

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

**September 9, 2013**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on September 9, 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, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Bill Kirkeby - Warroad Pioneer, Police Chief Wade Steinbring, Joy Bukowiec - Warroad Rescue Unit, Bethany Sundvor- Airport, Donna LaDuke and Evie Halvorson - Warroad Chamber, and Glenda Phillipe - WHRA.

**APPROVE AGENDA:**

***Councilor Vandal moved to approve the meeting agenda with the addition of 3c -Approval of Ordinance Language and 7d - Chamber Request.*** The motion was seconded by Councilor Thompson and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of August 26, 2013 Council Minutes**

***Motion made by Councilor Parker to approve the August 26, 2013 regular Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Approval of September Bills and NMPA Payment**

***Motion made by Councilor Vandal to approve the September 2013 bills including the NMPA Payment in the amount of \$617,952.77(E945-951 = \$325,910.70, PR Check #4856-4873 = \$8,794.55, DD #E505273 = \$28,914.37, and AP #37652-37741 = \$254,333.15).*** Motion seconded by Councilor Soderberg and carried unanimously.

**Set Date for Truth-in-Taxation Meeting**

***It was Council consensus to set the Truth-in-Taxation Meeting date as November 25, 2013 at 6PM.***

**Approval of 2014 Preliminary Budget**

City Administrator Kathy Lovelace presented the 2014 preliminary budget for review and adoption. She stated that the budget committee recommended a 2.39% increase over last year's budget. This leaves some room for variables that may arise before December. She reminded council that the amount could be decreased but not increased before December when the final levy is submitted.

***Councilor Vandal moved to approve the Preliminary Budget to the County with a total Levy increase of 2.39%.*** Motion was seconded by Councilor Soderberg and carried unanimously.

### **Approval of Ordinance Language**

City Administrator Kathy Lovelace asked council for approval of the ordinance concerning mailbox regulation. It was originally discussed at the May 13, 2013 Council meeting but the language needed clarification.

*Motion made by Councilor Vandal to approve Chapter 53: Regulation of Mail Boxes as presented.*  
Motion seconded by Councilor Thompson and carried unanimously.

### **EMERGENCY SERVICES:**

#### **Ambulance - Request/Notification of Grant application for monitors**

Joy Bukowiec of the Warroad Rescue Unit stated that there was an opportunity to receive grant funding to upgrade or replace the existing heart monitors to be able to communicate with hospitals through cell phone signals. The cost to the city could vary depending on the amount of grant received and the option chosen. If any grant money is awarded, she will come back to Council for authorization to accept.

*Motion made by Councilor Vandal to authorize Joy Bukowiec to pursue grant funding to upgrade/trade the LPI5 monitors.* Motion seconded by Councilor Parker and carried unanimously.

#### **Fire Dept – Authorization to send delinquent accounts to Collection**

*Motion made by Councilor Parker authorizing to send three delinquent fire calls totaling \$1,250.00 to collection.* Motion seconded by Councilor Soderberg and carried unanimously.

### **UTILITY DEPARTMENT:**

#### **Minutes of the September 3, 2013 Utility Commission Meeting**

*No Action Taken.*

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

*Motion made Councilor Vandal to authorize to send six delinquent utility accounts totaling \$2,633.05 to collection.* Motion seconded by Councilor Soderberg and carried unanimously.

#### **Authorization to send delinquent utility accounts to County for collection with taxes**

*Motion made Councilor Parker to authorize to send two delinquent utility accounts totaling \$1,127.12 to the County for collection with taxes and write off one totaling \$487.08.* Motion seconded by Councilor Vandal and carried unanimously.

## **Update on Agreement with Northstar Electric**

City Attorney Steve Anderson stated that the last proposal by the City to Northstar Electric Cooperative for the bare-ground acquisition of the area on the southeast side of town was accepted. There was a minor language addition to the agreement and the revised agreement should be signed by the end of the week.

*No Action Taken.*

## **AIRPORT:**

### **Request to purchase aircraft radio for tractor**

Airport manager Bethany Sundvor presented a quote for an aircraft radio for the airport tractor. She stated that the tractor is now on the runways more because of the snow removal equipment that was purchased and she feels that, for safety reasons, they need the radio because it has a longer range than the handheld that is now being used.

*Motion by Councilor Parker to authorize the purchase of an aircraft radio from D & J Radio in the amount of \$1,462.05.* Motion seconded by Councilor Vandal and carried unanimously.

## **OTHER BUSINESS:**

### **Lawful Gambling Permit Request - Nov 23 Bingo/ Knights of Columbus**

*Motion made by Councilor Vandal to authorize Lawful Gambling Permit request for Knights of Columbus for Bingo to be held on November 23, 2013.* Motion seconded by Councilor Thompson and carried unanimously.

### **Special Event Request - Permission to block street/angle parking**

*Councilor Thompson moved to approve the special event request for Warroad Home School Soccer to block a portion of Dale St SW during various dates for soccer tournaments.* Motion seconded by Councilor Parker and carried unanimously.

### **Young Manor Public Housing Assessment System Score Sheet**

Council was presented a copy of the Public Housing Assessment system score report for Young Manor. The score was 99 out of 100. Glenda Phillipe was recognized for her diligence to receive this rating.

*No Action Taken*

## **Chamber Request**

There have been many complaints to the chamber about America's Best Inn located on Main Ave. Efforts to resolve the issues have not been successful. The next step would be to get the county attorney involved and send a letter to the owners with the intent to file a 'civil action'. Both the Chamber of Commerce board and the Convention and Visitors Bureau Board have agreed to sign the letter. They are requesting the support from the City of Warroad as well.

*Motion made by Councilor Vandal to support the letter written by the Roseau County attorney.* Motion seconded by Councilor Soderberg and carried unanimously.

## **ADJOURNMENT:**

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 9, 2013.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:47 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*