

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

**October 15, 2013**

**CALL TO ORDER:**

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

*Also Present:* City Staff Kathy Lovelace and Amy Friesner, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Bill Kirkeby - Warroad Pioneer, Bethany Sundvor- Airport, Nick Stickler - Park, Scott Johnson, Kathy Sebbby - Roseau county Emergency Manager, and Glenda Phillipe - WHRA.

**APPROVE AGENDA:**

*Councilor Thompson moved to approve the meeting agenda as presented.* The motion was seconded by Councilor Soderberg and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of September 23, 2013 Council Minutes**

*Motion made by Councilor Soderberg to approve the September 23, 2013 regular Council Minutes as written.* The motion was seconded by Councilor Thompson and carried unanimously.

**Approval of October Bills and NMPA Payment**

*Motion made by Councilor Thompson to approve the October 2013 bills including the NMPA Payment in the amount of \$1,827,034.25(E964-969 = \$340,742.79, PR Check #4892-4920 = \$13,880.62, DD #E505331, 505340 = \$32,605.54, and AP #37750-37871 = \$1,439,805.30).* Motion seconded by Councilor Soderberg and carried unanimously.

**UTILITY DEPARTMENT:**

**Minutes of the October 8, 2013 Utility Commission Meeting**

*No Action Taken.*

**Authorization to purchase meter reading system**

There have been issues with the handheld meter reader. The meter company demonstrated a new system last month. It was very quick and picked up the meters with few issues. The proposed cost of the system is \$6,250. This would connect to a laptop computer. The company will set up the system for us so that we can make sure it will work for us before we pay for it. Utility Superintendent Ron Kleinschmidt asked for authorization to purchase the system.

*Motion made by Councilor Thompson to authorize the purchase of the proposed meter reading system dependent upon a favorable trial period.* Motion seconded by Councilor Soderberg and carried unanimously.

**Authorization to proceed with Riverview Dr SE project**

Utility Superintendent Ron Kleinschmidt asked to proceed with the Riverview Project in 2014. This would be the replacement of the 6" cast iron water main, the 8" clay tile sewer main, and road development. Widseth Smith Nolting (WSN) would like to begin some preliminary surveys with the intention of getting the design to the state for approval in March and advertise for bids in April, 2014.

*Motion made by Councilor Parker to authorize WSN to proceed with the Riverview Project for 2014.* Motion seconded by Councilor Thompson and carried unanimously.

**Resolution to extend NMPA Sales Agreement**

The Northern Municipal Power Agency is asking the city to extend its power sales agreement from March 1, 2031 to March 1, 2055. This would help with any capital financing rates in the future.

*Motion made by Councilor Parker to adopt a resolution to extend the Power Sales Agreement with Northern Municipal Power Agency to March 1, 2055.* Motion seconded by Councilor Thompson and carried unanimously.

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

*Motion made Councilor Parker to authorize to send two delinquent utility accounts totaling \$498.56 to collection.* Motion seconded by Councilor Soderberg and carried unanimously.

**ATT antenna Lease on water tower**

City Attorney Steve Anderson stated that he had reviewed ATT's proposal for a new water tower lease agreement with the city of Warroad. He saw no reason for the city to change the existing agreement.

*Motion made by Councilor Parker to continue with the current water tower lease agreement with ATT.* Motion seconded by Councilor Thompson and carried unanimously.

**PARK DEPARTMENT:**

**Authorization to submit grant for bathhouse/campground expansion**

Campground manager, Nick Stickler, explained to council the needs for the campground. In order to meet code, about 15 campsites will have to be removed from the front campground. The bathhouse in the back campground is in need of renovation. There is an opportunity for some grant funding through the DNR. He would like to add onto the campground to create more sites and build/renovate the bathhouse. A resolution would need to be adopted for the sponsorship of the grant through the DNR.

**Approval of Resolution of Sponsorship for grant through DNR**

*Motion made Councilor Thompson to adopt Resolution No. 2013-14- Sponsorship of Campground Grant.* Motion seconded by Councilor Parker and carried unanimously.

**OTHER BUSINESS:**

**Notification of final approval from Municipal Boundary Adjustment Unit regarding the annexation of property**

*FYI - No Action Taken.*

**Introduction of Roseau County Emergency Manager- Kathy Sebbby**

Council welcomed the new Roseau County Emergency Manager - Kathy Sebbby.

*No Action Taken.*

**Approval of Grant work to be done at JV Softball Field**

Ron Storey, a local winner of the Chevrolet and Scott's "Diamonds and Dreams Program", selected Warroad High School as the recipient of a \$20,000 field makeover. City Administrator Kathy Lovelace asked council to approve the choice of the JV softball field for the makeover. There would be no cost to the city.

*Motion made by Councilor Soderberg to approve the grant work to be done at the JV softball field.* Motion seconded by Councilor Parker and carried unanimously.

**Approval of Standard MN DEED Grant Required Forms**

City Administrator Kathy Lovelace stated that the city needed to approve some required forms in order to continue to participate in the MN DEED Grant (Small Cities Grant). She presented a summary sheet for each of the forms.

*Motion made by Councilor Soderberg to approve the Residential Antidisplacement and Relocation Assistance Plan as required by MN DEED.* Motion seconded by Councilor Parker and carried unanimously.

*Motion made by Councilor Parker to approve the Resolution Prohibiting Use of Excessive Force as required for the MN DEED grant.* Motion seconded by Councilor Soderberg and carried unanimously.

*Motion made by Councilor Thompson to approve the Certification for a Drug-Free Workplace as required for the MN DEED grant.* Motion seconded by Councilor Parker and carried unanimously.

*Motion made by Councilor Soderberg to approve the Commercial Rehabilitation, Rental Rehabilitation, and Owner/Occupied Housing Rehabilitation Program Policy and Procedural Guides as required by MN DEED.* Motion seconded by Councilor Thompson and carried unanimously.

**ADJOURNMENT:**

There, being no further business, *Councilor Thompson moved to adjourn the Regular Meeting of the Warroad City Council of October 15, 2013.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:48 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*