

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

**February 8, 2016**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on February 8, 2016.

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

***Absent:*** Councilor Jeff Parker

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Wade Steinbring – WPD, Jeremy Hahn – Airport, Ron Kleinschmidt – Utility Superintendent, Glenda Phillipe – WHRA, and Kathy Marvin – area resident.

**APPROVE AGENDA:**

***Councilor Vandal moved to approve the meeting agenda with the addition of 4a – Resignation, and 4b – New hire approval.*** The motion was seconded by Councilor Thompson and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of January 25, 2016 Regular Council Minutes**

***Motion made by Councilor Thompson to approve the January 25, 2016 Regular Council Minutes as written.***

Motion seconded by Councilor Vandal and carried unanimously.

**Two Council Members to Review February 22, 2016 Bills**

Councilors Soderberg and Vandal agreed to review the February bills prior to the February 22, 2016 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Thompson to approve the NMPA payment and Manual checks and payroll in the amount of \$731,717.42 (PR E#507174 = \$30,305.08, PR#6068-6080 = \$8,663.35, E#1428-1434 = \$25,039.19, NMPA (20160131) = \$329,344.64, Sales Tax (01312016) = \$26,422.00 and AP #41108-41191 = \$311,943.16).***

Motion seconded by Councilor Soderberg and carried unanimously.

**Approve 2016 Fee Schedule**

***Motion made by Councilor Soderberg to approve the 2016 Fee Schedule as presented.*** Motion seconded by Councilor Vandal and carried unanimously.

**Approval of Resolution 2016-03/ updating authorized signatures on city accounts**

***Motion made by Councilor Vandal to adopt Resolution 2016-03 /updating authorized signatures on city accounts with the type correction of Warroad for Akeley.*** Motion seconded by Councilor Thompson and carried unanimously.

**Review of January Revenue/Expense Summary**

***No action taken.***

**PUBLIC SAFETY ISSUES:****WPD - Resignation**

Police Chief Wade Steinbring asked council to accept the notice of resignation of part-time officer Tom Mishler. He has taken a job out of the area.

*Motion made by Councilor Soderberg to accept the resignation of part-time officer Tom Mishler.* Motion seconded by Councilor Vandal and carried unanimously.

**WPD – New hire authorization**

Because of the recent resignation of a part-time police officer, Chief Steinbring stated that his department is now down a part-time and full-time officer. He asked council to authorize the hire of Josh Demmerly as a part-time police officer.

*Motion made by Councilor Thompson to authorize the hire of Josh Demmerly as a part-time police officer.* Motion seconded by Councilor Vandal and carried unanimously.

**UTILITY DEPARTMENT****Minutes of 02/02/16 Utility Commission Meeting:**

The February 2, 2016 utility commission meeting minutes were presented for review.

*No Action Taken.*

**Approval of Resolution 2016-02/ 2016-2017 Electric Rates**

NMPA is raising wholesale electric rates 3.3%. Superintendent Kleinschmidt presented a recommendation from the Utility Commission that the electric rates be increased by 3%. This would put the city at a 'break even' point for the year. The increase to an average residential homeowner would be approximately \$3.00 per month.

*Motion made by Councilor Thompson to accept the Utility Commission recommendation of a 3% electric rate increase for 2016.* Motion seconded by Councilor Vandal and carried unanimously.

**Review/Award 2016 Fuel Bid**

Utility Superintendent Ron Kleinschmidt presented council a fuel bid summary. There were two bids received. If patronage from Cenex/Farmers Union is taken into consideration along with the discount per gallon, Cenex/Farmers Union is the low bid. It is the recommendation that the fuel bid for 2016 be awarded to Cenex/Farmers Union Oil of Warroad.

*Motion made by Councilor Thompson to accept the bid for both gas and diesel from Cenex/Farmers Union for the 2016 fuel needs.* Motion seconded by Councilor Vandal and carried unanimously.

**Authorization to send delinquent Utility Account to Collection**

*Motion made by Councilor Vandal authorizing to send five delinquent utility accounts totaling \$865.10 to collection.* Motion seconded by Councilor Soderberg and carried unanimously.

**Update on angle parking request**

The utility commission reviewed the request for angle parking on Roberts Ave NE. It was decided that any recommendation would be put off until spring to allow for the snow to melt so accurate measurements can be made.

*No Action Taken.*

### **AIRPORT**

#### **January 2016 Project Status Update from KLJ**

A project status update report from the airport engineers was presented. The pre-application grant application for 2015 projects had been submitted for the fence project and partial reimbursement has been received.

*No Action Taken*

#### **Minutes from February 1, 2016 Airport Commission Meeting**

*FYI - No Action Taken*

#### **FAA/RCO building lease renewal – Lease No. DTFACN-16-L-00071**

Airport manager Jeremy Hahn asked council to approve the renewal of the lease agreement with the FAA as presented.

*Motion made by Councilor Soderberg to approve the building lease agreement renewal with the FAA/RCO.*  
Motion seconded by Councilor Thompson and carried unanimously.

#### **Airport M & O Grant Contract**

Airport manager Jeremy Hahn asked council to adopt a resolution accepting the Airport M & O Grant from the state of Minnesota. It is the same amount as last year (\$50,938).

*Motion made by Councilor Soderberg to adopt a resolution accepting the Airport M & O Grant from the state.*  
Motion seconded by Councilor Vandal and carried unanimously.

#### **Fence Project Update**

There has been more work done on the fence project at the airport. The contractors failed to notify the engineers that they were working. That issue has now been resolved. There is an on-going discussion concerning the gate options with the state official that originally accepted the plans for an automated gate.

*No Action Taken.*

### **OTHER BUSINESS**

#### **Review bids and award demolition of two city owned properties**

City administrator Kathy Lovelace presented three bids for the demolition of two city owned properties. Each of the bids reflected the bid request criteria. The low bid was from Andrew Stoskopf in the amount of \$8,500.

***Motion made by Councilor Thompson accept the low bid from Andrew Stoskopf in the amount of \$8,500 for the demolition of two city owned buildings as described in the bid request.*** Motion seconded by Councilor Vandal and carried unanimously.

### **Request for on-sale liquor license**

Two potential investors are looking at purchasing the Trading Post building at the point. They asked if it would be possible to get an on-sale liquor license at the site. Their financing is dependent upon a valid liquor license for the premises.

It is possible to grant an on-sale liquor license for the site discussed, but it would also depend on certain criteria being met.

***It was council consensus for City Administrator Kathy Lovelace to submit to the investors' bank a written list of criteria to be met to qualify for an on-sale liquor license.***

### **Lawful Gambling Permit Request/ Pull Tabs @ Main Street Bar & Grill/ Warroad Community Center**

***Motion made by Councilor Vandal to authorize the Lawful Gambling Permit Request from the Warroad Community Center to operate/manage pull-tabs at Main Street Bar and Grill as presented.*** Motion seconded by Councilor Thompson and carried unanimously.

### **Request for cluster mailbox**

Kathy Marvin, area resident, asked council to look into installing a cluster mailbox in the Highland Park second addition. Residents cannot have individual mailboxes within the city limits. Some of the residents have put up individual mail boxes on the south side of Lake St NE which is near her driveway and property and outside the city limits. She is concerned that it is becoming a safety issue for snowmobiles.

City administrator Kathy Lovelace stated that she has contacted the post office to inquire about the possibility of installing a cluster mailbox in the area.

***No Action Taken.***

### **ADJOURNMENT:**

There being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of February 8, 2016.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:10 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*