

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

February 10, 2014

CALL TO ORDER:

Acting Mayor, Dick Soderberg, called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on February 10, 2014. ***Those Present:*** Councilors Jeff Parker, Dick Soderberg, Michele Vandal, and Kevin Thompson.

Absent: Mayor Marvin

Also Present: City Administrator Kathy Lovelace, City Staff Amy Friesner, Bethany Sundvor - Airport, Ron Kleinschmidt- Utilities Superintendent, Glenda Phillipe – WHRA, Steve LaDuke- WFD and Steve Emery – Widseth Smith Nolting.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 7d – Training Request. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of January 27, 2014 Regular Council Minutes

Motion made by Councilor Parker to approve the January 27, 2014 regular Council Minutes as written. Motion seconded by Councilor Thompson and carried unanimously.

Approval of February 2014 Bills and NMPA Payment.

Motion made by Councilor Vandal to approve the February 2014 bills and NMPA payment in the amount of \$800,353.11 (PR#5073-5087 = \$8,636.31, E#1009, 1014-1021 = \$496,305.97, PR E#505605 = \$29,230.07, and AP #38218-38312 = \$266,180.76). Motion seconded by Councilor Thompson and carried unanimously.

Approval of Committee, Commission and Board Member List (tabled from prev. mtg)

Motion made by Councilor Thompson to approve the 2014 Committees, Commission and Board Member List as presented. Motion seconded by Councilor Parker and carried unanimously.

COMMUNITY PARK COMMITTEE REQUEST:

Approval of Plans & Specs, set bid date, Authorization to Advertise for Bids for Warroad Park Development – Phase I

Steve Emery of Widseth Smith Nolting engineers presented the plans and specs for the Warroad Park Development – Phase I project. He stated that with authorization, the bid date would be set as March 4, 2014 at 1pm and bid approval will be planned for the March 10, 2014 regular council meeting. He stated that there were alternative bids to give a pricing option for council.

Motions made by Councilor Parker to approve the plans & specs, set the bid date for March 4, 2014, and authorize to advertise for bids for the Warroad Park Development – Phase I. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT**Minutes of 02/04/14 Utility Commission Meeting:**

The February 4, 2014 utility commission meeting minutes were presented for review.

No Action Taken.

Review and Acknowledge 2013 Outage Report

The 2013 Reliability report was presented for review.

No Action Taken.

Authorization to send delinquent Utility Accounts to Collection

Motion made by Councilor Vandal authorizing to send three delinquent utility accounts totaling \$612.97 to collection. Motion seconded by Councilor Thompson and carried unanimously.

Approve Utility Comm Recommendation to adjust utility billing cycle to coincide with new Minnkota bill date

Minnkota has changed their meter reading date from the 20th to the end of the month. In order for us to coincide with the date, the city's meter reading date needs to be changed. The Utility Commission's proposal is to read the meters one day later each month beginning in March so that in December, the reading date will be the 31st.

Motion made by Councilor Parker to approve the adjustment to the utility billing cycle as presented. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to sign Annual Engineers Agreement with WSN

Steve Emery of WSN presented the annual engineers' agreement for approval. He stated that the overall rates increased an average of 3%.

Motion made by Councilor Thompson to authorize the Annual Engineers Agreement with WSN. Motion seconded by Councilor Vandal and carried unanimously.

Approval of Plans & Specs, set bid date, and Authorization to Advertise for Bids – Cleaning, Repair and Painting of Water Tower

The water tower inspection has been completed and a recommendation from KLM Engineering is to sand-blast and paint the water tower. WSN has completed the plans & specs and asked for approval of the plans and to set a bid date of March 19, 2014 and authorization to advertise for bids. There will be a mandatory pre-bid meeting on March 11, 2014.

Motions made by Councilor Vandal to approve the plans & specs, set the bid date for March 19, 2014, and authorize to advertise for bids for the Cleaning, repair and painting of the water tower. Motion seconded by Councilor Thompson and carried unanimously.

Authorization for Superintendent to attend Annual Water & Wastewater Conference

Superintendent Kleinschmidt asked for authorization to attend the Annual Water & Wastewater Conference in St Cloud March 4-6, 2014. This is part of the required training hours for licensing.

Motion made by Councilor Thompson to authorize City Superintendent Ron Kleinschmidt to attend the Annual Water & Wastewater Conference in St Cloud. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT**Authorization to sign Standard Annual Agreement with KLJ Engineers**

Council received a copy of the Standard Annual Agreement with KLJ Engineers. City Attorney Steve Anderson recommended a few changes to the agreement before approval. Airport Manager Bethany Sundvor was asked to get two copies of the amended agreement for signatures.

Action tabled until the next regular council meeting.

OTHER BUSINESS**Fire Relief Association – Steve LaDuke**

Steve LaDuke, representing the Fire Relief Association, asked council to approve a raise in the limit of guaranteed pension benefits by the city. The Council last approved an increase in February 2012. There was discussion about the processes and reasons for the request. The council felt they needed more information to understand the system.

Motion made by Councilor Parker to table the request until more information becomes available and further discussion can take place. Motion seconded by Councilor Vandal and carried unanimously.

Application for Gambling Permit – Bingo/Knights of Columbus- April 12, 2014

Motion made by Councilor Vandal to approve the application for gambling permit for Knights of Columbus bingo on April 12, 2014. Motion seconded by Councilor Parker and carried unanimously.

Training Report – Ambulance (information only)

Mary Phillipe attended the Arrowhead Emergency Medical Services conference and council received a summary.

No Action Taken.

Training Request - WLS

A request to send liquor store assistant manager, Nathan Hoy, to a training program with the Minnesota Municipal Beverage Association February 17-19, 2014 was made. This is a training session that was cancelled last year due to the weather.

Motion made by Councilor Vandal to authorize Nathan Hoy to attend the 2014 MMBA Boot Camp training session February 17-19, 2014. Motion seconded by Councilor Parker and carried unanimously.

ADJOURNMENT:

There being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of February 10, 2014.*** The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:49 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff