

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

**April 11, 2016**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on April 11, 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, Jeremy Hahn – Airport, Glenda Phillippe - WHRA, Steve Kuepers – Kuepers Construction, Kevin Bruce – Resident, Wade Steinbring – WPD, Brian Schaible – Warroad Community Park, Paul Wannarta – MN DNR, and Tony/Allyson Thortsen.

**APPROVE AGENDA:**

***Councilor Thompson moved to approve the meeting agenda as with the addition of 7d – NMPA Resolution and 8c – Well Water - DNR.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of March 28, 2016 Regular Council Minutes**

***Motion made by Councilor Vandal to approve the March 28, 2016 Regular Council Minutes as written.*** Motion seconded by Councilor Soderberg and carried unanimously.

**Two Council Members to Review April 25, 2016 Bills**

Councilor Thompson and Mayor Marvin agreed to review the bills prior to the April 25, 2016 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Vandal to approve Manual checks and payroll in the amount of \$593,814.30 (PR E#507285 = \$29,885.01, PR#6116-6130 = \$9,541.53, E#1454-1460 = \$25,876.80, Sales Tax #03312061 = \$25,702.00, NMPA #20160331 = \$326,955.20 and AP #41372-41436 = \$175,853.76).*** Motion seconded by Councilor Soderberg and carried unanimously.

**Review of March Revenue/Expense Summary**

***No action taken.***

**KUEPERS ARCHITECTS - PROPOSAL**

Steve Kuepers of Kuepers Construction presented council a proposal to develop a 29 unit apartment complex in Warroad with a future option for another unit. This could address the lack of non-low income units in the area. The proposal would include financial participation from the city in some capacity and a possible use of DEED grant money. The area in consideration is located on the west side of town. Mr. Kueper's company would have a major investment in the property and also manage the building.

***No Action Taken.***

**COMMUNITY PARK – PHASE II PLAN APPROVAL**

Brian Schaible, representing the community park project, asked council to approve the plans/specs for Phase II of the Community Park project and authorize advertisement for bids. Phase II would include a pavilion and open-air amphitheater. The pavilion would have a capacity of 200 (larger than original plan of 120), and have two residential heat pumps for cooling and minimal heating in the spring and fall (concerns of maintenance costs were raised since this option was not in the original plans). Advertising would begin April 19, 2016 and bid opening would be May 10, 2016.

*Motion made by Councilor Soderberg to approve the plans/specs for Phase II of the Community Park Project and advertise for bids.* Motion seconded by Councilor Vandal and carried unanimously.

**PUBLIC SAFETY ISSUES:**

*None at this time.*

**UTILITY DEPARTMENT****Minutes from the April 05, 2016 Special Utility Commission Meeting (info only)**

A reminder that the annual Earth Day clean-up will be the week of April 18, 2016

*No Action Taken.*

**Recommendation for Annual Crack Seal Bids**

*Motion made by Councilor Thompson to accept the 2016 low quote for crack seal from Northwest Asphalt Maintenance as presented.* Motion seconded by Councilor Vandal and carried unanimously

**Recommendation for Misc Equipment and Material Bids**

*Motion made by Councilor Soderberg to accept the only quote for 2016 Misc Equipment and Material Bids from Warroad Ready Mix as presented.* Motion seconded by Councilor Vandal and carried unanimously

**NMPA Resolution**

Council was asked to adopt a resolution naming Utility Superintendent Ron Kleinschmidt as director and Kevin Hanson as the advisor to NMPA for a twelve month period beginning May 1, 2016.

*Motion made by Councilor Vandal to adopt a resolution naming Utility Superintendent Ron Kleinschmidt as director and Kevin Hanson as the advisor to NMPA.* Motion was seconded by Councilor Thompson and carried unanimously.

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

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

*No Action Taken*

**Airport Commission Minutes from April 4, 2016**

*No Action Taken*

**Well Water - DNR**

Airport Manager Jeremy Hahn stated that he had been approached by a representative of the DNR about drilling a well on airport property. This would aid the DNR in water fills for their emergency operations storage tanks located at the airport.

*It was council consensus to refer the request to the airport commission for consideration.*

**OTHER BUSINESS****Rick Battles – Warroad Watershed**

*Discussion tabled due to Mr. Battles absence.*

**Resident Request to change animal ordinance**

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.

*It was council consensus to not consider changing the ordinance.*

**Approval of Bradco Restoration proposal - Library**

City Administrator Kathy Lovelace presented a quote for the restoration and repair of some of the brick work at the library.

*Motion made by Councilor Soderberg to approve the bid from Bradco for brick work restoration at the library.*

Motion seconded by Councilor Thompson and carried unanimously.

**Approval of Bradco Restoration proposal – City Office**

City Administrator Kathy Lovelace presented a quote for the restoration and repair of some of the brick work at the city office.

*Motion made by Councilor Soderberg to approve the bid from Bradco for brick work restoration at the City Office.* Motion seconded by Councilor Vandal and carried unanimously.

**Lease request for city property – Nomad Tavern**

City administrator Kathy Lovelace stated that the Trading Post building had been sold and the new owner was interested in a lease with the city for the property it is on. Council was shown a copy of the lease that was with the previous owner. Ms. Lovelace suggested that the lease include the right for the city to keep the cameras on the building. City attorney Steve Anderson suggested that he put together a new lease for review and approval at the next regular council meeting.

*It was council consensus to allow the city attorney to create a lease for review/approval at the next regular council meeting.*

**Request to purchase city property – Fairview addition**

City administrator Kathy Lovelace asked council if they would be willing to sell a lot in Fairview Addition for \$4000 instead of the normal \$6000 price. A map of the property was presented and discussed. The lot would be split and sold to the property owners on each side.

*Motion made by Councilor Soderberg to sell the discussed property in Fairview Addition to the property owners on each side for a total cost of \$5000 plus \$100 in recording fees; owners to split the cost.* Motion seconded by Councilor Thompson and carried unanimously.

**Request to purchase 2 lots in Highland Park 2<sup>nd</sup> Addition**

City administrator Kathy Lovelace asked council if they would be willing to sell two lots together in Highland Park 2<sup>nd</sup> Addition. A potential buyer would like to build a large home and feels that the space for a yard would be limited on one lot at its current size. She stated that selling two lots has not been looked upon favorably since there would be a potential loss of tax revenue on property that could have another home in the future.

Council discussed different options and agreed that the focus was for larger homes to be built in that area. They considered other lot sizes of existing homes and felt that by splitting a lot to create two larger lots from three would be a good option.

*Any decision was tabled until the next regular council meeting.*

**Approval of On-Sale Liquor License – Nomad Tavern**

City administrator Kathy Lovelace asked council for approval of an on-sale liquor license for the Nomad Tavern. Police Chief Wade Steinbring stated that the background check came back clear. Other paper work has been filled out.

*Motion made by Councilor Vandal to approve the on-sale liquor license application for Nomad Tavern.* Motion seconded by Councilor Soderberg and carried unanimously.

**Consideration of property purchase**

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 79 acres between the newly purchased property and Hwy 11. The price offered should be comparable to the price paid for the last purchase.

*Motion made by Councilor Vandal to offer to purchase the property located on the west side of town along highway 11 at the same price as the land purchased in 2014 just to the south.* Motion seconded by Councilor Thompson and carried unanimously with Mayor Marvin abstaining from the vote.

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 11, 2016.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 7:02 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*