

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

February 22, 2016

CALL TO ORDER:

Acting Mayor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on February 22, 2016. **Those Present:** Councilors Dick Soderberg, Michele Vandal, and Kevin Thompson.

Absent: Mayor Marvin, and Councilor Jeff Parker

Also Present: City Administrator Kathy Lovelace, City Attorney Steve Anderson, Utility Superintendent Ron Kleinschmidt, Jeremy Hahn- Airport and Police Chief Wade Steinbring.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the deletion of item 6a. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of February 8, 2016 Council Minutes

Motion made by Councilor Vandal to approve the February 8, 2016 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review March 14th Bills

Councilor Thompson and Councilor Vandal agreed to review the bills prior to the March 14, 2016 meeting.

Approval of February 2016 Checks

Motion made by Councilor Vandal to approve the February 2016 checks totaling \$172,662.27 (E1435-1439 = \$23,694.54, AP #41192-41234 = \$110,444.95, PR #6081-6089 = \$8,200.82, and PR E-#507200= \$30,321.96). Motion seconded by Councilor Thompson and carried unanimously.

2016 WSN Standard Agreement for Engineering Services

City Administrator Lovelace stated that per the agreement in 2015, WSN did not increase any fees for 2016. The City attorney has reviewed the agreement and advised that it was a typical boiler plate agreement.

Motion made by Councilor Thompson to approve the 2016 Standard Agreement for Professional Services from Widseth, Smith, Nolting as presented. Motion seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY ISSUES:

None at this time.

AIRPORT:**Fence Project Update**

Airport Manager Hahn gave an update on the progress of the project. He stated that Century Fence hadn't been there for the past week, but they are planning to continue working. They cannot work as quickly in the cold, so they may be asking for additional work days. This would not cost the city/project any additional funds, they would just be asking that any penalty be waived if it takes longer than the number of days in the contract. They will make a formal request if needed.

No Action Taken.

M & O Grant Status Update

Airport Manager Hahn reported that the new M&O Agreement had been signed, but that he has been unable to submit the expenses for the 1st and 2nd quarters as they are finishing up their new procedures and won't accept anything until they have them in place. He will keep the council apprised.

No Action Taken.

UTILITY DEPARTMENT / COMMISSION MINUTES:

None at this time.

OTHER BUSINESS:**Mailbox Update**

City Administrator Lovelace reported that she had spoken with the Warroad Postmaster, and they have been give the authority to purchase a new cluster box. Once they have received the new box and installed the locks, they will contact the City to pick up and install.

Minnesota Judicial Branch Authorization

City Attorney Steve Anderson asked the Council to authorize the City Administrator to sign the Master Subscriber Agreement for Minnesota Court Data Services for Government Agencies that will allow him to provide legal services and access certain court documents on the City's behalf.

Motion made by Councilor Vandal to authorize the City Administrator to sign the Master Subscriber Agreement on behalf of the City of Warroad. 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 February 22, 2016.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:45 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator
Minutes prepared by: Kathy Lovelace, City Administrator