

**MINUTES OF THE REGULAR MEETING  
OF THE WARROAD CITY COUNCIL**

**January 14, 2013**

**CALL TO ORDER:**

Councilor Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on January 14, 2013. ***Those Present:*** Councilors Jeff Parker, Dick Soderberg, Michele Vandal, and Kevin Thompson.

***Absent:*** Mayor Marvin

***Also Present:*** City Staff Kathy Lovelace and Amy Friesner, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Wade Steinbring – Warroad Police Chief, Bethany Sundvor- Airport, Joy Bukowiec - WRU, Glenda Phillipe - WHRA, Todd Kleinschmidt –WFD, and Bill Kirkeby - Warroad Pioneer.

**APPROVE AGENDA:**

***Councilor Parker moved to approve the meeting agenda.*** The motion was seconded by Councilor Vandal and carried unanimously.

**APPROVAL OF MINUTES:**

**Approval of December 10, 2012 Council Minutes**

***Motion made by Councilor Parker to approve the December 10, 2012 regular Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Approval of December 13, 2012 Special Council Minutes**

***Motion made by Councilor Parker to approve the December 13, 2012 special Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Appointment of Acting Mayor for 2013**

***Motion made by Councilor Vandal to appoint Councilor Soderberg as acting Mayor for 2013, in the case of Mayor Marvin's absence.*** Motion seconded by Councilor Thompson and carried unanimously.

**Designation of Official Newspaper – Warroad Pioneer**

***Motion made by Councilor Vandal to designate the Warroad Pioneer the City's official newspaper for 2013.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Designation of Official Depositories – Security State Bank, 4M & 4M Plus Fund, and RBC Dain Rauscher**

***Motion made by Councilor Vandal to designate Security State Bank, 4M & 4M Plus Funds, and RBC Dain Rauscher as the official depositories for the City of Warroad for 2013.*** The motion was seconded by Councilor Parker and carried unanimously.

**Appointment of Assistant Weed Inspector – Utility Superintendent**

***Motion made by Councilor Vandal to appoint the Utility Superintendent as 2013 Assistant Weed Inspector.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Authorization for Liquor Fund Transfer & Electric Franchise Fee Payment to City General Fund**

*Motion made by Councilor Thompson to authorize the Liquor fund Transfer of \$85,000.00 and the Electric Franchise Fee Payment of \$270,000.00 to the City General Fund. Motion seconded by Councilor Parker and carried unanimously*

**Approval of December EFT Payments & Manual Checks and January 2013 Bills & NMPA Payment**

*Motion made by Councilor Vandal to approve the December 2012 EFT payments and manual checks and January 2013 bills and NMPA payment totaling \$1,345,573.59 (E838-853 = \$434,046.28, AP #36790-36906 = \$790,933.64, PR #4529-4570 = \$32,376.97, and PR E-#504716, 504745, 504772 = \$88,216.70). Motion seconded by Councilor Thompson and carried unanimously.*

**Reappointment of Warroad Housing and Redevelopment Authority Board of Directors**

*Motion made by Councilor Vandal to reappoint the members of the Warroad Housing and Redevelopment Authority Board of Directors as presented. Motion seconded by Councilor Parker and carried unanimously*

**Review of Committee, Commission and Board Member Lists**

*Motion made by Councilor Parker to table the list of Committees, Commissions, and Boards and review for approval at the next regular council meeting and authorize City Administrator Kathy Lovelace to advertise for any openings on the list. Motion seconded by Councilor Thompson and carried unanimously.*

**Brady Martz & Associates – City Audit – Week of February 4, 2013**

*Informational Only, No Action Taken.*

**PUBLIC SAFETY ISSUES:****Ambulance – Authorization to send delinquent accounts to Collection/Revenue Recapture**

*Motion made by Councilor Vandal authorizing to send nineteen delinquent ambulance accounts totaling \$17,695.71 to collection/revenue recapture. Motion seconded by Councilor Thompson and carried unanimously.*

**Ambulance – Notification of receipt of Rural Health Flex Grant for Community Paramedic Training**

Joy Bukowiec informed the council that the Warroad Rescue Unit had received funds from the Rural Flex Grant for Community Paramedic Training. There will be enough to cover the cost for two paramedics to take the course and pay for books and tuition. Traveling would be paid by the department.

*No Action Taken.*

**Fire Dept – Approval of 2013 Officers:**

*Motion made by Councilor Parker to approve Todd Kleinschmidt as Chief and Mike Scheef as Assistant Chief of the Warroad fire department for 2013. Motion seconded by Councilor Vandal and carried unanimously.*

**Fire Dept – Pre-approval for purchase of used tanker truck:**

Todd Kleinschmidt - Warroad Fire Chief asked council to consider giving him authorization up to \$100,000 to purchase a used tanker truck if one is found and an offer needs to be made right away.

*Motion made by Councilor Parker to authorize Todd Kleinschmidt to deal for a used tanker truck up to \$100,000 without additional council action.* Motion seconded by Councilor Thompson and carried unanimously.

**Police- Acknowledgment of resignation and authorization to advertise for the position:**

*Motion made by Councilor Vandal to accept Officer Wade Schultz's resignation and authorize Police Chief Wade Steinbring to advertise to fill the position.* Motion seconded by Councilor Thompson and carried unanimously.

**UTILITY DEPARTMENT / COMMISSION MINUTES:****Minutes of 01/08/13 Utility Commission Meeting:**

The January 8, 2013 utility commission meeting minutes were presented for review.

*No Action Taken.*

**Acceptance of WSN proposal and authorization to proceed with design services for SCADA system:**

The monitoring system for the water tower, wells and lift stations is ageing and there have been faults in the system that are causing inconsistent alarms. Steve Emery with WSN (Widseth, Smith and Nolting) prepared a preliminary report, cost estimate, and fee proposal for producing bid documents for the SCADA system upgrade. A fixed fee of \$30,000 for the design services was quoted. The Utility Commission recommended to council to accept the WSN proposal and authorize them to proceed with the design services for the SCADA system.

*Motion made by Councilor Thompson to accept the WSN proposal and authorize WSN to proceed with the design services as presented.* Motion seconded by Councilor Parker and carried unanimously.

**Authorization to purchase new blade for snow plow:**

Utility Superintendent Ron Kleinschmidt asked council for authorization to purchase a new blade for the snow plow at a cost of \$3,500 to replace the old one that can no longer be repaired.

*Motion made by Councilor Parker to authorize the purchase of a new blade for the snow plow at a cost of \$3,500.* Motion seconded by Councilor Vandal and carried unanimously.

**Adoption of Resolution 2013-01 / 2013 Water & Sewer Rates**

After reviewing the 2012 expenses vs. revenues for both the water and sewer departments, Utility Superintendent Ron Kleinschmidt stated that he felt the departments were looking very good financially and in consideration of the economic conditions and the anticipated electric increase for 2013, he recommended to the council to adopt Resolution 2013-01 / 2013 Water & Sewer Rates with no rate increase for 2013.

*Councilor Thompson moved to adopt Resolution 2013-01 / 2013 Water & Sewer Rates.* Motion seconded by Councilor Vandal and carried unanimously.

**Annual Fuel Bid Review/Award**

Utility Superintendent Ron Kleinschmidt presented council a fuel bid summary. There were two bids received and they were within 4/10 of one cent. But, if patronage from Cenex/Farmers Union is taken into consideration along with the discount per gallon, Cenex/Farmers Union is the low bid. It is the recommendation that the fuel bid for 2013 be awarded to Cenex/Farmers Union Oil of Warroad.

*Motion made by Councilor Vandal to accept the bid for both gas and diesel from Cenex/Farmers Union for the 2013 fuel needs.* Motion seconded by Councilor Thompson and carried unanimously.

**Authorization to send delinquent Utility Accounts to Collection**

*Motion made by Councilor Vandal authorizing to send four delinquent utility accounts totaling \$1,076.28 to collection.* Motion seconded by Councilor Thompson and carried unanimously.

**2012 Reliability Report –**

The 2012 Reliability Report was presented for Commission review.

*No Action Taken.*

**OTHER BUSINESS:****Review of 2013 Fee Schedule**

*2013 Fee Schedule was presented for review and action at the next meeting.*

**Request for Municipal Representative on NWRD Commission**

City Administrator Kathy Lovelace asked council members to contact her if they were interested in representing the city on the Northwest Regional Development Commission.

*No Action Taken.*

**Training Request - Liquor Store**

*Motion made by Councilor Parker to authorize Liquor Store assistant manager Nathan Hoy to attend the Minnesota Municipal Beverage Association Boot Camp February 18- 20, 2013.* Motion seconded by Councilor Vandal and carried unanimously.

**Community Ed request for annual activity fee contribution**

*Motion made by Councilor Vandal to authorize payment of the annual community education activity fee of \$6,300 as done in the past.* Motion seconded by Councilor Thompson and carried unanimously.

**Approval of 1st half of annual arena contribution**

*Motion made by Councilor Vandal to authorize payment of the first portion(\$25,000) of the annual arena fee as done in the past.* Motion seconded by Councilor Thompson and carried unanimously.

**Consideration of Option Agreement for purchase of City property**

City Administrator Kathy Lovelace stated that she had been contacted by a company interested in the property on the west side of the Dairy Queen for the construction of a McDonald's restaurant. She presented an option agreement from the development company. The intention would be that construction would start this summer pending positive soil testing and any other pre-construction considerations. City Attorney Steve Anderson stated that he would recommend a reasonable development time be added to the agreement.

*Motion made by Councilor Vandal to authorize the option agreement with Land & Lease Development LLC to purchase city property with a reasonable development time of 12 months added to the agreement and pending City Attorney Steve Anderson positive review of the contract.* Motion seconded by Councilor Thompson and carried unanimously.

**Review and approval of 2012 Pay Equity Report**

*Motion made by Councilor Parker to approve and submit the 2012 Pay Equity Report as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**Notification of Public Hearing planned for 01/28/13 - Info only**

The Public Hearing to gather input into the development of a Small Cities Grant Application will be on January 28, 2013 at 5:15 pm.

*No Action Taken.*

**Roseau County Affordable Housing Fund Meeting Invitation**

Councilor Soderberg presented council with an invitation to a meeting for the Roseau County Affordable Housing Fund. He stated that the governor is scheduled to attend and this would be a good opportunity to appeal to the state for funding for more affordable housing in our area. The meeting will be either February 12 or 14 based on the governor's schedule.

*No Action Taken.*

**ADJOURNMENT:**

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 14, 2013.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:05 p.m.

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Acting Mayor Dick Soderberg

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*