

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

April 22, 2013

CALL TO ORDER:

Councilor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on April 22, 2013. *Those Present:* Councilors Dick Soderberg, Michele Vandal, Jeff Parker, and Kevin Thompson.

Absent: Mayor Bob Marvin

Also Present: City Administrator Kathy Lovelace and City Staff Beth Carlson, City Attorney Steve Anderson, Glenda Phillipe – WHRA, Utility Superintendent Ron Kleinschmidt, Police Chief Wade Steinbring, Bill Kirkeby - Warroad Pioneer, Keith Landin – Farmers Union Oil, Travis Mashek – Farmers Union Oil, and Bethany Sundvor - Airport.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda as written. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of April 8, 2013 Council Minutes

Motion made by Councilor Parker to approve the April 8, 2013 regular Council Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Two Council Members to Review May Bills

Councilor Parker and Councilor Soderberg agreed to review the May bills prior to the May 13th, 2013 meeting.

Approval of March 2013 Manual Checks and Payroll

Motion made by Councilor Vandal to approve the April 2013 Manual checks and payroll in the amount of \$88,152.37 (PR DD E#504953 = \$3,882.74, PR Check #4661-4673 = \$5,239.70, #E893-894 = \$1,755.61, PR DD E#5048980 = \$28,976.22, PR #4674-4680 = \$9,692.64, PR and AP #37189-37198 = \$38,605.46). Motion seconded by Councilor Thompson and carried unanimously.

March 2013 Revenue/Expense Summary

The Revenue and Expense Summary report through March 2013 was for information only.

PUBLIC SAFETY:

Authorization to install VFD and Replace Boiler Controller at PSF

City Administrator Lovelace presented council the proposal from Johnson Controls to upgrade the boiler system at the Public Safety Building. Currently the fans run at 100%, a VFD would run the fans based on

heating and cooling demand. The current Boiler Tekmar Controller would be replaced with a NCE to allow for improved boiler reset and control.

Motion made by Councilor Vandal to accept the quote from Johnson Controls to install a VFD and replace the boiler controller at the Public Safety Building. The quote is \$21,500. This cost is to be split 50/50 between the city and the DNR. Motion seconded by Councilor Thompson and carried unanimously.

PSC (Public Safety Commission) Recommendation for Approval of Door Unlock Policy

Police Chief Wade Steinbring presented council with the PSC recommendation for approval of Door Unlock Policy 3-3400. This would allow the police officers to unlock car doors once the person requesting the vehicle unlock completely fills out and signs the waiver form. This service would be free of charge. Chief Steinbring believes it gives the officers the opportunity to interact with the public on a positive note.

Motion made by Councilor Parker to approve Policy 3-3400 Door Unlock Policy. Motion seconded by Vandal and carried unanimously.

PSC Recommendation for purchase of gun

Police Chief Steinbring presented council with a PSC recommended quote from Kesselring Gun Shop, Inc. for the purchase of a Col. M4 Commando Flattop 3 RD Burst gun with a night vision scope totaling \$1,607.00.

Motion made by Councilor Vandal to authorize the purchase of a Col. M4 Commando Flattop 3 RD Burst gun with a night vision scope totaling \$1,607.00. Motion seconded by Councilor Parker and carried unanimously.

PSC Recommendation for purchase/installation of Video/Audio System

Police Chief Steinbring presented council with a PSC recommended quote from TechWorks to install an Interview Room Video/Audio System. Total labor and material to complete this project is \$2800.00.

Motion made by Councilor Parker to authorize the purchase/installation of video/audio system for the cost of \$2,800.00. Motion seconded by Councilor Thompson and carried unanimously.

PLANNING COMMISSION:

PC Recommendation to approve variance Request from 418 State Ave S

Travis Mashek and Keith Landin representing Farmers Union Oil presented the Planning Commission's recommendation to approve a Variance Request for 418 State Ave. S. Code requires 200 parking spots for the size of the building. The variance would allow 100 parking spots.

Motion made by Councilor Parker to approve the Variance Request for 418 State Ave. S. allowing for 100 parking spots instead of the 200 that Code requires. Motion seconded by Councilor Vandal and carried unanimously.

PC Recommendation to approve Conditional Use Permit for 808 Main Ave. NE

City Administrator Lovelace presented council with the Planning Commission's recommendation to approve a Conditional Use Permit for 808 Main Ave. NE. This conditional use permit would allow the owners to build an 18 x 18 addition. The current zoning would not allow it.

Motion made by Councilor Vandal to approve the Conditional Use Permit for 808 Main Ave. NE. Motion seconded by Councilor Thompson and carried unanimously.

UTILITY DEPARTMENT:

Authorization to advertise for bids for the SCADA Systems Upgrades Project

Utility Superintendent Kleinschmidt asked council to authorize Widseth, Smith, Nolting's request to advertise for bids for the SCADA Systems Upgrades Project.

Motion made by Councilor Parker to authorize Widseth, Smith, Nolting's request to advertise for bids for the SCADA Systems Upgrades Project. Motion seconded by Councilor Vandal and carried unanimously.

FORMALITIES/OTHER BUSINESS:

Request for Annexation (tabled from previous meeting)

City Administrator Lovelace and Utility Superintendent Kleinschmidt asked council approval to retain an Attorney from the cities that specializes in this field, to work with City Attorney Steve Anderson's office.

Motion made by Councilor Parker to approve the retention of an Attorney, from the cities, to work with Steve Anderson's office with the legal matters of annexation and the casino project. Motion seconded by Councilor Vandal and carried unanimously.

Approval of "Order for Removal or Repair" for 207 State Ave. S

Motion made by Councilor Thompson to approve the "Order for Removal or Repair" for 207 State Ave. S. Motion seconded by Councilor Vandal and carried unanimously.

Update on 803 Steenerson

City Attorney Steve Anderson gave council an update on the property on 803 Steenerson. The next hearing will be April 30th. This hearing should determine whether there will be an evidentiary hearing or an order for removal.

No action taken.

Thank you from Kem Shrine Circus (Liquor & Electric Donations)

City Administrator Lovelace presented council with a thank you letter from Bill Cain and the Kem Shrine Circus for the donations from the liquor store and electric department for the support of our local students.

ADJOURNMENT:

There, being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 22, 2013.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:38 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Beth Carlson, city staff