

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

June 10, 2013

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on June 10, 2013.
Those Present: Mayor Bob Marvin, Councilors Dick Soderberg, Michele Vandal, Jeff Parker, and Kevin Thompson.

Absent: None

Also Present: City Staff Kathy Lovelace and Amy Friesner, Glenda Phillipe – WHRA, Utility Superintendent Ron Kleinschmidt, Bill Kirkeby - Warroad Pioneer, and Bethany Sundvor- Airport.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of May 28, 2013 Council Minutes

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

Approval of June Bills and NMPA Payment

Motion made by Councilor Soderberg to approve the June 2013 bills including the NMPA Payment in the amount of \$627,474.41(E909-915 = \$329,675.05, PR Check #47165-4736 = \$10,082.47, DD #E505065 = \$28,862.25, and AP #37312-37410 = \$258,854.64). Motion seconded by Councilor Thompson and carried unanimously.

Expense report through May, 2013

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

No Action Taken.

UTILITY DEPARTMENT:

Minutes of the June 4, 2013 Utility Commission Meeting

No Action Taken.

Authorization to send delinquent utility accounts to collection

Motion made Councilor Parker to authorize to send seven delinquent utility accounts totaling \$1,318.20 to collection. Motion seconded by Councilor Vandal and carried unanimously.

SCADA Project Bid Review and Award of Contract

The city received three bids for the SCADA system project. Widseth Smith Nolting reviewed the bids and is recommending that the low bid from Quality Flow Systems in the amount of \$333,476 be accepted.

Motion made by Councilor Thompson to accept the low bid for the SCADA project from Quality Flow Systems, INC in the amount of \$333,476. Motion seconded by Councilor Soderberg and carried unanimously.

Engineering proposal for SCADA Project

Utility Superintendent Ron Kleinschmidt requested authorization for approval of Widseth Smith Nolting's engineering proposal for final inspection of the SCADA project in the amount of \$18,000 engineering fees.

Motion made by Councilor Thompson to authorize the engineering proposal from Widseth Smith Nolting for the final inspection of the SCADA project in the amount of \$18,000. Motion seconded by Councilor Vandal and carried unanimously.

Authorization for Grade Increase for completion of Merchant Lineman Program

Utility Superintendent Ron Kleinschmidt asked for authorization to place Dan Maurer at pay grade 25A for completion of the Merchant Lineman Program.

Motion made by Councilor Parker to place Dan Maurer at pay grade 25A for completion of the Merchant Lineman Program. Motion seconded by Councilor Soderberg and carried unanimously.

OTHER BUSINESS:

Application for Exempt Permit - Raffle/Warroad Arena Assoc.

Motion made by Councilor Parker to authorize the application for a raffle drawing to be held by the Warroad Arena Association on February 1, 2014. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Application - Yellow Rose 5K Walk/Run/Marvin Windows & Doors

Motion made by Councilor Parker to authorize the special event application for the Yellow Rose 5K Walk/Run to be held on August 10, 2013. Motion seconded by Councilor Vandal and carried unanimously.

Airport - Recommendation from Airport Commission to accept a grant for runway crack seal

Airport manager, Bethany Sundvor, stated that the airport can receive a grant for runway crack seal that would reimburse 70% of the cost if authorized. The cost for crack seal at the airport would be \$18,000 but the city's portion after the grant would be \$5,400.

Motion made by Councilor Vandal to accept a 70% reimbursement grant for crack seal at the airport. Motion seconded by Councilor Soderberg and carried unanimously.

Airport - Authorization for Bob and Kathy to sign Airport Grant Amendment

Councilor Soderberg asked for council authorization to sign an amendment to the Airport Apron rehab and Snow Removal Grant. Expenditures ran over budget, but reimbursement is available if the amendment is authorized.

Motion made by Councilor Soderberg to authorize City Administrator Kathy Lovelace and Mayor Marvin to sign the Airport Grant Amendment. Motion seconded by Councilor Parker and carried unanimously.

Community Park - Authorization to file plans and specs and to advertise for bids

Widseth Smith Nolting asked council for authorization to proceed to file plans and specs and advertise for bids for the Community Park Project- Phase I. The bid date will be set for June 27, 2013.

Motion made by Councilor Soderberg to file plans and specs and advertise for bids for the Community Park Phase I. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Request - Ampgard

City Administrator Kathy Lovelace stated that she received a request for the use of the Community Park property for an event.

Motion made by Councilor Parker to authorize the special event request for Ampgard. Motion seconded by Councilor Vandal and carried unanimously.

ADJOURNMENT:

There, being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of June 10, 2013.*** The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:45 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff