

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

**October 14, 2014**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on October 14, 2014. ***Those Present:*** Councilors Dick Soderberg, Michele Vandal, Kevin Thompson and Jeff Parker.

***Absent:*** None

***Also Present:*** City Staff Amy Friesner, City Attorney Steve Anderson, Ron Kleinschmidt- Utilities Superintendent, Bethany Sundvor – Airport, Glenda Phillipe – WHRA / County Commissioner, Bob Evans – EDC/Marvin, Todd Kleinschmidt and Damian McMillin – Warroad Fire Department, Matt Rachuy – Park and Joy Bukowiec - WRU.

**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 September 22, 2014 Council Minutes**

***Motion made by Councilor Vandal to approve the September 22, 2014 Regular Council Minutes as written.*** Motion seconded by Councilor Thompson and carried unanimously.

**Approval of October Bills and NMPA Payment**

***Motion made by Councilor Vandal to approve the October 2014 bills and NMPA payment in the amount of \$1,298,049.35 (PR#5384-5417) = \$15,995.58 E#1139-1150 = \$352,454.51, PR E#506097, 506105 = \$31,871.48, and AP #39089-39201 = \$897,727.78).*** Motion seconded by Councilor Soderberg and carried unanimously.

**Revue of September Revenue & Expenditure Summary**

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

***No action taken.***

**ECONOMIC DEVELOPMENT – Bob Evans**

Bob Evans, Human Resources at Marvin Windows, addressed the council about the possibility of creating a full-time economic development position in Warroad. He stressed the importance of proactivity and dedication to promoting and attracting residence and businesses to the area and funding that would go along with it.

***It was council consensus to schedule a work session to further discuss an economic development position.***

**EMERGENCY SERVICES:****Fire Dept – PSC Recommendation to purchase equipment**

Todd Kleinschmidt of the Warroad fire Department asked council for authorization to purchase vehicle extraction equipment, a thermal imaging camera and turnout gear. The Public Safety Commission reviewed the request and is recommending the purchase using grant funds and other budgeted funds.

*Motion made by Councilor Parker to authorize the purchase of fire equipment as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**Police Dept. – PSC Recommendation to purchase equipment**

The Police Department asked council for authorization to purchase a body camera, and a laptop and docking station for the system. The Public Safety Commission reviewed the request and is recommending the purchase using budgeted funds.

*Motion made by Councilor Thompson to authorize the purchase of police equipment as presented.* Motion seconded by Councilor Vandal and carried unanimously.

**Ambulance – Approval for Township presentations**

Joy Bukowiec of the Warroad Rescue Unit asked for authorization to visit with the townships and show a powerpoint presentation outlining the number of calls in each area and the rising costs of services. Hopefully, this will lead to voluntary donations from each township.

*It was council consensus to allow Joy Bukowiec to visit with the townships about the rising costs of services.*

**UTILITY DEPARTMENT****October 7, 2014 Utility Commission Minutes**

*For information only- No action taken.*

**Operator Training**

Utility Superintendent Ron Kleinschmidt asked for authorization to send Jeff Hellquist to water operators school in Detroit Lakes on October 28, 2014.

*Motion made by Councilor Vandal to authorize Jeff Hellquist to attend water operators school in Detroit Lakes on October 28, 2014.* Motion seconded by Councilor Thompson and carried unanimously.

**Reflectivity Policy**

Utility Superintendent Ron Kleinschmidt presented a reflectivity policy for approval. This is a new requirement. The policy states a plan for inventory and replacement of signs.

*Motion made by Councilor Soderberg to adopt the reflectivity policy as presented.* Motion seconded by Councilor Parker and carried unanimously.

**Authorization to purchase underground fault locator**

Utility Superintendent Ron Kleinschmidt asked for authorization to purchase a new underground fault locator to be paid out of budgeted funds. This would replace the old one that has not been working for years.

*Motion made by Councilor Vandal to authorize the purchase of a new underground fault locator.* Motion seconded by Councilor Soderberg and carried unanimously.

**AIRPORT****September Engineer's Report**

*For information only, No action taken.*

**Accept Resignation/Authorize to hire replacement**

Bethany Sundvor, airport manager, turned in her resignation effective October 31, 2014.

*Motion was made by Councilor Parker to accept the resignation of the airport manager Bethany Sundvor and authorize to hire a replacement.* Motion seconded by Councilor Thompson and carried unanimously.

**PLANNING COMMISSION RECOMMENDATIONS****Approval of Conditional Use Permit – 501 Lake St NE – Pioneer Building**

Councilor Thompson explained that due to the zoning of the building located at 501 Lake St NE, it was important to keep some form of commercial footage. The request for the conversion of part of this property to residential rental units is recommended to be approved with conditions as presented: In summary, entire space owned by same individual/entity, appropriate parking maintained, retail space not reduced to less than provided in CUP.

*Motion was made by Councilor Parker to approve the conditional use permit for 501 Lake St NE as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**Approval of Conditional Use Permit – 408 Lake St NE – Thomson Building**

Councilor Thompson explained that due to the zoning of the building located at 408 Lake St NE, it was important to keep some form of commercial footage. The request for the conversion of part of this property to residential rental units is recommended to be approved with conditions as presented: In summary, entire space owned by same individual/entity, appropriate parking maintained, retail space not reduced to less than provided in CUP.

*Motion was made by Councilor Soderberg to approve the conditional use permit for 408 Lake St NE as presented.* Motion seconded by Councilor Vandal and carried unanimously.

**OTHER BUSINESS**

None at this time.

**ADJOURNMENT:**

There being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of October 14, 2014.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:05 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*