

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

**April 25, 2016**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:17 pm on April 25, 2016.

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

***Absent:*** Councilor Jeff Parker

***Also Present:*** City Administrator Kathy Lovelace, City Attorney – Steve Anderson, Ron Kleinschmidt – City Superintendent, Glenda Phillipe - WHRA, Wade Steinbring – WPD, Steve Emery and Dustin Fanfulik – Widseth Smith Nolting, Joy Bukowiec – WRU, and Jeremy Hahn – Airport.

**APPROVE AGENDA:**

***Councilor Vandal moved to approve the meeting agenda with the addition of 3b – Resignation and 4b – Hangar Door.*** The motion was seconded by Councilor Thompson and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of April 11, 2016 Regular Council Minutes**

***Motion made by Councilor Vandal to approve the April 11, 2016 Regular Council Minutes as written.*** Motion seconded by Councilor Soderberg and carried unanimously.

**Two Council Members to Review May 9, 2016 Bills**

Councilor Vandal and Mayor Marvin agreed to review the bills prior to the May 9, 2016 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Thompson to approve checks and payroll in the amount of \$157,544.34(PR E#507288, 507315 = \$31,665.35, PR#6161-6155 = \$14,086.66, E#1461-1466 = \$24,557.67, and AP #41437-41477 = \$87,234.66).*** Motion seconded by Mayor Marvin and carried unanimously.

**Brady Martz Billing**

City Administrator Lovelace reported that she had received a call from Tracee Bruggeman with Brady Martz and that the billing for the 2015 Audit would be reduced. Lovelace indicated that reduction was due largely in part because of some streamlined reports and procedures that Deputy Clerk/Treasurer Amy Friesner had put in place. Council members thanked Friesner for her diligence.

***No action taken.***

**PUBLIC SAFETY ISSUES:**

**Ambulance – Authorization to send delinquent accounts to collection/Revenue Recapture**

***Motion made Councilor Thompson to authorize to send delinquent ambulance accounts totaling \$7,930.63 to collection/revenue recapture.*** Motion seconded by Councilor Vandal and carried unanimously.

**Resignation**

Police Chief Wade Steinbring stated that he had received the resignation of Administrative Assistant Jodie Landin. He asked for authorization to advertise for the position. City Administrator Kathy Lovelace stated that she would like to combine this position with the administrative assistant position vacated by Sonya Anselmo at the beginning of the year. She asked council to accept Jodie's resignation and authorize to advertise for the combined position.

*Motion made Councilor Soderberg to accept the resignation of Jodie Landin and thank her for her 35 years of service.* Motion seconded by Councilor Vandal and carried unanimously.

*Motion made Councilor Vandal to authorize a new combined position and advertise for the opening.* Motion seconded by Councilor Soderberg and carried unanimously.

**AIRPORT****Fence Project Update**

*None at this time.*

**Hangar Door**

The airport commission is recommending a replacement of the previously discussed hangar door rather than a retrofit. The replacement cost would be \$20,600.

*Motion made Councilor Soderberg to authorize the purchase of a new hangar door for \$20,600.* Motion seconded by Councilor Thompson and carried unanimously.

**UTILITY DEPARTMENT****Review and Award Bid for 2016 City Project No. 1**

Council was presented the bids for 2016 City Project No. 1. There were four bidders with the low bid for all three proposals from Utility Systems of America out of Eveleth MN in the amount of \$900,447.75.

*Motion made by Councilor Vandal award the bid for proposal 1, 2, and 3 for City Project No. 1 to Utility Systems of America contingent upon a positive reference check.\** Motion was seconded by Councilor Thompson and carried unanimously.

\*Note: A positive reference check has been received per Superintendent Ron Kleinschmidt.

**PARK BOARD****Authorization to submit grant to WACF**

Council was asked to authorize a grant submittal to the Warroad Area Community Fund for improvements at the point that could include benches, playground equipment, garbage cans, for example.

*Motion made Councilor Thompson to authorize a grant submittal to the Warroad Area Community Fund for Point improvements.* Motion seconded by Councilor Vandal and carried unanimously.

**OTHER BUSINESS****Addition request for Trashmaster Contract**

Trashmasters asked that a clause be added to their new contract for refuse services to include the ability to negotiate a fuel surcharge if the price goes above \$4.00 per gallon.

*It was council consensus to add the discussed provision to the contract.*

**Review and approval of Lease (tabled from 4/11 mtg)**

Council was presented a copy of the lease agreement with the Nomad Tavern for the property located at the point.

*Motion made by Councilor Vandal to approve the lease with Nomad Tavern as presented.* Motion seconded by Councilor Soderberg and carried unanimously.

**Keith Landin – Warroad Watershed**

Keith Landin representing the Warroad Watershed asked council for a donation of \$4,000 to aid in the project to analyze the sediment issues in the Warroad River.

*Motion made by Councilor Vandal to contribute \$4,000 to aid in the project to analyze sediment issues in the Warroad River.* Motion seconded by Councilor Thompson and carried unanimously.

**Request to split lot (tabled from 4/11 mtg)**

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.

*Motion made by Councilor Vandal to split Lot 2 Block 5 of Highland Park 2<sup>nd</sup> Addition.* Motion seconded by Councilor Thompson and carried unanimously.

**Special Event Request/ Streiff Sporting Goods – Annual Fishing Tournament – July 9<sup>th</sup>**

*Motion made by Councilor Vandal to approve the Special Event Request for Streiff Sporting Goods annual fishing tournament to be held July 9, 2016.* Motion seconded by Councilor Thompson and carried unanimously.

**Details for Information meeting on future Hwy 11 Project**

City administrator Kathy Lovelace informed council of an upcoming meeting for information on the future Hwy 11 Project. She encouraged council members to attend.

*No Action Taken.*

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 25, 2016.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:17 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*