

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

March 11, 2013

CALL TO ORDER:

Councilor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on March 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, Ron Duchesneau and Debora Hodapp - DW Jones INC, Police Chief Wade Steinbring, Joy Bukowiec - WRU, and Bethany Sundvor- Airport.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of Arena Snow Removal and Community Park. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of February 25, 2013 Council Minutes

Motion made by Councilor Parker to approve the February 25, 2013 regular Council Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Approval of March 4, 2013 Special Council Minutes

Motion made by Councilor Vandal to approve the March 4, 2013 special Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of March Bills and NMPA Payment

Motion made by Councilor Vandal to approve the March 2013 bills including the NMPA Payment in the amount of \$643,126.48(E874-879 = \$333,334.65, PR Check #4621-4634 = \$9,290.91, DD #E504888 = \$27,038.67, and AP #37000-37090 = \$273,462.25). Motion seconded by Councilor Parker and carried unanimously.

Expense report through February, 2013

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

No Action Taken.

Approval of Committee, Commission and Board Member List

Motion made by Councilor Vandal to approve the Committee, Commission and Board List as presented. Motion seconded by Councilor Thompson and carried unanimously.

Approval of extension of Sjoberg's Cable Franchise

Motion made by Councilor Vandal to approve the ten-year extension of Sjoberg's Cable Franchise as optioned in the existing contract with the city per Sjoberg's request. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of Widseth Smith Nolting - Standard Form of Agreement

Motion made by Councilor Thompson to approve the Standard Form Agreement with Widseth Smith Nolting for engineering services as presented reflecting a 3% increase in rates. The motion was seconded by Councilor Vandal and carried unanimously.

EMERGENCY SERVICES:

Police - Update on hiring process

Police Chief Wade Steinbring stated that there had been approximately 60 applicants for the officer position. Tomorrow, March 12, there would be a test given to the applicants then, based upon test results, interviews would be given.

No Action Taken.

Ambulance – Authorization to send delinquent accounts to Collection/Revenue Recapture

Motion made by Councilor Vandal authorizing to send seven delinquent ambulance accounts totaling \$6,588.20 to collection/revenue recapture. Motion seconded by Councilor Parker and carried unanimously.

UTILITY DEPARTMENT:

Authorization to send delinquent utility accounts to collection

Motion made Councilor Vandal to authorize to send two delinquent utility accounts totaling \$347.33 to collection. Motion seconded by Councilor Thompson and carried unanimously.

Arena Snow Removal

City Administrator Kathy Lovelace clarified the city's involvement in the arena snow removal. She stated that, at this time, the city crew will sweep the sidewalks along the front of the arenas and then remove snow from the parking lot for events. This is after the main priorities for city snow removal have been accomplished. This is in-kind labor.

No Action Taken.

AIRPORT:

Authorization to purchase a tote of liquid de-icer for trial use

Airport manager Bethany Sundvor asked council for authorization to purchase one tote of liquid potassium acetate de-icer for runway, taxiway and ramp to use during freezing rain or icing events. Currently, the airport is using salt that is corrosive and is not FAA approved. This would be a trial use and existing city equipment would be used during this time. If it is decided to use this product in the future, the airport would be looking at additional equipment purchases.

Motion made by Councilor Parker to authorize the purchase of one tote of liquid potassium acetate de-icer for a trial use at the airport. Motion seconded by Councilor Vandal and carried unanimously.

DNR REQUEST:

The Lake of the Woods Soil & Water Conservation District will be coordinating a Lake of the Woods clean-up day toward the end of March to get the ice cleaned up before break up. They asked the council if they would pay for the cost of two dumpsters at the Warroad landing. The estimated cost would be \$200.

Motion made by Councilor Parker to authorize City Administrator Kathy Lovelace to contact the clean-up representatives and offer to pay for one of the dumpsters and use her discretion as to whether the city contribution should extend to cover both. Motion seconded by Councilor Thompson and carried unanimously.

OTHER BUSINESS:

Request for Resolution in support of renovation plans for Northland Housing

Representatives of DW Jones INC asked council to adopt a resolution in support of their application for a grant through Minnesota Housing Finance to renovate the Northland apartments located in the city.

Motion made by Councilor Parker to adopt Resolution 2013-05 in support of the renovation of Northland Apartments. Motion seconded by Councilor Vandal and carried unanimously.

Proposed Annexation of property

City Administrator Kathy Lovelace stated that she had received a signed resolution from Lake Township for the annexation of the area owned by Seven Clans on the southeast side of town. The next step in the process is to set up a meeting with the CFO of Seven Clans to include council representatives, the city superintendent, city administrator, and city attorney. Councilor Parker and Councilor Soderberg volunteered to represent council at the meeting.

Motion made by Councilor Parker to table a decision on annexation pending the outcome of a meeting with Seven Clans representatives. Motion seconded by Councilor Vandal and carried unanimously.

Community Park

City Administrator Kathy Lovelace attended a community park planning meeting and was asked to consult council as to whether the restrooms and pavilion should be built for year-round usage. There was discussion on the costs of labor for opening and cleaning restrooms, clearing sidewalks of snow, and the added utility costs for heating and lighting. It was pointed out that if the buildings were built now with the capabilities for heat, the cost would not be the city's, but if the need for year-round facilities arose in the future, it would be the city's cost.

Motion made by Councilor Parker to convey to the community park planning committee that the city would like the facility well insulated and capable to heat. Motion seconded by Councilor Vandal and the motion failed due to tied vote. Councilor Parker- yes, Councilor Vandal -yes, Councilor Thompson - no, and Councilor Soderberg - no.

ADJOURNMENT:

There, being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of March 11, 2013.*** The motion was seconded by Councilor Parker and carried unanimously. The meeting adjourned at 6:00 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff