

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

**April 8, 2013**

**CALL TO ORDER:**

Councilor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:17p.m.on April 8, 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 Phillipe – WHRA, Utility Superintendent Ron Kleinschmidt, Tracee Bruggeman - Brady Martz, Police Chief Wade Steinbring, Jeff Hellquist - NM Mosquito Control, Bill Kirkeby - Warroad Pioneer, Maria Pahlen - Roseau County DWI Court, and Bethany Sundvor-Airport.

**APPROVE AGENDA:**

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

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of March 11, 2013 Council Minutes**

***Motion made by Councilor Parker to approve the March 11, 2013 regular Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Approval of April Bills and NMPA Payment**

***Motion made by Councilor Thompson to approve the April 2013 bills including the NMPA Payment in the amount of \$770,175.89(E880-892 = \$332,990.23, PR Check #4635-4660 = \$18,993.80, DD #E504917, 504944 = \$54,512.37, and AP #37091-37188 = \$363,679.49).*** Motion seconded by Councilor Vandal and carried unanimously.

**Expense report through March, 2013**

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

***No Action Taken.***

**Presentation of 2012 Audit- Tracee Bruggeman, Brady Martz**

Tracee Bruggeman from Brady Martz presented the Financial Statements as of December 31, 2012 and the Independent Auditor's Report. In summary Tracee stated that the City of Warroad is in a strong financial position. Reserves are healthy and debt is down from the previous year with no new debt.

***No Action Taken.***

**ROSEAU COUNTY DWI COURT COORDINATOR- Maria Pahlen**

Maria Pahlen, director of the Roseau County DWI Court, presented council with an invitation to its 5th anniversary celebration. She also summarized the last five years of the program.

***No Action Taken.***

**EMERGENCY SERVICES:**

**Police - Update on hiring process**

Police Chief Wade Steinbring stated that they had finished the interview process and asked for authorization to hire Nicholas Whichello to fill the advertised officer position.

*Motion made by Councilor Parker to hire Nicholas Whichello to fill the vacant officer position.* Motion seconded by Councilor Thompson and carried unanimously.

**Fire – Authorization to send delinquent fire calls to collection**

*Motion made by Councilor Vandal authorizing to send two delinquent fire calls totaling \$1,000.00 to collection.* Motion seconded by Councilor Thompson and carried unanimously.

**UTILITY DEPARTMENT:**

**Minutes of the April 2, 2013 Utility Commission Meeting**

*No Action Taken.*

**MPCA Award**

The city received an award from the Minnesota Pollution Control Agency for no wastewater discharge violations in 2012. Jeff Hellquist presented the award to council.

*No Action Taken.*

**Phosphorus Issue**

The Minnesota Pollution Control Agency will be implementing new phosphorus limits on cities located in the Red River Basin Wastewater Discharge area. Warroad will have to begin compliance with the renewal of its wastewater discharge permit in 2015. The city of Moorhead is asking for support to challenge the new limits and is asking for Warroad to adopt a resolution in support of this challenge.

*Motion made by Councilor Thompson to adopt a resolution to support Moorhead's challenge of the new phosphorus regulations.* Motion seconded by Councilor Vandal and carried unanimously.

**Annual Striping Bids**

*Motion made by Councilor Vandal to accept the 2013 low quote for painting/stripping from Ferguson Seal coating as presented.* Motion seconded by Councilor Parker and carried unanimously

**Annual Crack Seal Bids**

*Motion made by Councilor Parker to accept the 2013 low quote as presented for crack seal from Northwest Asphalt Maintenance, Inc.* Motion seconded by Councilor Vandal and carried unanimously.

## **2013-14 Electric Rates**

Utility Superintendent Ron Kleinschmidt presented a recommendation to increase electric rates for customers by a variable fixed rate in order to begin reducing the gap created over the years by only percentage increases. Also, this would be the third year of the plan to make up the large Minnkota increase in 2011. The proposal presented would generate approximately \$69,000 revenue for capital outlay for the electric department. The residential increase would be 4%.

***Motion made by Councilor Thompson to adopt Resolution 2013-06 Adopting Retail Power Rates as presented.***  
Motion seconded by Councilor Vandal and carried unanimously.

## **NMPA Resolution**

Utility Superintendent Ron Kleinschmidt asked Council to adopt a resolution naming him as director and Dana Klos as the advisor to NMPA for a twelve month period beginning May 1, 2013.

***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 Parker and carried unanimously.

## **Resignation and authorization to advertise for replacement**

Utility Superintendent Ron Kleinschmidt asked the Council to accept the resignation of lineman Adam Harder and authorize him to begin advertising for his replacement.

***Motion made by Councilor Thompson to accept the resignation of Adam Harder, lineman and begin advertising for his replacement.*** Motion was seconded by Councilor Vandal and carried unanimously.

## **Authorization to send delinquent utility account to collection**

***Motion made Councilor Vandal to authorize to send one delinquent utility account totaling \$434.25 to collection.*** Motion seconded by Councilor Thompson and carried unanimously.

## **Authorization to send delinquent utility account to county for collection with taxes**

***Motion made Councilor Thompson to authorize to send one delinquent utility accounts totaling \$861.91 to county for collection with taxes.*** Motion seconded by Councilor Parker and carried unanimously.

## **AIRPORT:**

Council was updated on the date of arrival of the new pickup and the possibility that MNDot could pay 95% of airport apron project rather than the 90% planned.

***No Action Taken.***

## **OTHER BUSINESS:**

### **Extension of PSF Cleaning Contract**

***Motion made by Councilor Parker to renew the cleaning contract for the Public Safety Facility with Raymond Friesner as presented with no change in price.*** Motion seconded by Councilor Vandal and carried unanimously.

**Proposal for 2013 Mosquito Control services - Jeff Hellquist**

*Motion made by Councilor Parker to approve the bid for mosquito control by Northern MN Mosquito Control as presented with no changes from last year.* Motion seconded by Councilor Vandal and carried unanimously.

**Request for support of Paul Bunyan Expressway Resolution**

*Motion made by Councilor Vandal to adopt a resolution in support for the completion of the Paul Bunyan Expressway to help contribute to economic opportunities in the Warroad area.* Motion seconded by Councilor Parker and carried unanimously.

**Special Event Request - Streiff Sporting Goods Annual Fishing Tournament**

*Motion made by Councilor Vandal to authorize the special event application of Streiff Sporting Goods annual Fishing Tournament on July 13, 2013 as done in the past.* Motion seconded by Councilor Thompson and carried unanimously.

**Greater MN Housing Fund Request**

To help with needed housing in the area, the Greater MN Housing Fund has requested that area towns and businesses invest in a revolving loan pool to help finance the homes. Warroad is being asked to contribute a total of \$110,000 over two years. The funds would be used in the city to build homes. The money would then be refunded to the city once the homes sell.

*Motion made by Councilor Parker for the city to participate in the Roseau County Revolving Loan Pool and invest \$110,000 to promote new housing in the area.* Motion seconded by Councilor Vandal and carried unanimously.

**Proposed Annexation of property**

Representatives of Seven Clans Casino met with city representatives to discuss the new casino project. Some tentative agreements were made about utilities and the notes will be typed up and reviewed by the city attorney and presented to the casino representatives for review and signature. City Administrator Kathy Lovelace asked Councilor Thompson and Councilor Parker, along with Utility Superintendent Ron Kleinschmidt to meet with Northstar Electric Cooperative to discuss the bare-ground acquisition proposal.

*Motion made Councilor Vandal to table any decision on the annexation of the property on the southeast side of town until a signed agreement is reached with Seven Clans representatives.* Motion seconded by Councilor Parker and carried unanimously.

**ADJOURNMENT:**

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 8, 2013.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:20 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*