

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

March 14, 2016

CALL TO ORDER:

Acting Mayor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15 pm on March 14, 2016. ***Those Present:*** Councilors Michele Vandal, Kevin Thompson, and Dick Soderberg.

Absent: Mayor Marvin and 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, Kevin Bruce - Resident.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda as presented. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of February 22, 2016 Regular Council Minutes

Motion made by Councilor Thompson to approve the February 22, 2016 Regular Council Minutes as written. Motion seconded by Councilor Vandal and carried unanimously.

Two Council Members to Review March 28, 2016 Bills

Councilors Thompson and Vandal agreed to review the bills prior to the March 28, 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 \$776,351.19 (PR E#507229 = \$30,723.14, PR#6090-6104 = \$10,113.87, E#1440-1448 = \$34,394.09, NMPA (20160229) = \$317,984.52, Sales Tax (02292016) = \$26,389.00 and AP #41235-41324 = \$356,746.57). Motion seconded by Councilor Vandal and carried unanimously.

Review of February Revenue/Expense Summary

No action taken.

REVIEW BIDS/ AWARD REFUSE CONTRACT:

City Administrator Kathy Lovelace stated that a request for proposals for refuse service was advertised. The deadline was set as March 4, 2016. Only one proposal was received from Trashmasters. Their proposal was for an increase in rates that will stay consistent for three years. Then a 2% and 5% increase in residential and commercial rates respectively for the remainder of the five year contract.

Motion made by Councilor Thompson to award a five year contract to Trashmasters for municipal refuse pickup as presented. Motion was seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY ISSUES:

None at this time.

UTILITY DEPARTMENT**UC Recommendation to change the street cut charge**

Utility Superintendent Ron Kleinschmidt asked council to increase the residential rate for a street cut to \$750. He stated that when a cut is made in the street for sewer/water connection, it costs approximately \$2,000 to resurface the area. To help alleviate that cost, he recommends the residential rate increase and the commercial rate remain as the actual cost.

Motion made by Councilor Thompson to increase the street cut charge to \$750 for residential and commercial at full cost. Motion seconded by Councilor Vandal and carried unanimously.

UC Recommendation to purchase paint sprayer

Superintendent Kleinschmidt presented a recommendation from the Utility Commission to purchase a paint sprayer. This would eliminate the need for the city to hire a contractor each spring to paint the parking lot stripes and yellow curb.

Motion made by Councilor Vandal to authorize the purchase of a paint sprayer for parking lot striping and curb painting. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to send delinquent Utility Account to Collection

Motion made by Councilor Vandal authorizing to send two delinquent utility accounts totaling \$274.46 to collection. Motion seconded by Councilor Thompson and carried unanimously.

Minutes of 03/08/16 Utility Commission Meeting:

The Coast Guard met with the city administrator and stated that they would like to keep the office in the old fire hall through Labor Day. That will give them time to look into other options.

No Action Taken.

AIRPORT**February 2016 Project Status Update from KLJ**

A project status update report from the airport engineers was presented.

No Action Taken

Minutes from March 7, 2016 Airport Commission Meeting

City Administrator Kathy Lovelace stated that the airport commission had looked into the insurance costs for coverage to allow airport personnel to move planes in a minimal capacity. The coverage at a level of 100K/300K would be no additional cost to the city.

Motion made by Councilor Thompson to authorize that the city insurance policy be amended to reflect the coverage for moving planes at no extra cost.

OTHER BUSINESS**2016 Mosquito Spraying Proposal**

Jeff Hellquist was present to make his proposal to the City for summer mosquito spraying. Under his current proposal, the cost of spraying would not change over last year.

Motion made by Councilor Vandal to accept the 2016 Mosquito Spraying proposal as presented by Jeff Hellquist of Northern Minnesota Mosquito Control. Motion seconded by Councilor Thompson and carried unanimously.

Resident Request to allow chickens in town

Warroad resident Kevin Bruce asked council to consider changing the city ordinance about farm animals. He would like to have chickens for laying eggs on his property and the existing ordinance does not allow any farm animals on parcels less than 10 acres. He presented council with his proposal and mentioned other city ordinances that allow chickens such as Duluth. There were concerns such as defining the allowed limits if the ordinance were changed. Councilors were encouraged to research to continue the discussion.

Motion made by Councilor Thompson to table further discussion until the next regular council meeting. Motion seconded by Councilor Vandal and carried unanimously.

Request for purchase of city property

A request for the purchase of a city lot located behind Doug's was received. The individual would like to purchase the lot that is adjacent to the two existing lots that he owns. This would make the lot a buildable lot.

Motion made by Councilor Thompson to authorize the sale of a city lot for \$1,000 as discussed. Motion seconded by Councilor Vandal and carried unanimously.

Order for inspection of vacant properties

City administrator Kathy Lovelace asked council for authorization to proceed with an order for inspection to direct the building official to inspect two properties. This would be the first step in improvement or demolition of the buildings on each property.

Motion made by Councilor Vandal to authorize and order for inspection of two properties within the city. Motion seconded by Councilor Thompson and carried unanimously.

Warroad Community Education Summer Rec Activity Fee Request

City Administrator Lovelace reviewed a request she had received from Warroad Community Education for the annual support of the Summer Recreation Program. They are asking for the same activity fee as was requested in 2015 which is \$6,615. This fee is used to offset the cost of the summer rec programs for youth that live within the City of Warroad.

Motion made by Councilor Vandal to approved the 2016 Community Education Summer Rec Activity support fee in the amount of \$6,615. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to get plat completed for city property

City Administrator Kathy Lovelace asked council for authorization to have a plat created for the un-platted area on the west side of town. She showed council a draft of the area with a sample of lot divisions. She stated that the area

would have to be re-zoned to accommodate multi-family housing. The city administrator was encouraged to get at least two quotes for the cost.

Motion made by Councilor Vandal to authorize the creation of a plat for the un-platted area on the west side of town. Motion failed for lack of a second.

Update on Trading Post property

The Trading Post building has sold and the previous owner has settled their debt with the city. They are asking for a written notice stating that they have settled with the city.

Motion made by Councilor Thompson authorizing a receipt certifying that the previous owner's debt with the city is settled. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Request/ Special Olympics Polar Plunge – March 19th

Motion made by Councilor Vandal to approve the Special Event Application for the Special Olympics Polar Plunge on March 19, 2016. 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 March 14, 2016.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:00 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner – city staff