

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

December 9, 2013

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on December 9, 2013.

Those Present: Mayor Marvin, Councilors Dick Soderberg, Jeff Parker, Michele Vandal and Kevin Thompson.

Absent: None

Also Present: City Staff Kathy Lovelace and Amy Friesner, City Attorney Steve Anderson, Bethany Sundvor-Airport, Police Chief Wade Steinbring, and Kent Mason - Warroad Liquor Store.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 8c- Planning Commission Recommendation. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of November 25, 2013 Council Minutes

Motion made by Councilor Parker to approve the November 25, 2013 regular Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

Approval of December 4, 2013 Council Work Session Minutes

Motion made by Councilor Vandal to approve the December 4, 2013 Council Work Session Minutes amended to read 'Mayor Marvin' called the meeting to order. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of December Bills and NMPA Payment

Motion made by Councilor Vandal to approve the December 2013 bills including the NMPA Payment in the amount of \$618,865.65(E985-990 = \$316,212.05, PR Check #4952-4987 = \$17,703.78, DD #E505454 = \$31,747.31, and AP #37991-38081 = \$253,202.51). Motion seconded by Councilor Parker and carried unanimously.

Approval of 2014 Budget/ Tax Levy

Motion made by Councilor Soderberg to approve the 2014 Budget/ Tax Levy as presented and as discussed at the December 4, 2013 work session. The motion was seconded by Councilor Thompson and carried unanimously.

LIQUOR STORE:

Request to purchase/upgrade new cash registers/system

Liquor store manager Kent Mason asked council for authorization to purchase a new cash register system to replace the outdated system currently used. The cost would be \$4,798.37 and would be paid out of the Lottery Fund Balance.

Motion made by Councilor Vandal to authorize the purchase/upgrade of a new cash register system at the liquor store. The motion was seconded by Councilor Parker and carried unanimously.

EMERGENCY SERVICES:

Ambulance- Authorization for annual rate increase

Motion made by Councilor Parker to authorize a 5% increase in ambulance call services for 2014. The motion was seconded by Councilor Vandal and carried unanimously.

Fire Dept - Authorization to send delinquent account to collection

Motion made by Councilor Soderberg to authorize to send one delinquent fire call to collection. The motion was seconded by Councilor Thompson and carried unanimously.

UTILITY DEPARTMENT:

Authorization to send delinquent utility accounts to collection

Motion made Councilor Parker to authorize to send six delinquent utility accounts totaling \$1,938.46 to collection. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT:

Purchase replacement broom parts

Airport manager Bethany Sundvor asked for authorization to purchase a set of brooms for the airport sweeper. It is looking as though it will be necessary to purchase two sets a year depending on use.

Motion made by Councilor Parker to authorize the purchase of replacement broom parts for the airport sweeper. The motion was seconded by Councilor Soderberg and carried unanimously.

Replace pay-at-pump credit card reader

Airport manager Bethany Sundvor asked for authorization to replace the pay-at-pump credit card reader. The existing reader has not worked for years and the on-call person has had to go to the airport to fuel airplanes when called after hours. The new credit card reader would be more convenient for customers and eliminate the extra travel for the on-call employee. The funding would be partially from the current budget and the remainder from reserves. There would be no cost for electrical since there is existing power.

Motion made by Councilor Parker authorize the purchase of a new pay-at-pump credit card reader at the airport. Motion seconded by Councilor Soderberg and carried unanimously.

OTHER BUSINESS:

Approval of Public Safety Facility Use Policy

City Administrator Kathy Lovelace presented a Public Safety Facility Use policy for council approval. The policy was developed with feedback from the DNR and reviewed by city department heads. The policy stresses the purpose of the building and specifies uses.

Motion made by Councilor Soderberg to approved the Public Safety Facility Use Policy as presented. Motion seconded by Councilor Parker and carried unanimously.

Approval of renewal of cigarette licenses

Motion made by Councilor Vandal to approve the cigarette license renewals for 2014 as presented. Motion seconded by Councilor Thompson and carried unanimously.

Planning Commission Recommendation

City Administrator Kathy Lovelace stated that the planning commission met and discussed building requirements for the lots in Highland Park Second Addition. There is a buyer interested in a lot in the area and would like to purchase before the end of the year. The planning commission is recommending a minimum of 1200sf main floor living space and a finished driveway as requirements.

Motion made by Councilor Thompson to require a minimum of 1200sf main floor living space and a finished driveway for new construction in Highland Park Second Addition as per Planning Commission recommendations. 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 December 9, 2013.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:32 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff