

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

June 24, 2013

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 p.m. on June 24, 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 Amy Friesner, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Bill Kirkeby - Warroad Pioneer, Police Chief Wade Steinbring, Joy Bukowiec - Warroad Rescue Unit, and Glenda Phillipe – WHRA & Roseau County.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 6e - Weed Inspection. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of June 10, 2013 Council Minutes

Motion made by Councilor Parker to approve the June 10, 2013 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review July Bills

Councilor Vandal and Councilor Parker agreed to review the July bills prior to the July 8th, 2013 meeting.

Approval of any Manual Checks

Motion made by Councilor Soderberg to approve the June 2013 payroll in the amount of \$60,378.34 (PR Check #4737-4753 = \$11,022.79, and #E916-919 = \$21,252.59, and DD E#505093 = \$28,102.96). Motion seconded by Councilor Vandal and carried unanimously.

2013 YTD Revenue/Expense Summary

The Revenue/Expense report through May 2013 was for information only.

EMERGENCY SERVICES:

Ambulance - Authorization to send delinquent accounts to collection/revenue recapture

Motion made by Councilor Parker authorizing to send four delinquent ambulance accounts totaling \$4,709.37 to collection/revenue recapture. Motion seconded by Councilor Vandal and carried unanimously.

PORT AUTHORITY

Recommendation for Housing Incentives

To help encourage growth and attract families to purchase/build homes in Warroad, City Administrator Kathy Lovelace presented council a housing incentive plan that was approved by the Port Authority. There were options for new home construction and existing homes. Incentives ranged from electric service credit to individual golf pass and family swim pass. There was discussion and clarification as to how the program would be administered and how long it would be offered. The council discussed the ability to change the incentives if needed. It was decided to add clarification to the program to specify the start date and the possibility that the program can change.

Motion made by Councilor Thompson to authorize the proposed housing incentives with the clarifications noted and payment of those programs by the funds indicated. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT:

Clarification for Grade Increase for completion of Merchant Lineman Program

Utility Superintendent Ron Kleinschmidt requested that Dan Maurer be placed at Grade 25B for his completion of the Merchant Lineman Program. Since he reached the top of his current grade/step on his employment anniversary on June 3 and also completed that program, he would be entitled to the placement as described.

Motion made by Councilor Parker to place Dan Maurer at Grade 25B for completion of the Merchant Lineman Program. Motion seconded by Councilor Vandal and carried unanimously.

FORMALITIES/OTHER BUSINESS:

Special Event Request - July 27-28/Fish Fest - Warroad Cub Scouts

Motion made by Councilor Parker to authorize the Special Event application from the Warroad Cub Scouts for Fish Fest 2013 to be held on July 28, 2013. Motion seconded by Councilor Thompson and carried unanimously.

Application for Temporary On-Sale Liquor License/Chamber of Commerce

Councilor Parker moved to approve the temporary on-sale liquor license for the Chamber of Commerce July 5, 2013 concert at the Gardens arena with the understanding that security plans be reviewed with law enforcement. Motion seconded by Councilor Vandal and carried unanimously.

FYI - Small Cities Grant approval received

City Administrator Lovelace presented council with approval for the Small Cities Grant. The requested amount was reduced. More details will be presented to council as they become available.

No Action Taken.

FYI - RBEG Grant approval received

City Administrator Lovelace presented council a copy of the award letter for the Rural Business Enterprise Grant. The amount was reduced slightly. These funds are intended for use as a revolving loan fund for businesses.

No Action Taken.

Weed Inspection

There was discussion about the vacant lots and mowing. The wet weather has hindered the enforcement of weed control. Utility Superintendent Ron Kleinschmidt stated that he was in the process of getting out notification to owners about weed control requirements.

No Action Taken.

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of June 24, 2013.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:56 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff