

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

March 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 March 10, 2014. ***Those Present:*** Councilors Dick Soderberg, Michele Vandal, and Kevin Thompson.

Absent: Councilor Parker and Mayor Marvin

Also Present: City Administrator Kathy Lovelace, City Staff Amy Friesner, Ron Kleinschmidt- Utilities Superintendent, Bill Kirkeby – Warroad Pioneer, and Brian Schaible – Warroad Community Park.

APPROVE AGENDA:

Councilor Thompson moved to approve the meeting agenda with the addition of 7b – Training Summary and 7c – Authorization to hire part-time Utility Secretary. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of February 24, 2014 Regular Council Minutes

Motion made by Councilor Vandal to approve the February 24, 2014 regular Council Minutes as written. Motion seconded by Councilor Thompson and carried unanimously.

Approval of March 2014 Bills and NMPA Payment.

Motion made by Councilor Thompson to approve the March 2014 bills and NMPA payment in the amount of \$766,185.18 (PR#5096-5109 = \$9,457.61, E#1026-1031 = \$341,391.95, PR E#505660 = \$29,202.61, and AP #38324-38420 = \$386,133.01). Motion seconded by Councilor Soderberg and carried unanimously.

COMMUNITY PARK:

Review and Accept Bid for Warroad Park Development – Phase I

Brian Schaible representing the Warroad Community Park presented a summary of the bids for the Warroad Park Development – Phase I. The recommendation was to accept the low bid from Scott Johnson & Co for the base bid and alternate No. 1 in the total amount of \$983,141.27

Motion made by Councilor Thompson to accept the low bid for the base and alternate no. 1 from Scott Johnson & Co. for the Warroad Park Development – Phase I. Motion seconded by Councilor Vandal and carried unanimously.

PLANNING COMMISSION RECOMMENDATION:

Review and Approve Conditional Use Permit Application for – 106 Dale Ave SW

The Planning Commission requested approval of the Conditional Use Permit Application for 106 Dale Ave SW. It is the owner's intention to use the property as a short-term lodging site with the availability to rent non-motorized recreational equipment such as canoes, paddle-boats, bicycles etc. The required application has been completed, the public hearing held, and the DNR was contacted and has commented.

Motion made by Councilor Thompson to approve the Conditional Use Permit Application for 106 Dale Ave SW.
Motion seconded by Councilor Vandal and carried unanimously.

EMERGENCY SERVICES:

Fire- Authorization to send delinquent account to collection

Motion made by Councilor Vandal to authorize to send to collection one delinquent fire call in the amount of \$250. Motion seconded by Councilor Thompson and carried unanimously.

UTILITY DEPARTMENT

Authorization to send delinquent Utility Account to Collection against Property Taxes

Motion made by Councilor Vandal authorizing to send one delinquent utility account totaling \$918.56 to collection against property tax. Motion seconded by Councilor Thompson and carried unanimously.

Training Summary

Superintendent Kleinschmidt attended the Annual Water & Wastewater Conference in St Cloud March 4-6, 2014. A summary of the conference was presented to council.

No Action Taken.

Authorization to hire part-time Utility Secretary

City Administrator Kathy Lovelace asked for authorization to hire Brittany Fish to fill the new part-time utility secretary position that was advertised.

Motion made by Councilor Thompson to authorize to hire Brittany Fish as the new part time utility secretary.
Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT

Authorization to sign Standard Annual Agreement with KLJ Engineers

Action tabled until the agreement with the requested changes is received.

OTHER BUSINESS

Community Education Request – Annual Summer Rec Activity Fee

A request was made for Warroad's portion of the annual summer rec activity fee. The amount was increased 5% over 2013 for an amount of \$6,615.

Motion made by Councilor Thompson to pay the requested amount of \$6,615 for Warroad's portion of the annual summer rec activity fee. 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 March 10, 2014.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:40 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff