

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

February 11, 2013

CALL TO ORDER:

Councilor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on February 11, 2013. *Those Present:* Councilors Dick Soderberg, Michele Vandal, Jeff Parker, and Kevin Thompson.

Absent: Mayor Bob Marvin

Also Present: City Staff Kathy Lovelace and Amy Friesner, Glenda Phillippe – WHRA, Utility Superintendent Ron Kleinschmidt, Allen Heim- Roseau County Assessor, Elliot Larson - Community Park Committee, and Bethany Sundvor- Airport

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of Fire Dept.- Tanker Truck and tabling of the Approval of Committee, Commission and Board Member List. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of January 28, 2013 Council Minutes

Motion made by Councilor Parker to approve the January 28, 2013 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of February Bills and NMPA Payment

Motion made by Councilor Thompson to approve the February 2013 bills including the NMPA Payment in the amount of \$704,745.40(E864-869 = \$392,552.11, PR Check #4596-4610 = \$8,979.52, DD #E504834 = \$28,951.11, and AP #36911-36991 = \$274,262.66). Motion seconded by Councilor Vandal and carried unanimously.

Expense report through January, 2013

City Administrator Kathy Lovelace presented an expense report for 2013 through January.

No Action Taken.

Approval of Committee, Commission and Board Member List

Tabled.

ROSEAU COUNTY ASSESSOR - CONTRACT PROPOSAL:

Roseau County Assessor Allen Heim presented a contract proposal for assessing services for the City of Warroad. The city already pays for commercial assessments through the county. The proposal is for all assessing services to be done through the county assessor's office and then they would sub-contract the residential assessments and bill the city at the same rate that is already being paid. By contracting with the county, the city would be satisfying all licensing requirements established by the state board of assessors and the Department of Revenue.

Motion made by Councilor Parker to contract all city assessment services with the Roseau County Assessor's office. Motion seconded by Councilor Vandal and carried unanimously.

EMERGENCY SERVICES:

Fire Department- Tanker Truck

The fire department asked for authorization to purchase a used truck that can have a 4,000 gallon water tank installed. The cost for the delivered truck with the installed tank would be \$63,500. There would be other added accessories that would make the total cost about \$75,000. The mileage on the truck was discussed.

Motion was made by Councilor Parker to authorize the purchase of the used truck with a 4,000 gallon tank installed as presented. The motion was seconded by Councilor Vandal and carried unanimously.

COMMUNITY PARK COMMITTEE REQUEST:

Elliot Larson, representing the community park committee asked council to consider taking ownership of the new planned community park before phase one begins rather than after the completion. He stated that this would help funding for the project. The city cost for liability insurance was discussed.

Motion made by Councilor Parker to take ownership of the new planned community park before phase one begins rather than after with the resolution of any legal issues noted by City Attorney Steve Anderson. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT:

Minutes of the 02/05/13 Utility Commission Meeting

Utility Superintendent Ron Kleinschmidt presented the minutes of the February 5, 2012 Utility Commission meeting for review and answered a few questions on the status of the new casino project.

No Action Taken.

Authorization to accept bid and proceed with two test wells

Because of the price quoted for each test well, Utility Superintendent Ron Kleinschmidt contacted the Minnesota Department of Health to ask if the original grant could be amended to authorize two test wells instead of three. The authorization has been received and the company that supplied the one bid for the project is willing to do two wells for the per well price quoted. The company is LTP Enterprises.

Motion made by Councilor Thompson to accept the bid for two tests wells from LTP Enterprises at a cost of \$9,320 per test well. Motion Seconded by Councilor Vandal and carried unanimously.

Training Request

Utility Superintendent Ron Kleinschmidt asked council to authorize him to attend the MRWA (Minnesota Rural Water Association) annual water and wastewater technical conference in St Cloud in March. This would satisfy his required training hours to keep his wastewater license current.

Motion made by Councilor Vandal to authorize Utility Superintendent Ron Kleinschmidt to attend the MRWA annual water and wastewater technical conference in St Cloud in March, 2013. Motion was seconded by Councilor Parker and carried unanimously.

2013 NMPA Appointments

Motion made by Councilor Vandal to adopt a resolution naming Utility Superintendent Ron Kleinschmidt as director and Dana Klos as the advisor to NMPA. Motion was seconded by Councilor Thompson and carried unanimously.

5R Processors - Spring Clean-up Proposal

Utility Superintendent Ron Kleinschmidt stated that he would like to bring in 5R Processors INC. to help with the city's annual spring clean-up. The company will take many electronic items and appliances at no cost and freon-containing appliances at a nominal fee. He would like to take these items throughout the week prior to the Saturday pick-up. The anticipated date would be Saturday, April 20. The company would do some advertising and we would send out fliers in our utility bills as done in the past.

Motion made by Councilor Vandal to authorize the use of 5R Processors INC during the City's spring clean-up. Motion was seconded by Councilor Parker and carried unanimously.

Authorization to send delinquent utility accounts to collection

Motion made Councilor Parker to authorize to send four delinquent utility accounts totaling \$1,188.96 to collection. Motion seconded by Councilor Vandal and carried unanimously.

Authorization to send delinquent utility account to RC Auditor for collection with Taxes

Motion made by Councilor Vandal to authorize to send one delinquent utility account totaling \$227.67 to the Roseau County Auditor for collection with taxes. Motion seconded by Councilor Parker and carried unanimously.

AIRPORT:

Update on Grant for new Pickup with plow

Airport manager Bethany Sundvor stated that the grant for the new pickup with plow for the airport had been awarded. It has been signed and sent to the state for processing. The pickup has been ordered.

No Action Taken.

OTHER BUSINESS:

Distribution of requested Community Ed information (info only)

City Administrator Kathy Lovelace presented council a requested summary of summer community education revenue and expenses. There was some discussion on the breakdown of the costs.

No Action Taken.

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of February 11, 2013.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:05 p.m.

Acting Mayor, Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff