

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

May 12, 2014

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on May 12, 2014.

Those Present: Councilors Dick Soderberg, Michele Vandal, and Kevin Thompson.

Absent: Councilor Jeff Parker

Also Present: City Administrator Kathy Lovelace, City Staff Amy Friesner, City Attorney Steve Anderson, Ron Kleinschmidt- Utilities Superintendent, Steve Emery – Widseth Smith Nolting, Glenda Phillipe – WHRA, Bethany Sundvor – Airport and Wade Steinbring – Warroad Police Chief.

APPROVE AGENDA:

Councilor Thompson moved to approve the meeting agenda with the addition of 4b – Police – Authorization to Hire PT Police Officer and 5d – Review and Award Bid for Riverview Street Project. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of April 28, 2014 Regular Council Minutes

Motion made by Councilor Soderberg to approve the April 28, 2014 regular Council Minutes as written. Motion seconded by Councilor Vandal and carried unanimously.

Approval of May 2014 Bills and NMPA Payment.

Motion made by Councilor Thompson to approve the May 2014 bills and NMPA payment in the amount of \$660,688.55 (PR#5151-5171 = \$9,604.66, E#1051-1062 = \$340,095.35, PR E#505778 = \$28,951.34, and AP #38533-38627 = \$282,037.20). Motion seconded by Councilor Soderberg and carried unanimously.

Meeting Date Change from 05/26 to 05/27 due to Memorial Day

It was Council consensus to change the regular meeting date for 05/26/14 to 05/27/14 due to Memorial Day.

EMERGENCY SERVICES:

Ambulance – Proclamation for EMS Week

Motion made by Councilor Soderberg to designate the week of May 18-24, 2014, as Emergency Medical Services Week. Motion seconded by Councilor Thompson and carried unanimously.

Police – Authorization to Hire PT Officer

Police Chief Wade Steinbring asked for authorization to hire Trace Swanson as a part-time police officer. All necessary paper work and background check has been done.

Motion made by Councilor Thompson to hire Trace Swanson as a part-time police officer. Motion seconded by Councilor Soderberg and carried unanimously.

UTILITY DEPARTMENT**Utility Easement request – Wiktel Telephone Co.**

Ron Kleinschmidt, utility superintendent, stated that he had been contacted by Wiktel requesting a utility easement to run cable along the property to the west of 603 Emily Ave NW. The city has electric lines in that area, but does not have an easement in place at this time. Before Wiktel's request can be considered, the city's need for a utility easement should be addressed. Superintendent Kleinschmidt requested authorization to proceed to place a utility easement on the city-owned property on the west side of 603 Emily Ave NW where there are currently electric utilities.

Motion made by Councilor Soderberg to authorize to proceed with placing a utility easement on city-owned property on the west side of 603 Emily Ave NW. Motion was seconded by Councilor Vandal and carried unanimously.

Authorization to send delinquent utility accounts to collection

Motion made by Councilor Thompson to authorize to send five delinquent utility accounts totaling \$1,131.66 to collection. Motion seconded by Councilor Soderberg and carried unanimously.

Update on Collection account tabled at 04/28 meeting

City Administrator Kathy Lovelace stated that the tabled discussion from the last meeting about the delinquent account has been resolved. Payment has been received.

No action taken.

Review and Award bid for Riverview Street Project

Council was presented the bids for the Riverview Street project (2014 City Project No. 1). It will include water, sanitary sewer, storm sewer and street replacement. There was an alternate option included in the bids that would be for street repair to the rear entrance to the liquor store. Steve Emery of Widseth Smith Nolting recommended awarding the bid to Spruce Valley Corporation.

Motion made by Councilor Thompson to award the base bid and alternate for the 2014 City Project No. 1 to the low bidder Spruce Valley Corporation in the amount of \$893,617.86. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT**Commission recommendation to approve Task Order #2, set bid date and authorize advertisement for bids for Taxiway Rehabilitation Project.**

Airport manager Bethany Sundvor asked council for approval of Task Order #2- Taxiway Rehab Project and to advertise for bids. This project will put a slurry coat on some of the taxiways at the airport. It would be eligible for a 90/10 federal grant meaning that the City's portion would be 10% of the cost. Bid opening date is scheduled for June 5, 2014.

Motion made by Councilor Soderberg to approve Task Order #2 – Taxiway Rehabilitation Project and authorize advertisement for bids. Motion seconded by Councilor Thompson and carried unanimously.

Commission recommendation to approve Task Order #1 – Environmental Documentation for Perimeter Fence Project

Airport manager Bethany Sundvor asked council for approval of Task Order #1- Environmental Documentation – Wildlife Fence. She explained different types of possible funding for a perimeter fence project including Federal, State and Local. This project would be the first step in trying to establish Discretionary Federal Funds for a perimeter fence at the airport. This type of funding would not take away from the current funding the City now receives for projects and operations/maintenance reimbursement. Task Order #1 would qualify for 90/10 Federal reimbursement.

Motion made by Councilor Vandal to approve Task Order #1 – Environmental Documentation – Wildlife Fence. Motion seconded by Councilor Soderberg and carried unanimously.

Airport Commission Meeting Minutes from 05/05/14 – Information Only

No action taken.

OTHER BUSINESS**Liquor License Request**

City Administrator Kathy Lovelace stated that Daisy Gardens would like to attain an On-Sale and Sunday liquor license for their new location on State Ave N. They currently have a 3/2 and Wine license. The license would be prorated to renew when all others renew. The paper work and fee have been received.

Motion made by Councilor Vandal to authorize an On-Sale and Sunday liquor license for Daisy Gardens in their new location on State Ave. Motion seconded by Councilor Thompson and carried unanimously.

Warroad American Legion Auxiliary – Poppy Proclamation

Motion made by Councilor Thompson to designate May 22-26, 2014, as Poppy Days and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Application - Yellow Rose 5K Walk/Run

Motion made by Councilor Vandal to authorize the special event application for the Yellow Rose 5K Walk/Run to be held on August 9, 2014. 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 May 12, 2014.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:55 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff