

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

**March 28, 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 28, 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, Jeremy Hahn – Airport, Ron Kleinschmidt – Utility Superintendent, Steve Emery – Widseth Smith Nolting, and Tracee Bruggeman – Brady Martz.

**APPROVE AGENDA:**

***Councilor Thompson moved to approve the meeting agenda as with the addition of 6a – Street Repair Projects and the deletion of 7a – Rick Battles – Warroad Watershed.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of March 14, 2016 Regular Council Minutes**

***Motion made by Councilor Thompson to approve the March 14, 2016 Regular Council Minutes as written.***

Motion seconded by Councilor Vandal and carried unanimously.

**Two Council Members to Review April 11, 2016 Bills**

Councilors Soderberg and Vandal agreed to review the bills prior to the April 11, 2016 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Vandal to approve Manual checks and payroll in the amount of \$200,674.11 (PR E#507257 = \$30,306.26, PR#6105-6115 = \$9,366.81, E#1449-1453 = \$23,543.19, and AP #41325-41371 = \$137,457.85).*** Motion seconded by Councilor Thompson and carried unanimously.

**REVIEW OF 2015 AUDIT – TRACEE BRUGGEMAN, BRADY MARTZ**

Tracee Bruggeman from Brady Martz presented the Financial Statements as of December 31, 2015 and the Independent Auditor's Report. In summary Tracee stated that the City of Warroad is in a strong financial position. Reserves are healthy and debt is down from the previous year with no new debt.

***No Action Taken.***

**PUBLIC SAFETY ISSUES:**

***None at this time.***

**AIRPORT**

**Fence Project Update**

*No updates.*

**Authorization for hangar door maintenance/replacement**

Airport manager Jeremy Hahn stated that the hangar door that broke last fall and temporarily fixed, needed repair or replacement. The door is old and replacement parts aren't available. The cost of a retrofit would be \$13,500 and a new door would be \$21,000. There was discussion as to the safety of the old door versus a new one and Mr. Hahn said that he would do more research on the options.

*No Action Taken.*

**UTILITY DEPARTMENT****Street Repair Projects**

Steve Emery of Widseth Smith Nolting presented council the plans/specs for proposed street repair projects in the city. There are three different proposals: 1) SE part of town- Riverview Dr West side, 2) Main Ave South of Lake NE/ along river and 3) Misc areas for hydrant/ gate valve replacement. The council will have the option to pick any or all of the projects to proceed. Mr. Emery asked for approval of the plans/specs and authorization to advertise for bids with a bid open date of April 21, 2016.

*Motion made by Councilor Vandal to approve the plans/specs for the street repair projects and advertise for bids.* Motion seconded by Councilor Thompson and carried unanimously.

**OTHER BUSINESS****Consideration for purchase of property**

City administrator Kathy Lovelace asked council if they would like to pursue the purchase of property located on the west side of town. This would add to the area that was purchased in 2014 and open more commercial space along Hwy 11. It is approximately 77 acres between the newly purchased property and Hwy 11. The price offered should be comparable to the price paid for the last purchase.

*It was council consensus to pursue the purchase of discussed property.*

**Authorization to proceed with plat 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 presented council a quote from city engineers Widseth Smith Nolting in the amount of \$7,000 for the project.

*Motion made by Councilor Thompson to authorize the creation of a plat for the un-platted area on the west side of town.* Motion was seconded by Councilor Vandal and carried unanimously.

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of March 28, 2016.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:56 p.m.

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Acting Mayor Dick Soderberg

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner – city staff*