

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

**November 24, 2014**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on November 24, 2014. ***Those Present:*** Mayor Marvin, Councilors Dick Soderberg, Michele Vandal, Kevin Thompson, and Jeff Parker.

***Absent:*** None

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Wade Steinbring – WPD, Jeremy Hahn – Airport, Ron Kleinschmidt – Utility Superintendent, Lewis Martin – Martin Consulting for Verizon Wireless, and Paula Hedlund – Lifecar Public Health and Helen Anderson – Quin Community Health Services.

**APPROVE AGENDA:**

***Councilor Soderberg moved to approve the meeting agenda with the addition of 3c – Officer Oath.*** The motion was seconded by Councilor Vandal and carried unanimously.

***NOTE:*** *It was council consensus to change the time of the December 8, 2014 regular council meeting to a 6pm start due to the Truth-in-Taxation meeting scheduled.*

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of November 10, 2014 Regular Council Minutes**

***Motion made by Councilor Parker to approve the November 10, 2014 Regular Council Minutes as written.***  
Motion seconded by Councilor Thompson and carried unanimously.

**Approval of November 19, 2014 Council Work Session**

***Motion made by Councilor Vandal to approve the November 19, 2014 Council Work Session Minutes as written.***  
Motion seconded by Councilor Parker and carried unanimously.

**Two Council Members to Review December Bills**

Councilors Soderberg and Vandal agreed to review the December bills prior to the December 8, 2014 meeting.

**Review/Approval Manual Checks**

***Motion made by Councilor Vandal to approve the November 2014 Manual checks and payroll in the amount of \$298,851.34 (PR E#506194 = \$29,796.19, PR#5439-5445 = \$8,848.33, E#1166-1173 = \$46,527.16, and AP #39342-39353(39343 voided) = \$213,679.66).*** Motion seconded by Councilor Thompson and carried unanimously.

**October Revenue/Expense Report – information only**

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

***No action taken.***

**PUBLIC SAFETY ISSUES:****Police – Approval of Resolution 2014-10 – BCA/PD Joint Powers Agreement**

Police Chief Wade Steinbring asked for council adoption of Resolution 2014-10 – BCA/PD Joint Powers Agreement. This would allow Warroad to participate in the e-charging system through the state.

*Motion made by Councilor Vandal to adopt Resolution 2014-10 – BCA/PD Joint Powers Agreement.* Motion seconded by Councilor Thompson and carried unanimously.

**Fire – Approval to submit grant**

City Administrator Kathy Lovelace stated that the fire department would like authorization to apply for a grant for extra air tanks, turn-out gear, and a water rescue device. The total cost of the equipment would be about \$25,000. The city would be responsible for 5% of the costs. This would come out of next year's budget if approved.

*Motion made by Councilor Vandal to authorize the submission of a grant for discussed fire equipment.* Motion seconded by Councilor Parker and carried unanimously.

*It was also noted that a representative of the fire department should have been available for any questions.*

**Officer Oath**

Brenden Sandy was sworn in as a Warroad police officer.

*No Action Taken*

**AIRPORT****Minutes from November 5, 2014 Airport Commission Meeting**

*FYI - No Action Taken*

**Update on airport lighting**

Airport manager Jeremy Hahn stated that the issue with the approach lighting should be a fairly simple task, but the runway lighting could be a project because of broken underground wires and conduit. At this time, the short-term fixes are working. The repairs will need to be made in the spring.

*No Action Taken*

**Approval for brush clearing along ditch**

As recommended in the wildlife hazard assessment done for the airport, there is a need to cut down some brush that could be deemed as wildlife habitat. It is located along the west-northwest border of the airport. Manager Jeremy Hahn stated the brush is too big for airport staff to remove it with existing equipment and asked for authorization to hire a contractor to remove it. He presented two quotes.

*Motion made by Councilor Soderberg to accept the low bid for brush clearing from Todd Barnes.* Motion seconded by Councilor Vandal and carried unanimously.

**Approval of Task Order No. 4 – Construction of Wildlife Fence**

After a council work session to discuss an airport fence project, council was asked to approve Task Order No. 4 – Construction of Wildlife Fence. Authorization would be needed to continue with the project and solicit funding.

*Motion made by Councilor Parker to authorize to sign Task Order No. 4 – Construction of Wildlife Fence.*  
Motion seconded by Councilor Thompson and carried unanimously.

**UTILITY DEPARTMENT**

*None at this time.*

**PARK & REC**

*None at this time.*

**OTHER BUSINESS****Request for Installation of Antennas on Water Tower – Lewis Martin**

Lewis Martin, representing Verizon Wireless, spoke to the council about placing antennas on the water tower. There are already antennas from another wireless carrier on the tower with a lease agreement in place. Verizon would like to do the same. They would work with the same engineers and contractors that the city has used for placement and painting of equipment. There will be a test for structural integrity before any installation. Mr. Martin asked for authorization to begin the process of negotiating a lease for Verizon Wireless to place antennas on the water tower.

*Motion made by Councilor Vandal to authorize the negotiation of a lease for Verizon Wireless to install antennas on the water tower.* Motion seconded by Councilor Parker and carried unanimously.

**Helen Anderson – Tobacco Free**

Helen Anderson and Paula Hedlund talked with council about a grant that they received to help reduce youths exposure to second hand smoke. They are concentrating on outdoor areas such as parks, pools, and outside public building such as arenas. If the city were interested in trying to reduce children's exposure to second-hand smoke outdoors, they can contact these women to help with signs and postings at no cost to the city.

*No Action Taken*

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of November 24, 2014.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:12 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*