate, including comprehensive housing studies for the Minnesota communities of Maple Grove, Goodhue County, and Fillmore County. Mr. Hollman is currently working on a comprehensive housing needs analysis for Hackensack, Minnesota.

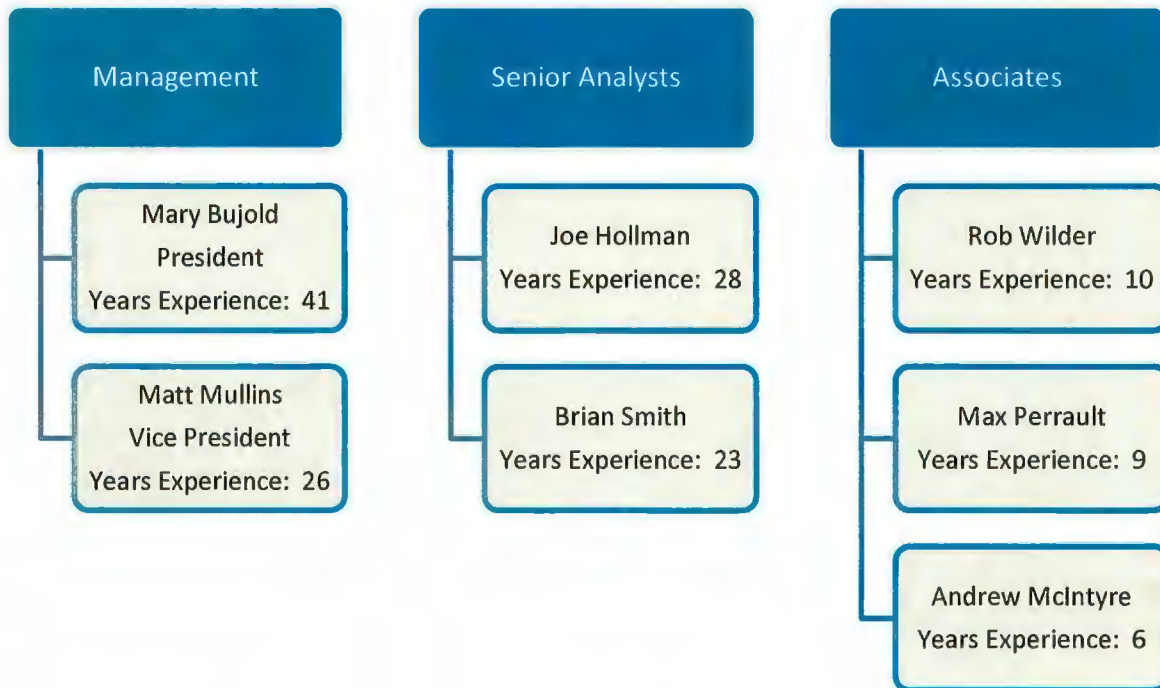


Mr. Andrew McIntyre, Research Associate, will provide data gathering services for this project. Mr. McIntyre will be responsible for compiling demographic and employment data, gathering base market information and GIS mapping. Mr. McIntyre has assisted on several comprehensive housing needs analyses during his tenure with Maxfield Research and Consulting, LLC, including studies for the Cities of St. Cloud, Edina, Owatonna, and Cokato, Minnesota and is currently working on a market analysis for a potential rental housing development in Woodbury, Minnesota.

Consultant's Name: Maxfield Research and Consulting, LLC
Year Established: 1983
Type of Ownership: LLC
Federal ID Number: 41-1463801
Employees: 7

Primary Contact:
Mr. Matt Mullins
Vice President
Maxfield Research and Consulting, LLC
2823 Hamline Avenue North
Roseville, MN 55113
Mobile: 612.281.6729
email: mmullins@maxfieldresearch.com
www.maxfieldresearch.com

**Maxfield Research and Consulting, LLC
Organization Chart**



SCOPE AND COST OF SERVICES – Comprehensive Housing Needs Analysis

A. Project Kickoff Meeting/Field Work

1. Meet with representatives of the City of Virginia and other stakeholders to review project goals and objectives. Refine work program if required. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time.
2. Conduct a windshield survey of the housing stock in the City.
3. Data will be provided for comparison purposes to other communities similar to Virginia. Peer communities will be discussed during the kick-off meeting.

B. Review of Past Studies/Planning Documents

1. Obtain information on past housing studies/planning documents, ordinances, or other research reports with information pertinent to the assignment. Identify relevant information and address how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

C. Demographic Analysis

1. Identify a housing draw area for the City of Virginia.
2. Examine population and household growth trends and projections to 2035.
3. Examine demographic information on:
 - a) Population age distribution
 - b) Persons per household (household size)
 - c) Household incomes by age of householder
 - d) Household incomes by tenure
 - e) Household net worth
 - f) Household tenure
 - g) Household tenure by age of householder
 - h) Household tenure by household size
 - i) Household type
 - j) Diversity/ethnicity/culture
4. Present information on mobility trends.
5. Summarize links between the demographic profile and housing demand.
6. Discuss the implications of the findings on housing demand in Virginia.

D. Employment Trends

1. Examine local data on resident employment (based on place of residence).
2. Examine local data on covered employment (based on location of jobs).
3. Provide data on jobs by NAICS industry sector.
4. Identify major employers.
5. Identify commuting patterns of area workers.

- a) Place of residence vs. place of employment
- b) Wage ranges
- c) Demographic characteristics
6. Project job growth to 2035. Analyze any business expansions/contractions and their effect on the local housing market.
7. Interview economic development specialists, major employers, and local officials regarding major employment changes and other issues that may impact long-term employment growth (i.e. adequate supply of workforce housing).
8. Discuss the implications of the findings on housing demand in Virginia.

E. Housing Characteristics & Condition

1. Compile statistics on the age of the housing stock in the Market Area.
2. Compile residential building permit data by type of housing to the most current available figures for Virginia.
3. Analyze U.S. Census and American Community Survey (ACS) findings collected between 2010 and 2020 (or most current data). Compile the following:
 - a) Renter-occupied units by contract rent
 - b) Owner-occupied housing units by value
 - c) Owner-occupied housing units by mortgage status
 - d) Housing units by structure types and occupancy status
4. Review housing market value data from City/County tax records (if available) or ACS.
5. Estimate seasonal housing units via 3rd party sources and/or county assessor databases.
6. Interview area housing professionals and other local governmental staff regarding housing conditions, economic development trends, and other factors that affect the local housing market.
7. Based on the windshield survey of the housing stock in the City, comment on properties or neighborhoods with code enforcement concerns and other substandard housing issues that have undesirable housing conditions. Identify the residential land supply in the City and its impact on potential housing production (data to be provided by Client).
8. Discuss the implications of the findings on housing demand in the City of Virginia.

F. For-Sale Housing Market Analysis

1. Collect data on detached single-family and multifamily (i.e. twin homes, townhomes, condominiums) housing resale values; examine price distribution and average/median sale price of home resales in Virginia and the draw area (Note: this may require assistance from the city or county assessor).
2. Analyze data on the inventory and list price of homes currently for sale in the area.
3. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twin homes, etc.) in Virginia and the surrounding area.

4. Analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For any condominium or cooperative products, provide data on building and unit amenities and common areas.
5. Identify the residential lot supply in Virginia and the impact on potential housing production. Present data on vacant lots by year platted, subdivision, pricing, etc.
6. Interview real estate sales agents, developers, and builders to assess the strength of the for-sale housing market, buyer profiles, the impact of foreclosures/short sales on the market, desired housing types and price range, and unmet market niches.
7. Identify pending for-sale housing developments in the Market Area and discuss the likely impact of these developments on the housing market.
8. Based on a windshield survey of homes in the City as well as interviews with City staff and Realtors to discuss the overall condition of the owner-occupied housing stock in the Virginia.

G. General Occupancy Rental Market Analysis

1. Survey larger (eight units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/low income), workforce housing (80% to 120% of AMI) and market rate developments in the Market Area. Map locations of the multifamily housing stock.
2. Analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, rents per foot, unit types/sizes and features, common area amenities, and resident profiles.
3. Sample short-term stay rental options from 3rd party websites such as VRBO, HomeAway, AIR BNB, etc.
4. Inventory pending (planned or under construction) rental developments in Virginia and assess their potential impact on the market.
5. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in the City. Identify appropriate rental rates and the target markets for new rental construction in the community.

H. Senior Housing Market Analysis

- I. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments. Projects will include rental and for-sale active adult, independent living, assisted living, and memory care senior housing developments.
- J. Map locations of the senior housing stock.
- K. Analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
- L. Inventory pending senior developments in Virginia and the draw area and assess their potential impact on the market.
- M. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing in Virginia.

I. Housing Affordability

1. Review and present income limits, maximum gross rents, and fair market rents by household size in St. Louis County.
2. Based on income guidelines, present maximum rents based on household size and Area Median Income.
3. Based on the average rents by unit type from the *General Occupancy Rental Market Analysis Section*, present information on income-qualified renter households.
4. Based on the median home resale value from the *For-Sale Housing Market Analysis Section*, present information on income-qualified owner households.
5. Identify the number of cost burdened households (i.e. households paying more than 30% of their income on housing) in Virginia and the draw area. Present cost burdened information for renters and owners.
6. To the extent data is available, evaluate housing voucher program in Virginia and present information on historic housing vouchers; both ported in and in the City.

J. Conclusions and Recommendations

1. Quantify demand for housing (subsidized, affordable, and market rate) in Virginia and the draw area through 2035 based on employment and household growth projections, pent-up demand, turnover/mobility, and estimated replacement needs. Demand calculations will be provided for general occupancy for-sale housing, general occupancy rental housing, and senior housing.
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential unmet market niches and deficiencies in the current market.
4. Based on lot supply and absorption trends, discuss the current land supply and whether more lots should be platted to meet projected demand.
5. Suggest an appropriate housing mix by product type (rental, ownership, and senior) and price point and discuss the target markets for each.
6. Suggest appropriate development concepts in the short-term (developments needed by 2028) and long-term (2029 to 2035), including number of units, unit mix, sizes, sale prices or monthly rents, and in-unit features and common area amenities.
7. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Virginia. In addition, identify recommended housing products that will not be financially viable without city incentives such as TIF, tax abatement, free land, etc.
8. Discuss housing programs and resources that may be administered by the City to help achieve housing goals (i.e. home improvement loans, energy and environmental sustainability, fix-up funds, first-time home buyer classes, etc.).
9. Comment on overall housing stock condition from windshield surveys and comment on neighborhoods with elevated levels of deferred maintenance.
10. Together with City of Virginia and/or HRA staff, identify sites that may support future housing development.
11. Review current programs provided by the City and provide information on successful programs offered at other communities similar to Virginia.

12. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development/redevelopment in the City.

K. Meetings and Client Contact

1. One kick-off meeting with Client (in person at the time the windshield survey of the community is conducted or via conference call/video call).
2. Check-in calls with Client as necessary.
3. Review of the Draft analysis (via conference call or video conference) that would address report findings.
4. Formal presentation to appropriate governing body.
5. Report Preparation.

Cost for Comprehensive Housing Needs Analysis (Staff Time)

\$18,750.00

GIS MAPPING

Maxfield Research and Consulting, LLC will present key data visually and spatially through GIS mapping. However, Maxfield Research will require assistance from the Client to obtain parcel level data and the City/County assessor database. We will provide a detailed data request list that will outline the mapping and data needs.

COST PROPOSAL

The work outlined under the Scope of Services for the **Comprehensive Housing Needs Analysis** will be performed for Eighteen Thousand Seven Hundred Fifty Dollars (\$18,750.00), including out-of-pocket expenses, postage, data purchases, and an electronic PDF version. Travel expenses (mileage, meals, hotel, etc.) will be billed at our direct cost and should not exceed \$1,200.00. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time (\$65 to \$160).

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research and Consulting, LLC staff assigned to the project.

FEE PROPOSAL COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR VIRGINIA, MINNESOTA							
Project Task	Maxfield Research and Consulting, LLC Staff					Cost by Task	
	President	Vice-President	Sr. Analyst	Associate	Support	Total	Total
A. Project Kick-off & Windshield Survey	0	0	8	0	0	8	\$1,200
B. Review of Past Studies	0	0	0	2	0	2	\$170
C. Demographic Analysis	0	2	6	8	0	16	\$1,900
D. Employment Trends	0	2	4	8	0	14	\$1,600
E. Housing Characteristics and Condition	0	2	2	8	0	12	\$1,300
F. For-Sale Housing Market Analysis	0	12	0	8	0	20	\$2,600
G. General Occupancy Rental Analysis	0	2	2	16	0	20	\$1,980
H. Senior Housing Market Analysis	0	2	4	10	0	16	\$1,770
I. Housing Affordability	0	2	2	8	0	12	\$1,300
J. Special Needs Housing	0	0	0	0	0	0	\$0
K. Conclusions and Recommendations	2	10	6	4	0	22	\$3,160
L. Meetings and Report Preparation	0	6	0	2	2	10	\$1,260
M. Mapping & GIS	0	0	0	6	0	6	\$510
Total Hours	2	40	34	80	2	158	
(times) Hourly Rate	\$160	\$160	\$150	\$85	\$65		
Total Cost for Staff Time	\$320	\$6,400	\$5,100	\$6,800	\$130	\$18,750	
(Plus) Travel Cost (estimate)*							\$1,200
Total Cost for Staff Time plus Travel	\$320	\$6,400	\$5,100	\$6,800	\$130	\$19,950	

*Mileage billed at the standard IRS rate of \$0.625 per mile (2022 rate)

**Printing cost billed at our direct cost estimated at \$125 per copy.

WORK PRODUCT

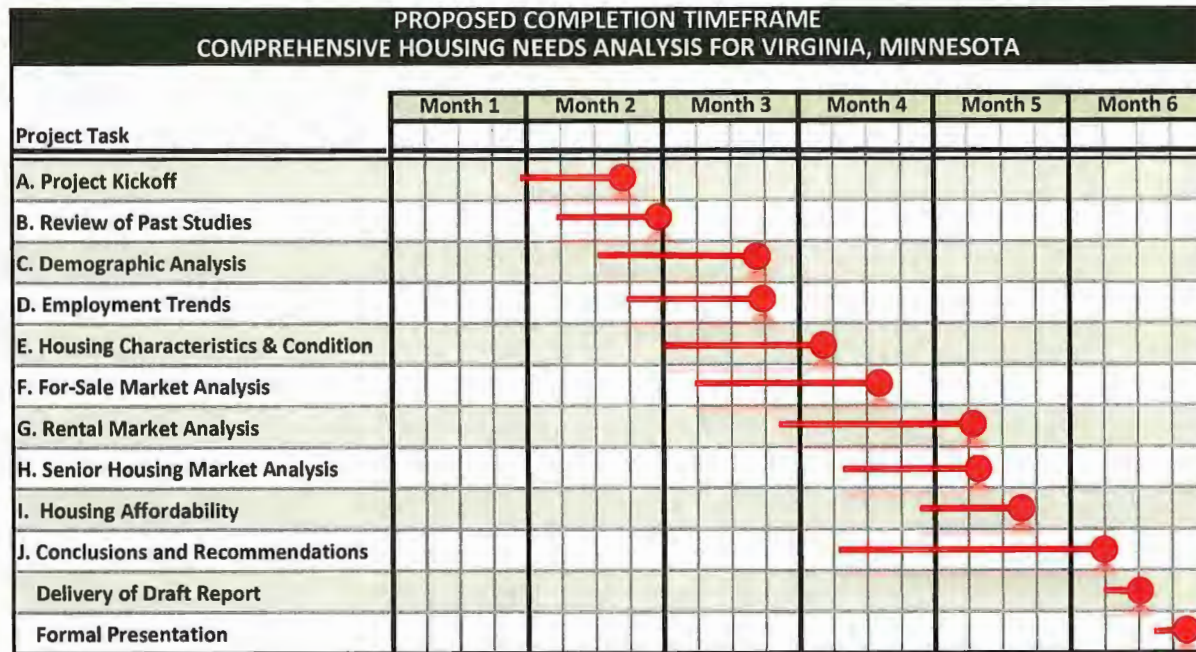
Findings will be presented in an electronic PDF format. Bound copies are optional and would be billed at our direct printing cost estimated at \$125 per copy.

The Comprehensive Housing Needs Analysis is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 180 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.



Any meeting time or additional research requested by the Client beyond that outlined in the above Scope of Services will be billed in addition at our standard hourly rates for staff time which range from \$55.00 to \$160.00 per hour.

PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement.

We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting, LLC.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2023.

MAXFIELD RESEARCH AND CONSULTING, LLC

CITY OF VIRGINIA



Matt Mullins
Vice President

(Signature of Authorized Signer)

By: _____
(Print Name of Authorized Signer)

Its: _____
(Print Title of Authorized Signer)

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting, LLC

- 1. Comprehensive Housing Needs Analysis for Two Harbors, Minnesota** **2022**
Client: City of Two Harbors
Contact: Jennifer Sterbenz, (218) 834-8804, jsterbenz@twoharborsmn.gov
- 2. Comprehensive Housing Needs Assessment for Waseca, Minnesota** **2021**
Client: City of Waseca
Contact: Mike Anderson, (507) 835-9741, mikea@ci.waseca.mn.us
- 3. Comprehensive Housing Needs Analysis for Marshall, Minnesota** **2021**
Client: Marshall Economic Development Authority
Contact: Lauren Deutz, (507) 337-9013, lauren.deutz@ci.marshall.mn.us
- 4. Comprehensive Housing Needs Analysis for Goodhue County, Minnesota** **2020**
Client: Goodhue County Economic Development Authority
Contact: Ron Zeigler, (507) 867-3164, ron.zeigler@cedausa.com
- 5. Comprehensive Housing Needs Analysis for Olmsted County, Minnesota** **2020**
Client: Olmsted County | Rochester Area Foundation
Contact: Jeremy Emmi, (507) 282-0203, jeremy@rochesterarea.org
- 6. Comprehensive Housing Needs Analysis for Luverne, Minnesota** **2019**
Client: Luverne Economic Development Authority
Contact: Holly Sammons, (507) 449-5033, hsammons@cityofluverne.org
- 7. Comprehensive Housing Needs Analysis for St. Cloud, Minnesota** **2019**
Client: City of St. Cloud
Contact: Matt Glaesman, (320) 650-3110, matt.glaesman@ci.stcloud.mn.us
- 8. Update of Comprehensive Housing Needs for the City of Moorhead, Minnesota** **2017**
Client: City of Moorhead
Contact: Lisa Bode, (218) 299-5434
- 9. Comprehensive Housing Market Analysis for Grand Rapids, Minnesota** **2014**
Client: Itasca County Housing Institute Team
Contact: Diane Larson, (218) 326-77978, diane@itascacountyhra.org
- 10. Housing Market Analysis and Demand Estimates for Hibbing, Minnesota** **2010**
Client: Hibbing HRA
Contact: Anita Provinzino, No Longer at HRA
Current Contact: Jackie Prescott, (218) 312-9816, jaqueline.Prescott@Virginiakra.org

—APPENDIX—



Maxfield

Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 35 years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

WHAT WE DO

- ◆ **Residential**—Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.
- ◆ **Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects.
- ◆ **Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.
- ◆ **Special**—Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.
- ◆ **Consulting Services**—Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.

OUR STAFF

Mary Bujold, President
Matt Mullins, Vice President
Joe Hollman, Senior Research Associate
Brian Smith, Senior Research Associate
Andrew McIntyre, Research Associate
Max Perrault, Research Associate
Rob Wilder, Research Associate



Maxfield

Research & Consulting

Breaking Ground since 1983



Mary Bujold
President

GENERAL BACKGROUND

Mary has over 35 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.

EDUCATION

Bachelor of Arts in Business Administration
Marquette University
Masters of Business Administration
University of Minnesota

PROFESSIONAL DESIGNATIONS AND APPOINTMENTS

Counselors of Real Estate (CRE)
CRE Board of Directors
CRE Budget & Finance Committee
CRE Minneapolis Chapter Chair
Housing Development Committee-Project for Pride in Living

PROFESSIONAL ORGANIZATIONS

Counselors of Real Estate (CRE)
National Association of Realtors (NAR)
Minnesota Association of Realtors (MAR)
Minneapolis Area Association of Realtors (MAAR)
National Historic Trust – Main Street Center
Sensible Land Use Coalition
Lambda Alpha International (LAI)

EXPERIENCE

- ◆ *Large-scale Redevelopment*
- ◆ *Master-planned Communities*
- ◆ *Rental Housing*
- ◆ *Condominium Housing*
- ◆ *Senior Housing*
- ◆ *Student Housing*
- ◆ *Financial Institutions*
- ◆ *Expert Testimony and Litigation Support*
- ◆ *Comprehensive Housing Needs*
- ◆ *Retail Analysis*
- ◆ *Downtown Revitalization*
- ◆ *Industrial Analyses*
- ◆ *Fiscal Impact Analyses*

CONTACT INFORMATION

2823 Hamline Avenue North
Roseville, MN 55113
(Office) 612-904-7977 (Fax) 612-904-7979
Email: mbujold@maxfieldresearch.com
www.maxfieldresearch.com



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Research & Consulting

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GENERAL BACKGROUND

Matt Mullins brings over 20 years of real estate consulting and advisory service experience to Maxfield Research & Consulting. Matt has managed and directed real estate analysis projects locally, regionally, and nationally for a broad spectrum of private and public sector clients. Matt's experience canvasses a variety of real estate and land use types, including: single-family and multifamily housing, commercial, industrial, mixed-use, hospitality, entertainment, tourism, transit-oriented developments, among others.

Matt is a trusted adviser whom industry leaders regularly rely on for forthright insight into the real estate market. Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his strategic research and consulting responsibilities, Mr. Mullins manages and implements business development strategies and marketing initiatives for Maxfield. Furthermore, he oversees and mentors other Maxfield advisors. Mr. Mullins joined Maxfield Research in January 2003. Matt's previous experience was as a consultant for other nationally and globally based advisory service firms providing real estate advisory services.

EDUCATION

Bachelor of Arts in Urban Studies & Geography
St. Cloud State University
Mini-Masters in Real Estate Development
Mini-Masters in Investment Real Estate
University of St. Thomas

EXPERIENCE

- ◆ Highest & Best Use Studies
- ◆ Comprehensive Housing
- ◆ Apartments & Condominiums
- ◆ Senior Housing & Retirement Communities
- ◆ Redevelopment and Adaptive Reuse
- ◆ Master-planned Communities
- ◆ Single-family Subdivisions
- ◆ Condominiums & Townhomes
- ◆ Retail, Commercial, & Industrial
- ◆ Hospitality & Conference Centers
- ◆ Golf Courses & Marinas
- ◆ Mixed-use Development
- ◆ Transit-oriented Development (TOD)
- ◆ Resort & Second Home Communities
- ◆ Student Housing
- ◆ Financial Analyses



Matt Mullins
Vice President

PROFESSIONAL ORGANIZATIONS

- Urban Land Institute (ULI)
- Sensible Land Coalition (SLUC)
- National Association of Realtors (NAR)
- Minnesota Association of Realtors (MAR)
- Minneapolis Association of Realtors (MAAR)
- Builders Association of the Twin Cities (BATC)
- Builders Association of Minnesota (BAM)
- National Association of Home Builders (NAHB)

REGISTRATION AND LICENSURE

Licensed Real Estate Broker in the State of Minnesota

CONTACT INFORMATION

2823 Hamline Avenue North
Roseville, MN 55113
(Mobile) 612-281-6729
mmullins@maxfieldresearch.com
www.maxfieldresearch.com



<http://www.linkedin.com/in/mattmullins>



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GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has over 25 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.

EDUCATION

Bachelor of Science in Geography
University of Wisconsin at La Crosse

EXPERIENCE

- ◆ *Retail, Office and Industrial Real Estate*
- ◆ *Redevelopment*
- ◆ *Hotel Feasibility*
- ◆ *Market Rate Rental Housing*
- ◆ *Affordable Rental Housing*
- ◆ *Market Potential Analyses*
- ◆ *Comprehensive Housing Needs Analyses*
- ◆ *Amphitheaters*
- ◆ *Senior Housing*
- ◆ *Age-restricted active adult communities*
- ◆ *Detached Single-Family Housing*
- ◆ *Condominiums*



Joe Hollman
Senior Associate

CONTACT INFORMATION

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(Office) 612-904-7973 (Fax) 612-904-7979
Email: jhollman@maxfieldresearch.com
www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

Andrew joined Maxfield Research and Consulting in September 2018 as a Research Associate. His professional experience prior to Maxfield includes positions with city and county government in planning and economic development as well as in the private sector providing market research, demographic analysis and site selection.

His skills and knowledge of both the public and private sectors has helped him complete in depth studies for numerous public entities and developers.

Andrew has completed studies in a variety of geographic contexts including urban, suburban, exurban, and rural locations. Specific metropolitan areas he has study experience in include the Twin Cities, Des Moines, Sioux Falls, and Fargo-Moorhead. Overall, Andrew has worked on projects in the following states: Minnesota, Iowa, South Dakota, North Dakota, Wisconsin, and Wyoming.

In addition to his work in communities throughout the US, Andrew also has an interest in development abroad, a result of his education and study abroad experiences in South Africa and Western Europe.

EDUCATION

Bachelor of Arts in Political Science and History
Concentration in Africa and the Americas
St. Olaf College

Master of Urban and Regional Planning ([Capstone Project](#))

Graduate Certificate in African Studies
University of Michigan

Professional Organizations

- *Urban Land Institute (ULI)*
- *Young Professionals of Minneapolis (YPM)*



Andrew McIntyre
Research Associate

EXPERIENCE

- ◆ *Planning and Demographic Analysis*
- ◆ *GIS Mapping*
- ◆ *Market Research and Site Selection*
- ◆ *Community Needs Assessments*
- ◆ *Permanent Supportive Housing Market Assessments*
- ◆ *Housing Market Analysis*
- ◆ *Market Rate Rental Housing*
- ◆ *Tax Credit and Affordable Rental Housing*
- ◆ *Senior Housing and Retirement Communities*
- ◆ *Storage Facilities*
- ◆ *Market Segmentation*

CONTACT INFORMATION

2823 Hamline Ave N
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612-338-0012

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Maxfield
Research & Consulting

COMPREHENSIVE HOUSING

Real Estate Research
Providing Comprehensive
Market Information
for the Public-Sector

Maxfield Research & Consulting has been a leader in the Comprehensive Housing Market Study industry for over three decades.

We provide the framework and market knowledge to guide housing development in your community. Our experts are leaders in comprehensive housing analyses across the Midwest and nationwide. The findings we provide create a basis for community leaders, stakeholders, and decision makers to guide future efforts in their respective community when addressing housing needs. Our relationships with developers, builders, investors, real estate professionals, and other professionals in the private sectors allow us to merge the wants and needs of the private and public sectors. With boots on the ground field work and real-time analysis on the local housing market, we provide market driven realities and action-oriented strategies for our clients.

Local • Regional • National

WHY MAXFIELD RESEARCH & CONSULTING?

We provide a holistic approach to comprehensive housing needs through our:

Local Knowledge and
National Expertise

Full-Service Real Estate
Advisory Firm Capabilities

Housing Inventory and
Proprietary Housing Data

On the Ground Field Research

Builder/Developer Relationships

Comprehensive Approach

Efficient Knowledge Base

Committed and Experienced
Team Members

Proven Methodologies and
Results Oriented Process

WHAT WE DO

Maxfield provides insight and solutions to key considerations in the comprehensive housing market.



Competitive Analysis



Product/Service Optimization



Site Optimization



Business Cycle Assessment



Highest & Best Use



Risk Reduction



Market Saturation



Red Flags

ACTION-ORIENTED ANALYSIS

Your key to a successful housing assessment is accurate and real-time market information. Our specialized division has developed a successful methodology to accurately measure market demand across all housing types. We also maintain a proprietary database tracking housing products and development since the mid-1980s.

Our analysis will enable you to make big decisions with confidence, reduce project risk, and maximize development opportunities. In addition to comprehensive economic, demographic and market reviews, we consider the human factor in our analyses.

Outcome Results May Include:

- Critiques of Proposed Development Concepts
- Housing concept recommendations
- Marketing Positioning/Strategies
- Site Selection
- Absorption Estimates
- GIS Mapping
- Highest and Best Use
- Land Use Refinements

Benefits Include:

- Guiding policy-making decisions
- Providing a framework for the Comprehensive Planning process
- Soliciting interest from the building industry
- Defining strategic housing priorities
- Due diligence for local banks and lending institutions
- Fundraising for housing programs and grants

Additional Service Options Include:

- Developer Round Tables
- Focus Groups
- Housing Surveys
- Stakeholder Interviews
- Housing Program Reviews
- Peer City Analysis
- GIS Mapping
- Builder/Developer Referrals



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Email: info@MaxfieldResearch.com

MaxfieldResearch.com

#2

PIONEER CRITICAL POWER

LOCATIONS WITH NO EXISTING MAINT CONTRACTS	3 YEAR CONTRACT	2 YEAR CONTRACT	1 YEAR CONTRACT
VPW GARAGE	\$ 3,287.04	\$ 2,148.12	\$ 1,053.00
LIFT STATIONS			
13TH ST LIFT	\$ 4,070.57	\$ 2,660.16	\$ 1,304.00
FINNTOWN LIFT	\$ 3,567.99	\$ 2,331.72	\$ 1,143.00
HWY 135 LIFT	\$ 3,567.99	\$ 1,158.40	\$ 1,143.00
SILVER LAKE LIFT	\$ 4,070.57	\$ 2,660.16	\$ 1,304.00
PILLSBURY LIFT	\$ 3,802.11	\$ 2,484.72	\$ 1,218.00
ROTARY PARK LIFT	\$ 3,802.11	\$ 2,484.72	\$ 1,218.00
WWTP	\$ 5,387.88	\$ 3,521.04	\$ 1,726.00
PROPOSED TOTALS - PW, LIFT, WWTP	\$ 31,556.26	\$ 19,449.04	\$ 10,109.00

RENEWING CONTRACTS IN 2023	3 YEAR CONTRACT APR 2023-APR 2026
FIRE DEPARTMENT	\$ 3,287.04
CITY HALL	\$ 2,856.26
RENEWAL TOTAL	\$ 6,143.30

CITY WIDE TOTALS	\$ 37,699.56
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ANNUAL VISIT	SEMI-ANNUAL VISIT	MANUFACTURER RECOMMENDATIONS*
<ul style="list-style-type: none"> • 50 point pre-run inspection • 25 point physical inspection • 38 point loaded running inspection • Battery Charging System • Cooling System Inspection • Electronic Field Service Reports • Enclosure inspection • Engine Mechanics • Exhaust System • Fuel Filter Change • Fuel System • Inspect Louver Operation • Oil Analysis • Oil and Filter Change • Safety Shutdowns • Transfer Switch Inspection • Verify Utility Power and Phase Matching • Wiring 	<ul style="list-style-type: none"> • <i>50 point pre run inspection</i> • <i>12 point physical inspection</i> • <i>38 point loaded running inspection</i> • <i>Battery Charging System</i> • <i>Cooling System Inspection</i> • <i>Electronic Field Service Reports</i> • <i>Enclosure inspection</i> • <i>Engine Mechanics</i> • <i>Exhaust System</i> • <i>Fuel System</i> • <i>Inspect Louver Operation</i> • <i>Safety Shutdowns</i> • <i>Transfer Switch Inspection</i> • <i>Verify Utility Power and Phase Matching</i> • <i>Wiring</i> 	<ul style="list-style-type: none"> • Air Filter Change (Recommended As Needed) • Battery Replacement (Recommended Every (3) Three Years) • Coolant Flush (Recommended Every Three (3) Years) • Fuel Analysis (Recommended Annually *Diesel units only*) • Fuel Conditioning (Recommended Annually or as Fuel Analysis Shows Necessary) • Two (2) Hour Load Bank (Recommended Bi-Annually or to NFPA Compliance) <p><i>* Typical Manufacturer Recommendations will only be completed when proposed by a technician and approved by the customer</i></p>



Date of Quote: 4/13/2023

Quote Expires: 30 Days

Generator: Generac 24kW (NG) Model: NEEDED Serial: NEEDED

Location: 1901 S 13th St, Virginia, MN 55792

Attn: Kris Marafioti/Kurt Kesanen

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$568.00	Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$568.00	Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$568.00	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$503.36 Annual: \$591.76 Load Bank: \$568.00	Semi-annual: \$503.36 Annual: \$591.76 Load Bank: \$568.00		
Semi-annual: \$523.49 Annual: \$615.43 Load Bank: \$568.00			
3-Yr Total No Load Bank: \$3,287.04	2-Yr Total No Load Bank: \$2,148.12	1-Yr Total No Load Bank: \$1,053.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$4,991.04	2-Yr Total w/ Load Bank: \$3,284.12	1-Yr Total w/ Load Bank: \$1,621.00	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Cummins 100kW (NG) Model: GGHH-5755196 Serial: C060898081

Location: 13th Street South/7th Ave West, Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$625.04 Annual: \$731.12 Load Bank: \$652.00	Semi-annual: \$625.04 Annual: \$731.12 Load Bank: \$652.00		
Semi-annual: \$650.04 Annual: \$760.36 Load Bank: \$652.00			
3-Yr Total No Load Bank: \$4,070.57	2-Yr Total No Load Bank: \$2,660.16	1-Yr Total No Load Bank: \$1,304.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$6,026.57	2-Yr Total w/ Load Bank: \$3,964.16	1-Yr Total w/ Load Bank: \$1,956.00	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Kohler 60kW (NG) Model: 60RZG Serial: 2156218

Location: 3rd Ave W/1st St. North, Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$607.20	Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$607.20	Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$607.20	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$550.16 Annual: \$638.56 Load Bank: \$607.20	Semi-annual: \$550.16 Annual: \$638.56 Load Bank: \$607.20		
Semi-annual: \$572.17 Annual: \$664.10 Load Bank: \$607.20			
3-Yr Total No Load Bank: \$3,567.99	2-Yr Total No Load Bank: \$2,331.72	1-Yr Total No Load Bank: \$1,143.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$5,389.59	2-Yr Total w/ Load Bank: \$3,546.12	1-Yr Total w/ Load Bank: \$1,750.20	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Generac 35kW (NG) Model: SG35 Serial: 3001654425

Location: Hwy 135/Hwy 53 Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$579.20	Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$579.20	Semi-annual: \$529.00 Annual: \$614.00 Load Bank: \$579.20	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$550.16 Annual: \$638.56 Load Bank: \$579.20	Semi-annual: \$550.16 Annual: \$638.56 Load Bank: \$579.20		
Semi-annual: \$572.17 Annual: \$664.10 Load Bank: \$579.20			
3-Yr Total No Load Bank: \$3,567.99	2-Yr Total No Load Bank: \$1,158.40	1-Yr Total No Load Bank: \$1,143.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$5,305.59	2-Yr Total w/ Load Bank: \$3,490.12	1-Yr Total w/ Load Bank: \$1,722.20	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Kohler 100kW (NG) Model: 100RZ02 Serial: 370366

Location: 3rd Street South/9th Ave West, Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Semi-annual: \$601.00 Annual: \$703.00 Load Bank: \$652.00	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$625.04 Annual: \$731.12 Load Bank: \$652.00	Semi-annual: \$625.04 Annual: \$731.12 Load Bank: \$652.00		
Semi-annual: \$650.04 Annual: \$760.36 Load Bank: \$652.00			
3-Yr Total No Load Bank: \$4,070.57	2-Yr Total No Load Bank: \$2,660.16	1-Yr Total No Load Bank: \$1,304.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$6,026.57	2-Yr Total w/ Load Bank: \$3,964.16	1-Yr Total w/ Load Bank: \$1,956.00	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Onan 45kW (Diesel) Model: GGFC-3387734 Serial: B000058770

Location: 16th Street North/11th Ave W Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$590.40	Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$590.40	Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$590.40	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$549.12 Annual: \$717.60 Load Bank: \$590.40	Semi-annual: \$549.12 Annual: \$717.60 Load Bank: \$590.40		
Semi-annual: \$571.08 Annual: \$746.30 Load Bank: \$590.40			
3-Yr Total No Load Bank: \$3,802.11	2-Yr Total No Load Bank: \$2,484.72	1-Yr Total No Load Bank: \$1,218.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$5,573.31	2-Yr Total w/ Load Bank: \$3,665.52	1-Yr Total w/ Load Bank: \$1,808.40	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Cummins 35KW (NGI) Model: C36 N6 Serial: G140708362

Location: 4th Street North/North 10th Ave West, Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$579.20	Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$579.20	Semi-annual: \$528.00 Annual: \$690.00 Load Bank: \$579.20	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$549.12 Annual: \$717.60 Load Bank: \$579.20	Semi-annual: \$549.12 Annual: \$717.60 Load Bank: \$579.20		
Semi-annual: \$571.08 Annual: \$746.30 Load Bank: \$579.20			
3-Yr Total No Load Bank: \$3,802.11	2-Yr Total No Load Bank: \$2,484.72	1-Yr Total No Load Bank: \$1,218.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$5,539.71	2-Yr Total w/ Load Bank: \$3,643.12	1-Yr Total w/ Load Bank: \$1,797.20	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____

Date _____

Printed _____

Title _____



Date of Quote: 4/17/2023

Quote Expires: 30 Days

Generator: Onan 400kW (Diesel) Model: Unable to read Serial: G000128865

Location: 1204 Southern Drive, Virginia, MN 55792

Attn: Kris Marafioti

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$ 672.00 Annual: \$1,054.00 Load Bank: \$ 988.00	Semi-annual: \$ 672.00 Annual: \$1,054.00 Load Bank: \$ 988.00	Semi-annual: \$ 672.00 Annual: \$1,054.00 Load Bank: \$ 988.00	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$ 698.88 Annual: \$1,096.16 Load Bank: \$ 988.00	Semi-annual: \$ 698.88 Annual: \$1,096.16 Load Bank: \$ 988.00		
Semi-annual: \$ 726.84 Annual: \$1,140.01 Load Bank: \$ 988.00			
3-Yr Total No Load Bank: \$5,387.88	2-Yr Total No Load Bank: \$3,521.04	1-Yr Total No Load Bank: \$1,726.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$8,351.88	2-Yr Total w/ Load Bank: \$5,497.04	1-Yr Total w/ Load Bank: \$2,714.00	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3.5% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____

Date _____

Printed _____

Title _____



Date of Quote: 4/13/2023

Quote Expires: 30 Days

Generator: Generac 35kW (NG) Model: 13413700100 Serial: 2112390

Location: 115 4th Ave North, Virginia, MN 55792

Attn: Kris Marafioti/Kurt Kesanen

Service Level: **Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit**

Service Description: Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$579.20	Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$579.20	Semi-annual: \$484.00 Annual: \$569.00 Load Bank: \$579.20	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$503.36 Annual: \$591.76 Load Bank: \$579.20	Semi-annual: \$503.36 Annual: \$591.76 Load Bank: \$579.20		
Semi-annual: \$523.49 Annual: \$615.43 Load Bank: \$579.20			
3-Yr Total No Load Bank: \$3,287.04	2-Yr Total No Load Bank: \$2,148.12	1-Yr Total No Load Bank: \$1,053.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$5,024.64	2-Yr Total w/ Load Bank: \$3,306.52	1-Yr Total w/ Load Bank: \$1,632.20	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____ Date _____

Printed _____ Title _____



Date of Quote: 4/13/2023

Quote Expires: 30 Days

Generator: Generac 8kW (NG) Model: G0062370 Serial: 3000147906

Location: 327 1st Street South, Virginia, MN 55792

Attn: Kris Marafioti/Kurt Kesanen

Service Level: Silver Level Maintenance Standards - Two (2) Visits Per Year which includes 1 Load Bank (2 HR), a Semiannual & an Annual Visit

Service Description Preventative Maintenance Services to be performed per the schedule set-forth. Maintenance Standards and Additional Terms and Conditions details below.

3-YR Agreement	2-YR Agreement	1-YR Agreement	Approx Service Dates
Semi-annual: \$484.00 Annual: \$431.00 Load Bank: \$551.20	Semi-annual: \$484.00 Annual: \$431.00 Load Bank: \$551.20	Semi-annual: \$484.00 Annual: \$431.00 Load Bank: \$551.20	Mo/Yr. TBD Mo/Yr. TBD
Semi-annual: \$503.36 Annual: \$484.24 Load Bank: \$551.20	Semi-annual: \$503.36 Annual: \$484.24 Load Bank: \$551.20		
Semi-annual: \$523.49 Annual: \$466.17 Load Bank: \$551.20			
3-Yr Total No Load Bank: \$2,856.26	2-Yr Total No Load Bank: \$1,866.60	1-Yr Total No Load Bank: \$915.00	
initials _____	initials _____	initials _____	
3-Yr Total w/ Load Bank: \$4,509.86	2-Yr Total w/ Load Bank: \$2,969.00	1-Yr Total w/ Load Bank: \$1,466.20	
initials _____	initials _____	initials _____	

PCP bills on a per-visit-basis. Each visit will be billed according to the type of visit conducted and would be invoiced after the work has been performed. Invoice must be paid Net 30-days. A checklist of the work completed will be included with the invoice. Cancellations will only be accepted in writing and must be received 60 days prior to the next scheduled service. There will be a cancellation fee equal to 10% of the remaining agreed amount. Further Notice: all invoices paid using a credit card incur a 3% processing fee. Lastly, if customer subscribes to third party credentialing, an incurred charge may be added.

Accepted by (in accordance with attached Additional Terms and Conditions):

Signature _____

Date _____

Printed _____

Title _____

2023	
CABLE COMMISSION	
Equipment Upgrades	\$ 20,000.00
AMBULANCE	
New Ambulance	\$ 275,000.00
CITY HALL BUILDINGS	
Roof at City Hall	\$ 300,000.00
COMMUNITY DEV, PERMITTING, & PLANNING	
Vehicle	\$ 30,000.00
GARBAGE/RECYCLING	
Garbage Truck	\$ 320,000.00
GOLF COURSE & CLUBHOUSE	
Gas Fryer	\$ 26,000.00
Hot Food Serving Counter	\$ 1,500.00
Rough Mower (Toro 4500)	\$ 8,000.00
Sprayer (toro multipro 1750)	\$ 53,000.00
Greens Mowers Toro 3150-Q (\$41,000 each - Need 2)	\$ 82,000.00
Greens Roller (Toro GreensPro 1260)	\$ 17,000.00
LIBRARY	
Security System	\$ 21,000.00
Carpet	\$ 75,000.00
PARK & RECREATION	
Pick up with v-plow (park)	\$ 64,000.00
Pick up with plow and box (maintenance)	\$ 70,000.00
Angled Broom	\$ 19,500.00
Skid Steer	\$ 92,000.00
Stump grinder	\$ 11,050.00
Toro Groundsmaster 4000-D	\$ 87,000.00
Toro Groundsmaster 3310 with broom	\$ 60,000.00
Toro Field Pro 6040	\$ 33,000.00
Six Person Golf Cart	\$ 14,000.00
POLICE DEPT	
New body cameras/cloud based, server, computers	\$ 60,000.00
PUBLIC WORKS/STREETS	
Dump Truck	\$ 265,000.00
Service Truck w Plow	\$ 65,000.00
Ice Chopper Attachment	\$ 50,000.00
HVAC/Heating System Upgrade	\$ 300,000.00
IRON TRAIL MOTORS EVENT CENTER	
Reach in Freezer	\$ 6,000.00
Arena Flooring (Chevrolet Arena)	\$ 9,000.00
SEWER	
Vactor Truck	\$ 600,000.00
TOTAL	\$ 3,034,050.00

2024	
FIRE DEPT	Replace Engine 2, Rescue 1 with Rescue/Pumper \$ 1,300,000.00



#4

To: Britt See-Benes, City Administrator
From: Jodi C Grebinoski, Library Director
RE: Street Closure for summer Reading Events
Date: April 20, 2023

The library would like to request closing 5th Ave South between 1st Street South and 2nd Street and the library parking lot from 9am-1pm for two VPL summer reading events.

July 27, 2023 (Rain Date 7/29/2023)

Big Truck Day: Working Trucks

Aug 10, 2023 (Rain Date 8/11/2023)

End of Summer Fair

IRON TRAIL MOTORS **EVENT CENTER**

TO: Honorable Mayor Cuffe and Virginia City Council

From: Jim Hunt and Brian Silber *JRH*

Date: April 27, 2023

RE: Iron Range Home Show 2024 *L*

Iron Trail Motors Event Center has requested from Iron Range Home Show leadership dates for their 2024 show so we can get this important client in our reservation system or at least a hold for their dates in our system as we work on securing the 2024 show with them.

Krissy Warwas requested March 21 – 24, 2024 for their dry floor 2024 show. Additionally, Krissy shared an email dated April 12, 2021, with me in which the Lundeen Group told her that we would put a hold on that set of dates in 2024. Iron Trail Motors Event Center is currently booked with the Virginia Figure Skating Show that is scheduled to take place on March 22 and 23, 2024. I was not aware of the commitment that Lundeen Group had provided to Iron Range Home Show and it was never reserved in our system for those dates.

The skating show cannot take place earlier on the calendar due to High School and or Rock Ridge Youth Hockey Association games, practices, and or tournaments. We cannot move the skating show to a later date because the Iron Range Home Show is requesting a dry floor, ice will have to come out for this event. Ice cannot go back into either arena once taken out due to dry floor events that are booked in April. Easter Sunday is March 31, 2024.

We understand the importance of both of these events to the City of Virginia and Iron Trail Motors Event Center.

Attached to this communication is the email between Krissy and myself including the email with Tylar Lundeen telling Krissy that he would place a hold on the 2024 dates.

We are looking to you for guidance as to how to solve this scheduling conflict. Do we bump Virginia Figure Skating Show and book the Home Show or do we not sell the Event Center to the Home Show? The Virginia Figure Skating Show was booked on March 6, 2023, by our staff.

Jim Hunt

From: ironrangehomeshow <ironrangehomeshow@yahoo.com>
Sent: Wednesday, April 26, 2023 8:41 AM
To: Jim Hunt
Subject: RE: FW: 2024 Home Sport and Travel Show

We should already be on the books through 2024....

Krissy Warwas

IRHSTS Coordinator

[\(218\)969-3909](tel:(218)969-3909)

[Ironrangehomeshow@yahoo.com](mailto:ironrangehomeshow@yahoo.com)
Website: ironrangehomeshow.com

----- Original message -----

From: Jim Hunt <jhunt@virginiamn.us>
Date: 4/19/23 11:37 AM (GMT-06:00)
To: Krissy Warwas <ironrangehomeshow@yahoo.com>
Cc: Briana Coughlin <bcoughlin@virginiamn.us>
Subject: FW: 2024 Home Sport and Travel Show

Hi Krissy,

Checking in with you again to see if Bri and I can assist you with questions or booking the show in 2024 at Iron Trail Motors Event Center.

Please note our Spring 2024 calendar is filling up and I want to get you in before we sell more facility events.

We are just a phone call or a quick visit away to assist you with the 2024 show plans.

Thank you,

Jim

Jim Hunt

Event/Program Services Manager

IronTrailMotorsEventCenter.com

O – 218.748.1272

C – 218.461.6314

From: Jim Hunt

Sent: Friday, April 7, 2023 11:02 AM

To: Krissy Warwas <ironrangehomeshow@yahoo.com>

Cc: Briana Coughlin <bcoughlin@virginiamn.us>

Subject: 2024 Home Sport and Travel Show

Hi Krissy,

Checking in with you for a post-event follow-up and to understand what you may want for next year. Our Spring 2024 calendar is filling up and I want to get you in before we sell more facility events.

Do you have time next week to jump on a phone call with Bri Coughlin, our Sales and Marketing Coordinator, and me on Tuesday afternoon, April 11?

Let us know,

Jim

Jim Hunt

Event/Program Services Manager

IronTrailMotorsEventCenter.com

O – 218.748.1272

C – 218.461.6314



Good Afternoon Krissy,

It is great to hear from you!

I went ahead and put a hold on all of these dates for you. We can definitely arrange a time to meet and go over some details.

I am looking forward to working with you on transferring this great event over to the MECC.

Please let me know what date would work best for you to meet and discuss details. What works for you works for me.

Best,

Tylar.



Tylar Lundeen
Marketing & Event Coordinator MECC
[218.746.3909](tel:2187463909) | tylar@thelundeengroup.com
www.thelundeengroup.com

From: ironrangehomeshow <ironrangehomeshow@yahoo.com>

Sent: [Monday, April 12, 2021 1:36 PM](#)

To: tylar@thelundeengroup.com

Cc: 'Brian Silber' <brians@virginiamn.us>

Subject: RE: 2022 Iron Range Home, Sport & Travel Show MECC

Hey Tylar,

Thanks for reaching out. I would like to plan a sit down and go over some things for the Home Show. No real rush on this, but maybe sometime in the next few months.

The Iron Range Home, Sport and Travel Show has previously been over the 4th weekend in March. We'd like to continue with that schedule (unless it falls on Easter) for the time being.

-March 24th-27th, 2022

-March 23rd-26th, 2023

-March 21st-24th, 2024

Thank you,

Krissy Warwas
IRHSTS Coordinator
[\(218\)969-3909](tel:2189693909)



**BUILDING & GROUNDS COMMITTEE MEETING
TUESDAY, APRIL 25, 2023, AT 3:30 PM
COUNCIL CHAMBERS CITY HALL, VIRGINIA MN**

Present: Councillors Baranzelli, Biondich, Johnson

Also Present: Mayor Cuffe, Jr., City Administrator, Britt See-Benes; Sherry Erickson, HR Director; Matt Reid, S.E.H.; Brian Silber, Park & Rec Director

Meeting called to order at 3:31 PM by Chairperson, Councillor Johnson.

Committee heard from City Administrator, Britt See-Benes on the vacant lot on the 300 Block of Chestnut Street, and the need to stop traffic from driving in and over the curb. Creation of a design standard would allow the City to replicate the design on any future vacant lots that occur.

#6 Moved by Biondich, supported by Councilor Baranzelli to award S.E.H. the bid for the Concept Planning & Development design for the vacant lot on the 300 Block of Chestnut Street next to the Serviceman's Club. Motion carried.

Committee heard from S.E.H. Engineer, Matt Reid, on the proposed non-motorized walking trail connecting Twelfth Avenue to Silver Lake walking trail. The new walking trail will be funded by LCCMR and IRRRB grants, along with the \$20,000 allocated out of the General Fund for Lakes Beautification.

#7 Moved by Councillor Baranzelli, supported by Councillor Biondich to authorize staff and S.E.H. to continue working on the required easements for the Silver Lake Walking Trail Connection which connects the Silver Lake trail to 12th Avenue. Motion carried.

City Administrator informed the Committee of a request that came in to purchase City property at 117 11th Street South Parcel ID#090-0060-00550.

#8 Moved by Councillor Biondich supported by Councillor Baranzelli to approve staff to contact adjacent landowners of Parcel ID#090-0060-00550 to see if anyone is interested in the City owned property. Motion carried.

Park & Recreation Director, Brian Silber suggested a layered rate proposal of for 2023-2024 ice rental rates to appeal to local school districts. Silber will draft up a proposal for the Committee to review.

#9 Councillor Johnson requested that a proclamation be made for the Design Team of the Iron Trail Motors Event Center for all of the work they have done.

Moved by Councilor Biondich, supported by Councilor Baranzelli to close the meeting. Meeting closed at 4:15 PM to discuss potential litigation (as per Minn. Stat. § 13D.05; subd.

Meeting reconvened at 4:38 PM. Meeting adjourn 4:38 PM.

Sherry Erickson
Finance/HR/Safety Director



TO: Steven Johnson
Building & Grounds Committee Chair

FROM: Britt See-Benes *BSB*
City Administrator

DATE: April 20, 2023

RE: Request for Consideration of Schematic Design & Plan for Vacant City Downtown Lots

As you may recall, at the September 6, 2022 City Council Committee of the Whole Meeting, we had discussed the vacant lot on the 300 Block of Chestnut Street next to the Serviceman’s Club. It was proposed that this lot could be utilized for events and parking if the lot was designed as such. It was also noted at this meeting that current City Code Design Standards require that any area used as a Parking Lot must have a hard surface (not gravel). Additionally, because there is no barrier between the sidewalk and the lot, on occasion, people will drive over the curb to get to Chestnut Street and/or the parking lot.

With the upcoming demolition of the Normans & Franks buildings, I started to consider that we may need to work on a “design for downtown” by beginning with a design for the lot on 300 Block of Chestnut Street. I have sought quotes for Professional Services for Concept Site Planning for the lot at 237 Chestnut Street from local Landscape Architect Firms. If approved, it is my thought that once we have a “design”, we could replicate this on any future vacant lots in the Downtown Redevelopment Area.

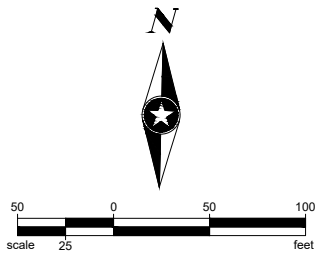
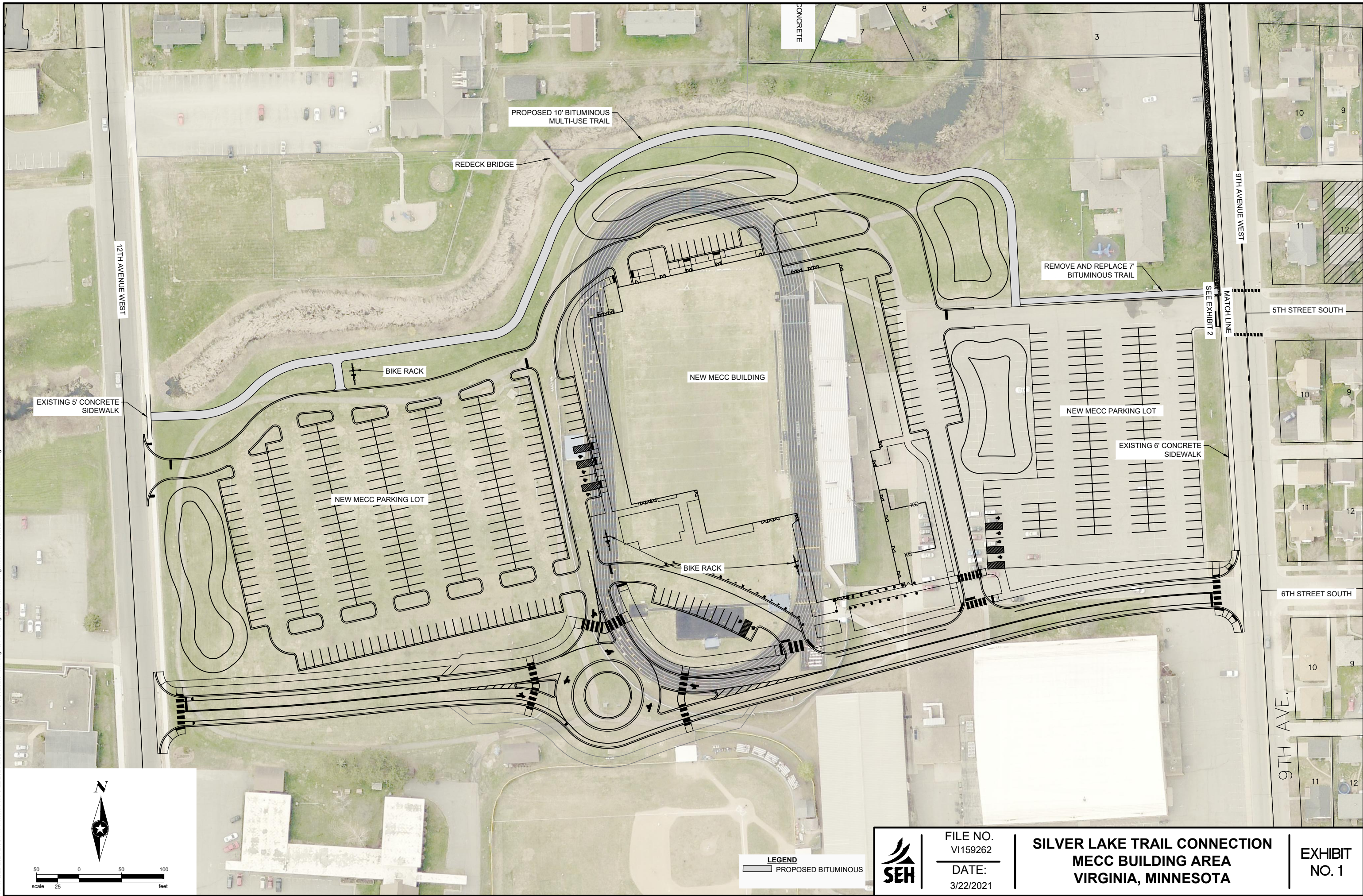
The quotes are as follows:

FIRM	CONCEPT PLANNING & DEVELOPMENT (Up To Costs)
Kimley Horn	\$5900.00
JPJ Engineering	\$2200.00 + \$1400.00 for Survey
S.E.H. Inc	\$2700.00
Benchmark Engineering	\$3300.00

It would be prudent to ask the VEDA board and the Revive Virginia group to assist in costs of this planning, as this would align with their focus of revitalizing the downtown area.

I look forward to further discussion.

Save: 3/22/2021 2:35 PM X:\UZ\VV\RG\1159262\5-final-dsgn\51-drawings\10-Civil\lead\dwg\exhibit\VI159262 TRAIL MINERS AREA.dwg



LEGEND
PROPOSED BITUMINOUS

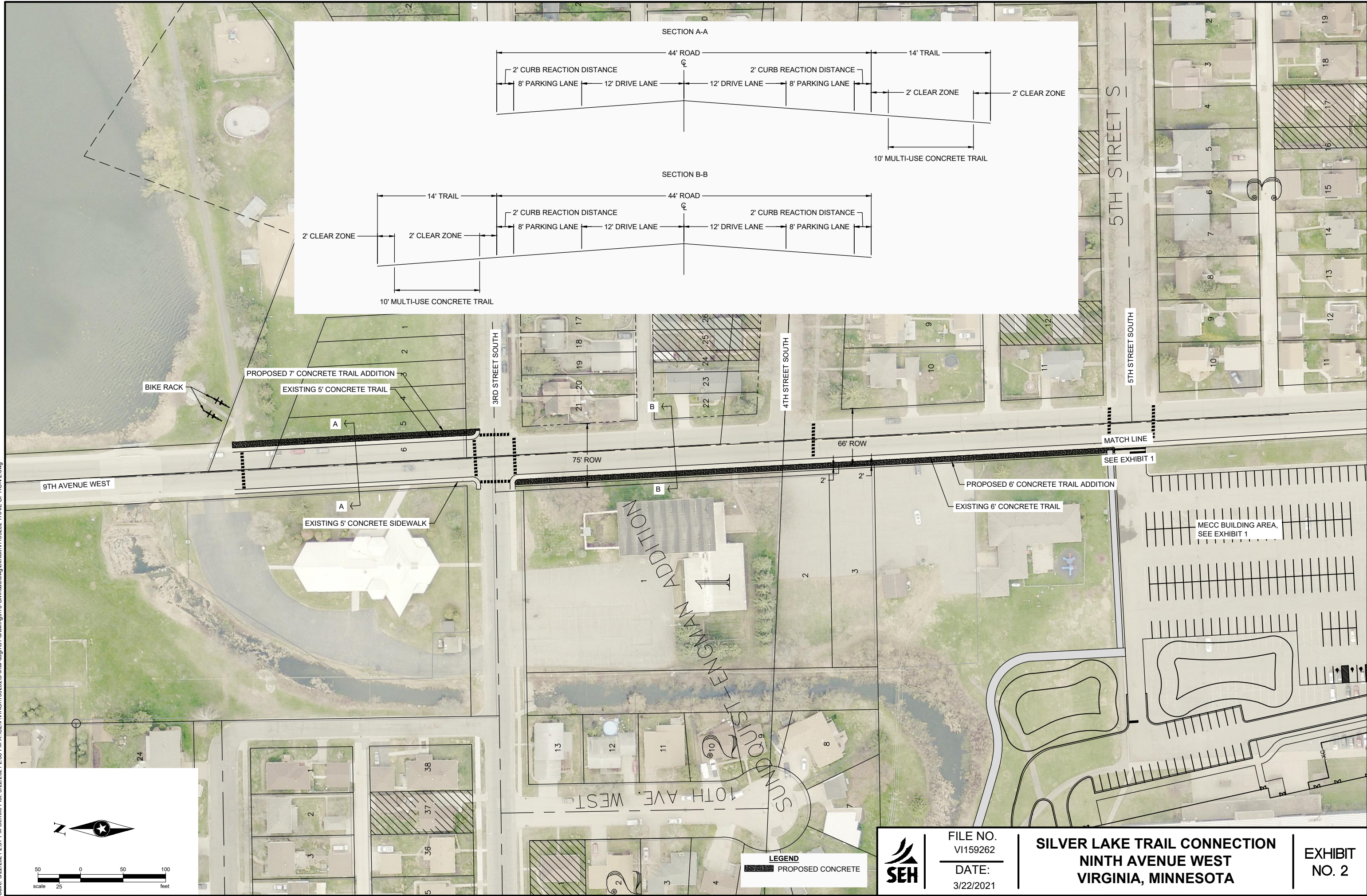
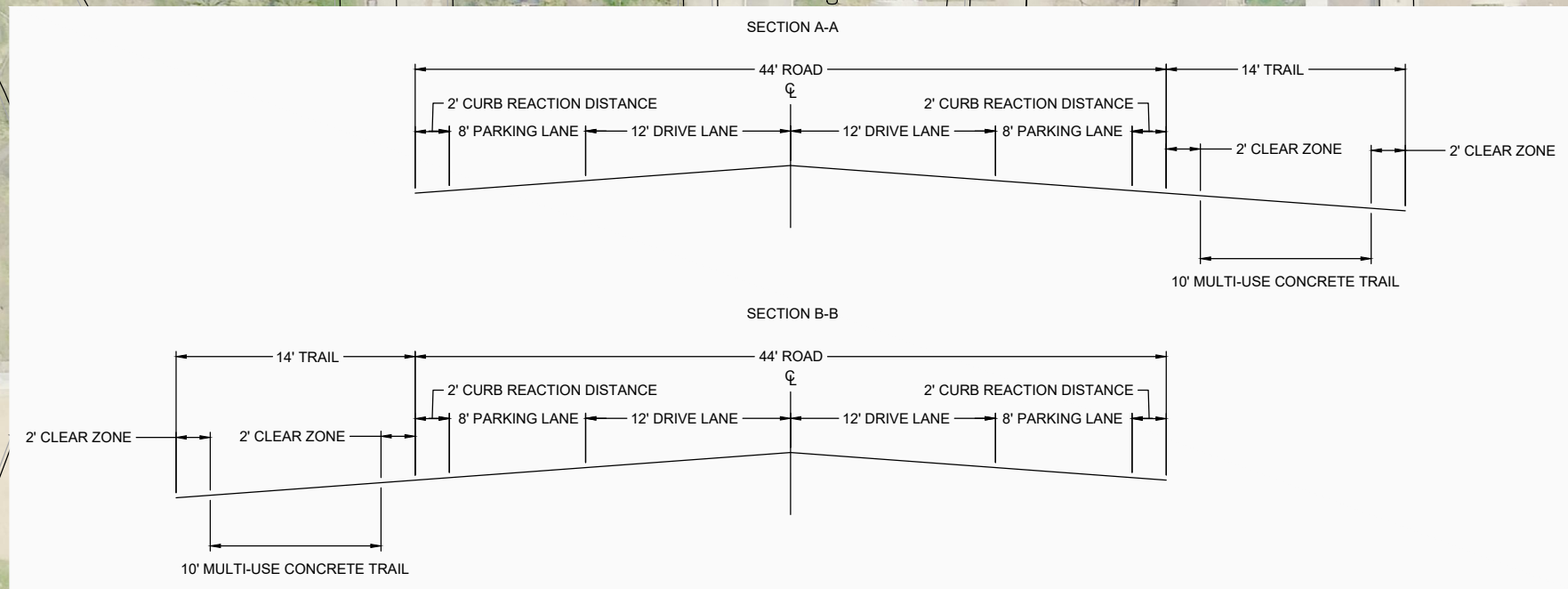
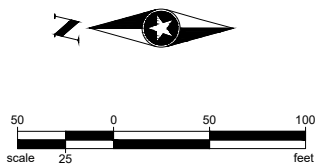


FILE NO.
VI159262
DATE:
3/22/2021

**SILVER LAKE TRAIL CONNECTION
MECC BUILDING AREA
VIRGINIA, MINNESOTA**

**EXHIBIT
NO. 1**

Save: 3/22/2021 2:37 PM elemte Plot: 3/22/2021 2:38 PM X:\UZ\VV\RG\1159262\5-final-dsgm\51-drawings\10-Civil\add\dwg\exhibit\VI159262 TRAIL OPTION 2.dwg



PROPOSED 7' CONCRETE TRAIL ADDITION

EXISTING 5' CONCRETE TRAIL

BIKE RACK

EXISTING 5' CONCRETE SIDEWALK

75' ROW

66' ROW

PROPOSED 6' CONCRETE TRAIL ADDITION

EXISTING 6' CONCRETE TRAIL

SEE EXHIBIT 1

MECC BUILDING AREA, SEE EXHIBIT 1

LEGEND
PROPOSED CONCRETE



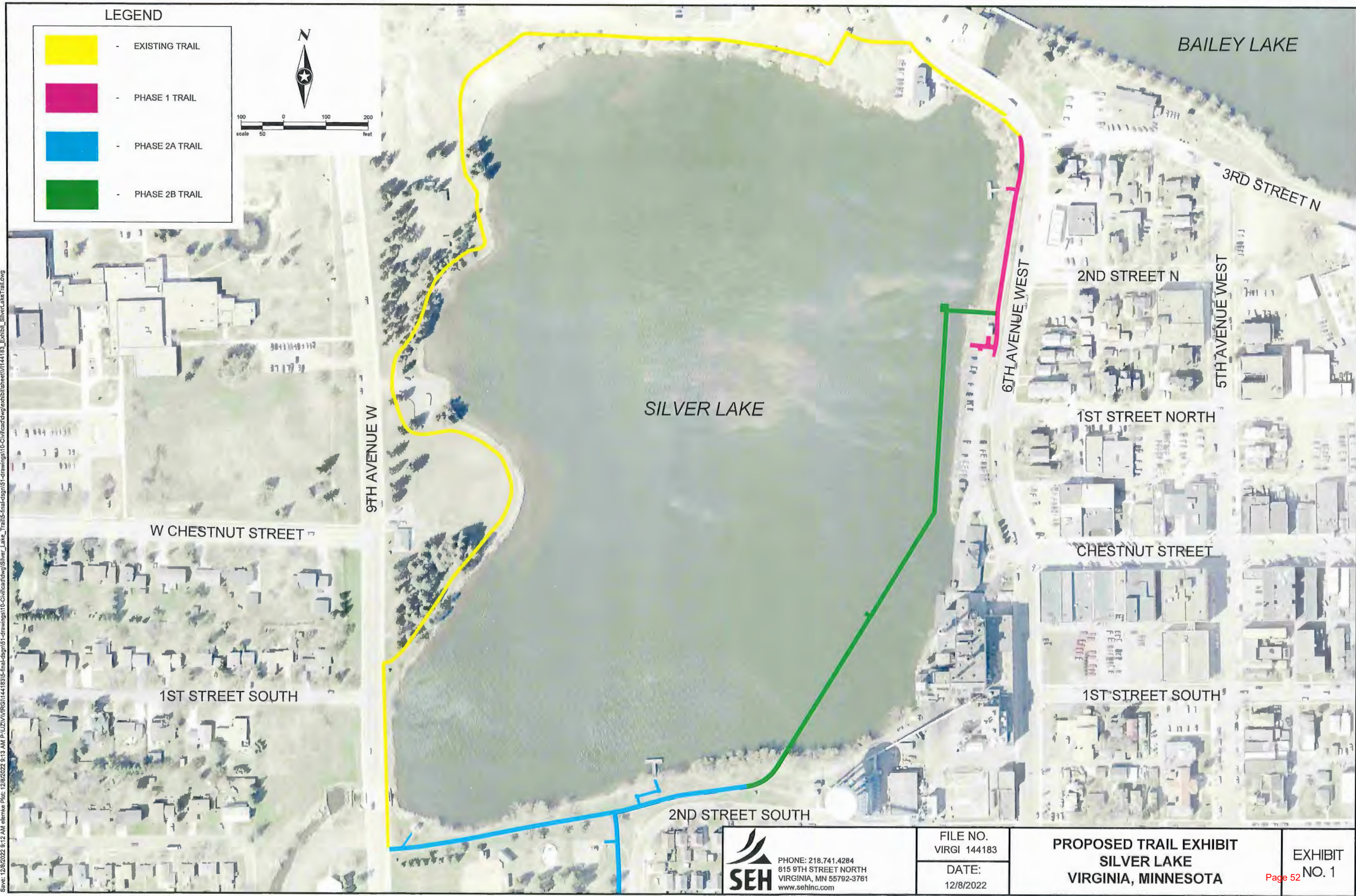
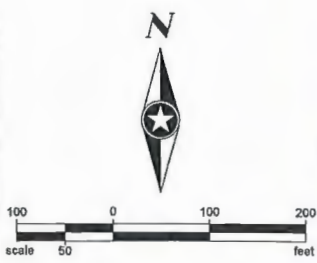
FILE NO.
VI159262
DATE:
3/22/2021

SILVER LAKE TRAIL CONNECTION
NINTH AVENUE WEST
VIRGINIA, MINNESOTA

EXHIBIT
NO. 2

LEGEND

-  - EXISTING TRAIL
-  - PHASE 1 TRAIL
-  - PHASE 2A TRAIL
-  - PHASE 2B TRAIL



Save: 12/8/2022 9:12 AM element Plot: 12/8/2022 9:13 AM P:\UZ\U\VRG\144183\final-dgn\1-drawings\10-Civil\dwg\exhibit\sheet\144183-Exhibit_Silver_Lake_Trail.dwg

SEH
 PHONE: 218.741.4284
 815 9TH STREET NORTH
 VIRGINIA, MN 55792-3761
 www.sehinc.com

FILE NO.
 VIRGI 144183
 DATE:
 12/8/2022

**PROPOSED TRAIL EXHIBIT
 SILVER LAKE
 VIRGINIA, MINNESOTA**

EXHIBIT
 NO. 1
 Page 52



County Land Explorer

St. Louis County, Minnesota

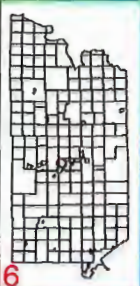
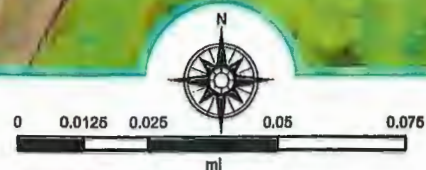
#8



St. Louis County MN



090-0060-00550 117 11th St S



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

Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein.

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

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