

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

**January 13, 2014**

**CALL TO ORDER:**

Councilor Soderberg called the Regular Meeting of the Warroad City Council to order at 5:18p.m.on January 13, 2014. ***Those Present:*** Councilors Jeff Parker, Dick Soderberg, Michele Vandal, and Kevin Thompson.

***Absent:*** Mayor Marvin

***Also Present:*** City Staff Kathy Lovelace and Amy Friesner, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Wade Steinbring – Warroad Police Chief, Bethany Sundvor- Airport, and Glenda Phillipe - WHRA.

**APPROVE AGENDA:**

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

**APPROVAL OF MINUTES:**

**Approval of December 9, 2013 Council Minutes**

***Motion made by Councilor Parker to approve the December 9, 2013 regular Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Appointment of Acting Mayor for 2014**

***Motion made by Councilor Vandal to appoint Councilor Soderberg as acting Mayor for 2014, in the case of Mayor Marvin's absence.*** Motion seconded by Councilor Thompson and carried unanimously.

**Designation of Official Newspaper – Warroad Pioneer**

***Motion made by Councilor Thompson to designate the Warroad Pioneer the City's official newspaper for 2014.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Designation of Official Depositories – Security State Bank, 4M & 4M Plus Fund, and RBC Dain Rauscher**

***Motion made by Councilor Vandal to designate Security State Bank, 4M & 4M Plus Funds, and RBC Dain Rauscher as the official depositories for the City of Warroad for 2014.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Appointment of Assistant Weed Inspector – Utility Superintendent**

***Motion made by Councilor Parker to appoint the Utility Superintendent as 2014 Assistant Weed Inspector.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Authorization for Liquor Fund Transfer & Electric Franchise Fee Payment to City General Fund**

***Motion made by Councilor Thompson to authorize the Liquor fund Transfer of \$85,000.00 and the Electric Franchise Fee Payment of \$270,000.00 to the City General Fund.*** Motion seconded by Councilor Vandal and carried unanimously.

**Approval of December EFT Payments & Manual Checks and January 2014 Bills & NMPA Payment**

*Motion made by Councilor Thompson to approve the December 2013 EFT payments and manual checks and January 2014 bills and NMPA payment totaling \$801,884.91 (E991-1004= \$402,469.37, AP #38082-38209 = \$270,848.30, PR #4988-5047 = \$38,059.82, and PR E-#505483, 505514, 505543 = \$90,507.42). Motion seconded by Councilor Vandal and carried unanimously.*

**Review of Committee, Commission and Board Member Lists**

*Motion made by Councilor Parker to table the list of Committees, Commissions, and Boards and review for approval at the next regular council meeting Motion seconded by Councilor Vandal and carried unanimously.*

**Brady Martz & Associates – City Audit – Week of February 3, 2014**

*Informational Only, No Action Taken.*

**PUBLIC SAFETY ISSUES:****Fire Dept – Approval of 2014 Officers:**

*Motion made by Councilor Parker to approve Todd Kleinschmidt as Chief, Mike Scheef as Assistant Chief and Eric Erickson as Secretary and Training Officer of the Warroad fire department for 2014. Motion seconded by Councilor Thompson and carried unanimously.*

**UTILITY DEPARTMENT / COMMISSION MINUTES:****Minutes of 01/07/14 Utility Commission Meeting:**

The January 7, 2014 utility commission meeting minutes were presented for review.

*No Action Taken.*

**Acceptance of WSN proposal and authorization to proceed with design services for Water Tower Painting:**

The water tower inspection has been completed and a recommendation from KLM Engineering is to sand-blast and paint the water tower. WSN has given a proposal of \$12,500 for design, specs and bids for the project. It is the Utility Commission recommendation to authorize WSN to proceed. Councilor Thompson asked about any added cost to the project because of the communication equipment mounted on the tower. The company leasing the tower for the equipment will have to remove it at their cost.

*Motion made by Councilor Thompson to accept the WSN proposal and authorize WSN to proceed with the design services as presented. Motion seconded by Councilor Vandal and carried unanimously.*

**Adoption of Resolution 2014-01 / 2014 Water & Sewer Rates**

After reviewing the 2013 expenses vs revenues for both the water and sewer departments and both the upcoming projects and past rate increases, Utility Superintendent Ron Kleinschmidt stated that he felt the departments needed a modest rate increase. He presented a new rate sheet and stated that there had been no increase in sewer or water for four years. He recommended to the council to adopt Resolution 2014-01 / 2014 Water & Sewer Rates with no rate increase for 2013.

***Councilor Thompson moved to adopt Resolution 2014-01 / 2014 Water & Sewer Rates.*** Motion seconded by Councilor Vandal and carried unanimously.

### **Annual Fuel Bid Review/Award**

Utility Superintendent Ron Kleinschmidt presented council a fuel bid summary. There were two bids received and the proposed discount was 11 cents per gallon for both. Patronage from Cenex/Farmers Union will still be paid. It is the recommendation that the fuel bid for 2014 be awarded to Cenex/Farmers Union Oil of Warroad.

***Motion made by Councilor Parker to accept the bid for both gas and diesel from Cenex/Farmers Union for the 2014 fuel needs.*** Motion seconded by Councilor Vandal and carried unanimously with Councilor Thompson abstaining.

### **Authorization to send delinquent Utility Accounts to Collection**

***Motion made by Councilor Parker authorizing to send two delinquent utility accounts totaling \$306.93 to collection.*** Motion seconded by Councilor Vandal and carried unanimously.

### **Authorization to write off delinquent Utility Account**

***Motion made by Councilor Vandal authorizing one delinquent utility accounts totaling \$295.78 be written off.*** Motion seconded by Councilor Thompson and carried unanimously.

### **OTHER BUSINESS:**

#### **Review of 2014 Fee Schedule**

***2014 Fee Schedule was presented for review and action at the next meeting.***

#### **Approval of 1st half of annual arena contribution**

***Motion made by Councilor Vandal to authorize payment of the first portion (\$25,000) of the annual arena fee as done in the past.*** Motion seconded by Councilor Thompson and carried unanimously.

#### **Acceptance of Resignation**

***Motion made by Councilor Vandal to accept the resignation of Elizabeth Hellquist.*** Motion seconded by Councilor Parker and carried unanimously.

### **Closed Session per MS 13D.05, subd.3 to discuss potential offer for property**

### **ADJOURNMENT:**

There, being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 13, 2014.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:05 p.m.

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Acting Mayor Dick Soderberg

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*