

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

March 24, 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 24, 2014. ***Those Present:*** Councilors Dick Soderberg, Michele Vandal, Jeff Parker and Kevin Thompson.

Absent: Mayor Bob Marvin

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney Steve Anderson, Bethany Sundvor - Airport, Ron Kleinschmidt- Utilities Superintendent, Joy Bukowiec – WRU, Tracee Bruggeman – Brady Martz, Rebecca Colden – Warroad Pioneer, and Glenda Phillippe – WHRA.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of March 10, 2014 Regular Council Minutes

Motion made by Councilor Vandal to approve the March 10, 2014 regular Council Minutes as written. Motion seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review April Bills

Councilor Vandal and Councilor Parker agreed to review the April bills prior to the April 14, 2014 meeting.

Approval of March 2014 Manual checks and Payroll.

Motion made by Councilor Thompson to approve the March 2014 Manual checks and payroll in the amount of \$60,833.35 (PR E#505688 = \$29,124.51, PR#5110-5115 = \$5,345.13, PR #5116-5119 = \$2,637.18, E#1032-1036 = \$21,908.56, and AP #38421-38423 = \$1,817.97). Motion seconded by Councilor Vandal and carried unanimously.

2014 – February// Revenue/Expense Summary

The Revenue & Expense Summary report through February 2014 was for information only.

No action taken.

Presentation of 2013 Audit- Tracee Bruggeman, Brady Martz

Tracee Bruggeman from Brady Martz presented the Financial Statements as of December 31, 2013 and the Independent Auditor's Report. In summary Tracee stated that the City of Warroad is in a strong financial position. Reserves are healthy and debt is down from the previous year with no new debt.

No Action Taken.

PUBLIC SAFETY ISSUES:**Ambulance – Training Summary**

Council was given a training summary for the North Memorial Paramedic Refresher that Tom Bukowiec and Miriam DeBoer attended In February and March, 2014.

No Action Taken.

Ambulance- PSC Recommendation for purchase of new radios with 50/50 grant payment

Joy Bukowiec of the Warroad Rescue Unit asked council for authorization to purchase six new radios. There is not enough radios at this time to furnish each EMT with one. The purchase would supply additional employees and allow extra for replacements. Fifty percent of the cost would be reimbursed by guaranteed grants through the regional EMS office.

Motion made by Councilor Vandal to authorize the purchase of six new radios for the Warroad Ambulance as presented. Motion seconded by Councilor Thompson and carried unanimously.

AIRPORT**Minutes from the 03/03/2014 Airport Commission Meeting - FYI**

No action taken.

Authorization to sign Standard Engineer Agreement with KLJ, Inc (tabled from 02/10/14)

Council received a copy of the Standard Engineer Agreement with KLJ Engineers with the requested changes as discussed at the February 10, 2014 council meeting. City Administrator Kathy Lovelace recommended authorization to sign the agreement.

Motion made by Councilor Parker to authorize to sign the Standard Engineer Agreement for 2014 with KLJ Inc. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT**Authorization to sign Engineer Agreement for 2014 City Project No. 1**

Council received a copy of the Engineer Agreement for 2014 City Project No. 1 with city engineers Widseth Smith Nolting.

Motion made by Councilor Parker to authorize to sign the Engineer Agreement for 2014 City Project No. 1 with Widseth Smith Nolting. Motion seconded by Councilor Thompson and carried unanimously.

Review and Award Bid for Water Tower Project

Council received a summary of the Water Tower Project bids with a recommendation from KLM Engineering who is working with city engineers Widseth Smith Nolting. The recommendation was to accept the second to the lowest bid from Classic Protective Coatings Inc in the amount of \$316,500. The low bid was to be considered a non-responsive bidder because they did not meet the requirements of the specifications as outlined in the Instructions to Bidders.

Motion made by Councilor Parker to accept the bid for the Water Tower Project from Classic Protective Coatings Inc in the amount of \$316,500. Motion seconded by Councilor Vandal and carried unanimously.

Recommendation for payment plan on delinquent account

City Superintendent Ron Kleinschmidt presented a payment option for a delinquent business account. The Utility Commission discussed it and is recommending that council accept the proposal.

Motion made by Councilor Parker to accept the payment plan for a delinquent utility account as presented.
Motion seconded by Councilor Vandal and carried unanimously.

OTHER BUSINESS**Special Event Application – Riverside Properties, Inc/ Fish Fest**

Rebecca Colden of Riverside Properties asked for authorization for the Special Event Application for Fish Fest on June 21, 2014. She stated that there would be a beer garden this year and a seating area for eating. The Boy Scouts would only be a part of the set up and take down of the event. Springsteel would do the beer garden. She asked what would be required for security.

Motion made by Councilor Parker to approve the Special Event Application from Riverside Properties for Fish Fest with the stipulation that all security requirements are met and approved by Police Chief Wade Steinbring.
Motion seconded by Councilor Vandal and carried unanimously.

Approval of 2014 Mosquito Spraying

Motion made by Councilor Parker to approve the bid for mosquito control by Northern MN Mosquito Control as presented with no changes from last year. Motion seconded by Councilor Thompson and carried unanimously.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of March 24, 2014.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:47 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Kathy Lovelace, city administrator