

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

January 27, 2014

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on January 27, 2014.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff Amy Friesner, City Attorney Steve Anderson, Wade Steinbring – Warroad Police Chief, Bethany Sundvor - Airport, Ron Kleinschmidt- Utilities Superintendent, Glenda Phillipe – WHRA, Todd Kleinschmidt and Steve LaDuke- WFD, Emma Brunelle and Brianna LaDuke – Girls Rock the Capital.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of January 13, 2014 Regular Council Minutes

Motion made by Councilor Parker to approve the January 13, 2014 regular Council Minutes as written. Motion seconded by Councilor Soderberg and carried unanimously.

Two Council Members to Review February Bills

Councilor Vandal and Councilor Thompson agreed to review the February bills prior to the February 10, 2014 meeting.

Approval of January 2014 Manual checks and Payroll.

Motion made by Councilor Vandal to approve the January 2014 Manual checks in the amount of \$161,028.28 (PR#5048-5072 = \$15,239.45, PR E#1005-1008, #1010-1013 = \$49,168.65, PR E#505551, 505578 = \$35,384.23, and AP #38210-38217 = \$61,235.95). Motion seconded by Councilor Thompson and carried unanimously.

Final approval of 2014 Fee Schedule (tabled from 01/13/14 mtg)

Motion made by Councilor Soderberg to approve the 2014 Fee Schedule as presented. Motion seconded by Councilor Vandal and carried unanimously

2013 Revenue/Expense Summary

The Revenue & Expense Summary report through December 2013 was for information only.

No action taken.

Authorization to fill vacant position

City Administrator Kathy Lovelace asked for council authorization to promote and move Amy Friesner from her current position as utility secretary to fill the vacant Deputy Clerk/Treasurer position. She has been with the city for over ten years and has accounting background and has been filling in since the position became vacant.

Motion made by Councilor Soderberg to promote and move Amy Friesner from her current position as utility secretary to fill the vacant Deputy Clerk/Treasurer position. Motion seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY ISSUES:**Police – Authorization to purchase new squad car**

Police Chief Wade Steinbring presented council three bids for a new squad car. He stated that Lake Country Chevrolet with a price of \$29,575.04 was the low bid and asked for authorization to purchase the vehicle. Half of the cost was set aside in the 2013 budget and the other half was budgeted for this year.

Motion made by Councilor Vandal to accept the low bid from Lake Country Chevrolet for the purchase of a new Chevy Caprice squad car. Motion seconded by Councilor Thompson and carried unanimously.

Police – Authorization to advertise for part-time officer

Police Chief Wade Steinbring stated that he was having problems filling shifts with the current staff and asked for authorization to advertise for two part-time officer positions.

Motion made by Councilor Parker to authorize Police Chief Steinbring to advertise for two part-time officer positions. Motion seconded by Councilor Thompson and carried unanimously.

Fire – Authorization to purchase SCBA mask replacement parts

Todd Kleinschmidt, Warroad Fire Chief, asked council for authorization to refurbish 16 SCBA masks that the department currently has. It is considerably less to refurbish the masks than to purchase new ones. The quote was for \$6,191.20 for all 16 masks. There is money in the budget.

Motion made by Councilor Vandal to authorize to refurbish 16 SCBA masks for the fire department as presented. Motion seconded by Councilor Parker and carried unanimously.

AIRPORT**Minutes from the 01/06/2014 Airport Commission Meeting - FYI**

No action taken.

UTILITY DEPARTMENT**Training Report from December Training**

Council was given a report summarizing training that Superintendent Ron Kleinschmidt attended in December, 2013. City Administrator Kathy Lovelace stated that the council should be seeing the training summaries from each department in the future as training occurs.

No action taken.

Authorization to advertise for utility secretary

City Administrator Kathy Lovelace stated that with Amy Friesner's movement into the Deputy Clerk/Treasurer position, there is an opening at the utility office. She would like to shift some of the responsibility back to the main office and would like to try to fill a part-time position.

Motion made by Councilor Parker to advertise to fill a part-time utility secretary position. Motion seconded by Councilor Vandal and carried unanimously.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 27, 2014.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:40 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff