

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

January 11, 2016

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on January 11, 2016.

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

Absent: None

Also Present: City Staff - Amy Friesner, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Wade Steinbring – Warroad Police Chief, and Jeremy Hahn- Airport.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 8b – Community Park. The motion was seconded by Councilor Thompson and carried unanimously.

APPROVAL OF MINUTES:

Approval of December 14, 2015 Council Minutes

Motion made by Councilor Parker to approve the December 14, 2015 regular Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Appointment of Acting Mayor for 2016

Motion made by Councilor Vandal to appoint Councilor Soderberg as acting Mayor for 2016, in the case of Mayor Marvin’s absence. Motion seconded by Councilor Thompson and carried unanimously.

Designation of Official Newspaper – Warroad Pioneer

Motion made by Councilor Soderberg to designate the Warroad Pioneer the City’s official newspaper for 2016. The motion was seconded by Councilor Parker and carried unanimously.

Designation of Official Depositories – Security State Bank, 4M & 4M Plus Fund, and RBC Dain Rauscher

Motion made by Councilor Vandal to designate Security State Bank, 4M & 4M Plus Funds, and RBC Dain Rauscher as the official depositories for the City of Warroad for 2016. The motion was seconded by Councilor Soderberg and carried unanimously.

Appointment of Assistant Weed Inspector – Utility Superintendent

Motion made by Councilor Vandal to appoint the Utility Superintendent as 2016 Assistant Weed Inspector. The motion was seconded by Councilor Thompson and carried unanimously.

Authorization for Liquor Fund Transfer to City General Fund

Motion made by Councilor Soderberg to authorize the Liquor fund Transfer of \$85,000.00 to the City General Fund. Motion seconded by Councilor Vandal and carried unanimously.

Authorization for Electric Fund Transfer to City General Fund

Motion made by Councilor Vandal to authorize the Electric fund Franchise fee of \$270,000 to the City General Fund. Motion seconded by Councilor Thompson and carried unanimously.

Approval of December EFT Payments & Manual Checks

Motion made by Councilor Parker to approve the December 2015 EFT payments and manual checks totaling \$161,274.45 (E1403-1412= \$27,344.76, AP #40963-40976 = \$76,262.53, PR #5982-6027 = \$27,987.55, and PR E-#507087 = \$29,679.61). Motion seconded by Councilor Vandal and carried unanimously.

Approval of January 2016 Bills and NMPA payment

Motion made by Councilor Parker to approve the January 2016 bills and NMPA payment totaling \$741,610.29 (E1413-1417= \$25,401.65, AP #40977-41066 = \$305,804.53, PR #6028-6058 = \$16,636.59, and PR E-#507116, 507119= \$33,098.99, NMPA #20151231= \$332,315.53, Sales Tax #12312015= \$28,353.00). Motion seconded by Councilor Soderberg and carried unanimously.

Review of Committee, Commission and Board Member Lists

It was council consensus to table the list of Committees, Commissions, and Boards and review for approval at the January 25, 2016 regular council meeting.

Brady Martz & Associates – City Audit – Week of February 1-4, 2016

Informational Only, No Action Taken.

Authorization of 2016 Bond Payment Schedule

Motion made by Councilor Soderberg to authorize the 2016 bond payment schedule as presented with no new bonding. Motion seconded by Councilor Parker and carried unanimously.

Review/Approval of 2016 Fee Schedule

It was council consensus to table the 2016 Fee Schedule for approval until the February 8, 2016 regular council meeting.

PUBLIC SAFETY ISSUES:**Police- Authorization to accept grant for new records management system for ticket writing/data collection**

Police Chief Wade Steinbring stated that he had been notified of a grant award of \$90,000 to be split with Roseau County and Roseau for a new records management system that would replace Crimestar. The new system would be compatible with many others throughout the state and help streamline ticketing and reporting along with the expanded access to data. The cost to the city the first year would be approximately \$4,723. Following years would be approximately \$6,928 for annual maintenance. Chief Steinbring is looking at different options to come up with the added expense.

Motion made by Councilor Parker to accept the grant for a new records management system. Motion seconded by Councilor Soderberg and carried unanimously.

UTILITY DEPARTMENT / COMMISSION MINUTES:**Minutes of 01/05/16 Utility Commission Meeting**

The January 5, 2016 utility commission meeting minutes were presented for review. A snow removal parking policy will be discussed and developed.

No Action Taken.

Authorization to attend Waste Water Training

Utility Superintendent Ron Kleinschmidt asked council for authorization for him to attend the annual water/wastewater conference in St Cloud in March, 2016.

Motion made by Councilor Thompson to authorize Utility Superintendent Ron Kleinschmidt to attend the annual water/wastewater conference in St Cloud in March, 2016. Motion seconded by Councilor Vandal and carried unanimously.

Adoption of Resolution 2016-01 / 2016 Water & Sewer Rates

Councilor Soderberg moved to adopt Resolution 2016-01 / 2016 Water & Sewer Rates with no increase. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to send delinquent Utility Accounts to Collection

Motion made by Councilor Vandal to authorizing to send four delinquent utility accounts totaling \$1,747.41 to collection. Motion seconded by Councilor Soderberg and carried unanimously.

AIRPORT:**Minutes of the 01/04/2016 Airport Commission Meeting**

An accumulation of animal carcasses on the access road around the airport has become a problem attracting large birds such as eagles. The DNR will be notified and the city patrol cars will make an effort to drive through the area.

No Action Taken.

Reimbursement Request Approval – Fence Project/Pay Estimate #1

Airport manager Jeremy Hahn asked council for authorization to pay the first payment for the fence project and then submit a reimbursement request for all fees related to the project including engineering and environmental assessment fees.

Motion made by Councilor Vandal to authorizing to pay Estimate #1 – fence project and submit a reimbursement request for fence project expenses to date. Motion seconded by Councilor Soderberg and carried unanimously.

OTHER BUSINESS:

Follow-up/ Countryside Court

City administrator Kathy Lovelace stated that she had received a letter from Bill Poole addressing the curb stop issues at the trailer park. He named a contact and backup for any water breaks and stated that he would replace the curb stops one row each year as could be afforded.

There was concern about the ‘as could be afforded’ statement. Mayor Marvin asked for clarification of past discussions as to whether a timeline of two years was discussed.

No Action Taken

Community Park

City administrator Kathy Lovelace presented council with an amended plan for Phase II of the community park. It would expand the pavilion size to accommodate up to 200 people rather than 120. She asked if there were any concerns. The donor agreed to the added cost. Council was concerned about available parking.

No Action Taken

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 11, 2016.* The motion was seconded by Councilor Parker and carried unanimously. The meeting adjourned at 6:15 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff