

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

May 13, 2013

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:20 p.m. on May 13, 2013. *Those Present:* Mayor Bob Marvin, Councilors Dick Soderberg, Michele Vandal, Jeff Parker, and Kevin Thompson.

Absent: None

Also Present: City Administrator Kathy Lovelace and City Staff Beth Carlson, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Police Chief Wade Steinbring, Nick Whichello – Warroad Police Department, Bill Kirkeby - Warroad Pioneer, Bethany Sundvor – Airport Manager, Nick Stickler – Park Supervisor and Leon Hage – EMS Director.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 4c (EMS Week Proclamation). The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of April 22, 2013 Council Minutes

Motion made by Councilor Soderberg to approve the April 22, 2013 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of May 2013 Bills, NMPA and Payroll

Motion made by Councilor Parker to approve the May 2013 bills, NMPA and payroll in the amount of \$726,881.71 (PR #4681-4683 = \$2,369.48, E#895-898 = \$23,012.01, DD E#505010 = \$28,862.90, PR Check #4684-4693 = \$5,375.64, Check #4694-4697 = \$599.49, Check \$4698-4702 = \$2,662.48, #E901-904 = \$20,423.04, NMPA E#900 = \$271,067.59, Sales Tax E#899 = \$21,950.00, and AP #37199-37306 = \$350,559.08). Motion seconded by Councilor Soderberg and carried unanimously.

April 2013 Expense Report

The Expense report through April 2013 was for information only.

EMERGENCY SERVICES:

Police – Swearing in of new officer

Police Chief Wade Steinbring administered the oath swearing in new police officer Nick Whichello. Council welcomed Nick Whichello to the Warroad Police Department.

No action taken.

Ambulance – Authorization to send delinquent accounts to collection/revenue recapture.

EMS Director Leon Hage requested council's authorization to send nine delinquent accounts to collection / revenue recapture in the amount of \$8,153.02.

Motion made by Councilor Vandal to send nine delinquent Ambulance accounts in the amount of \$8,153.02 to collection/ revenue recapture. Motion seconded by Parker and carried unanimously.

EMS Week Proclamation

EMS Director Leon Hage requested council designate the week of May 19-25, 2013, as Emergency Medical Services Week.

Motion made by Councilor Vandal to designate the week of May 19-25, 2013, as Emergency Medical Services Week. Motion seconded by Councilor Soderberg and carried unanimously.

PARK BOARD RECOMMENDATIONS:

Recommendation to install new shingles on the Park office.

Park Supervisor Nick Stickler presented council with two bids to shingle the Park office. Park Supervisor Stickler recommended approving the low bid.

Motion made by Councilor Soderberg to approve Heppner Construction's low bid of \$3,215.00 to shingle the Park office. Motion seconded by Councilor Vandal and carried unanimously.

Recommendation to install electric outlets at the fire station docks.

Park Supervisor Nick Stickler presented council with two bids to install electric outlets at the fire station docks. Park Supervisor Stickler recommended approving the low bid.

Motion made by Councilor Parker to approve Curtiss L. Johnson's low bid of \$3,800.00 to install electric outlets at the fire station docks. Motion seconded by Councilor Vandal and carried unanimously.

Recommendation to install another dock near the old Fire Station.

Park Supervisor Nick Stickler presented council with a quote from Remer Iron Works in the amount of \$57,712.50 to install another dock system near the old Fire Station. Supervisor Stickler asked that this be tabled as he is looking into the possibility of a 50/50 state grant. Assigning designated parking was also discussed to prevent possible parking issues.

Motion made by Councilor Vandal to table the recommendation of installing another dock near the old Fire Station until Park Supervisor Stickler explored the possibility of obtaining 50/50 state grant. Motion seconded by Councilor Parker and carried unanimously.

UTILITY DEPARTMENT:

Minutes of May 7th, 2013 Utility Commission Meeting.

No action taken.

Water Tower Painting.

Utility Superintendent Ron Kleinschmidt asked council approval to hire KLM to do a thorough inspection of the water tower. This inspection will cost \$4,000.00. The water tower is past its 10 year recommended recoat. Superintendent Kleinschmidt informed council that repainting the water tower inside and out may cost up to \$500,000.00.

Motion made by Councilor Thompson to approve KLM's quote of \$4000.00 to do a thorough inspection of the water tower. Motion seconded by Councilor Vandal and carried unanimously.

Mail Box Ordinance.

Utility Superintendent Ron Kleinschmidt asked council for an ordinance not allowing individual mail boxes in the city right-of-way.

Motion made by Councilor Parker to approve the creation of a city ordinance not allowing individual mail boxes in the city right-of-way. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT:

Commission Recommendation – Authorization to purchase tools.

Airport Manager Bethany Sundvor asked council for the authorization to purchase \$2000.00 of tools to build the tool inventory at the airport. After these initial purchases the line item tool budget of \$1,000.00 should be sufficient.

Motion made by Councilor Soderberg to authorize the purchase of tools for the airport in the amount of \$2,000.00. Motion seconded by Councilor Parker and carried unanimously.

Commission Recommendation – Authorization to purchase riding mower w/grant funding.

Airport Manager Bethany Sundvor asked council for authorization to purchase a Dixon 272 commercial mower with a 72" cut, for \$9,233.96. A grant from MN DOT would cover 66% of the cost. The remaining \$3,078.00 would be the city's responsibility.

Motion made by Councilor Vandal to authorize \$3,078.00 towards the purchase of a \$9,233.96 Dixon 272 commercial mower with a 72" cut. The remaining 66% would be covered by a grant from MNDOT. Motion seconded by Councilor Parker and carried unanimously.

OTHER BUSINESS:

Order for Removal or Repair

City Attorney Steve Anderson presented council with the "Order for Removal or Repair" for Buildings located at 312 and 314 Lake St. NW.

Motion made by Councilor Thompson to approve the authorization to serve the Order to the owners of record for the property located at 312 and 314 Lake St. N.W. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Request – Annual July 4th Street Dance. Breakers Bar/Main Street Bar & Grill

Councilor Vandal moved to approve the Special Event Request for Breaker’s Bar and Main Street Bar & Grill for a street dance to be held on July 3rd, 2013 as presented. Motion seconded by Councilor Parker and carried unanimously.

Request for Annexation of property. (tabled from previous meeting)

Councilor Soderberg moved to approve the execution of the Memorandum of Understanding to memorialize the parties’ understanding of several terms and conditions regarding the City’s annexation of certain Casino property. Motion seconded by Councilor Vandal and carried unanimously.

Roseau County Workforce Housing MOU

Councilor Soderberg moved to approve the Memorandum of Understanding pertaining to the Roseau County Work Force Housing Single Family Development and the city donation of 50% of the lot costs (including assessments) for these homes. Motion seconded by Councilor Thompson and carried unanimously.

Order to remove building at 803 Steenerson St.NE

City Administrator Lovelace informed council that the Judge had granted the “Order to Remove” at 803 Steenerson St. NE. As soon as the city receives the documents it can proceed with the demolition and charge the cost of the demolition against the property taxes.

No action taken.

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of May 13, 2013.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 6:11 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Beth Carlson, city staff