

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

**JUNE 13, 2016**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on June 13, 2016.

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

***Absent:*** None

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Carrie Albrect, City Attorney – Steve Anderson, R Ron Kleinschmidt – City Superintendent, Wade Steinbring – WPD, and Jeremy Hahn – Airport.

**APPROVE AGENDA:**

***Councilor Parker moved to approve the meeting agenda as amended with the addition of 8c. Planning Commission Update.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of May 23, 2016 Regular Council Minutes**

***Motion made by Councilor Parker to approve the May 23, 2016 Regular Council Minutes as written.*** Motion seconded by Councilor Thompson and carried unanimously.

**Two Council Members to Review June 27, 2016 Bills**

Councilors Vandal and Parker agreed to review the bills prior to the June 27, 2016 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Thompson to approve checks and payroll in the amount of \$678,753.15 (PR E#507397 = \$29,038.86, PR#6192-6212 = \$8,604.06, PR#6171-6174 = \$2,766.50, PR E# 1482-1486, \$23,778.38, AP #20160531 = \$314,790.88, AP #41614-41699 = \$268,847.67, AP #05312016 = 27,583.00, EOM E# 1487 = \$3,273.80 and EOM E# 1488 = \$70.00).*** Motion seconded by Councilor Soderberg and carried unanimously.

**PUBLIC SAFETY ISSUES:**

**Authorization to hire full-time officer**

Police Chief Wade Steinbring requested authorization to hire Josh Demerly as a full-time Police officer to fill a FT position that has been open for several months. Demerly has been working part time for both the city and the RCSO and is doing a nice job. Public Safety committee has recommended hiring him to fill the roster.

***Motion made by Councilor Vandal to approve the hiring of another full time Police officer.*** Motion seconded by Councilor Parker and carried unanimously.

**UTILITY DEPARTMENT**

**Utility Commission Minutes from 06/07/2016**

Minutes were presented for information only. No questions or concerns.

**Angle parking on Roberts St.**

City Superintendent Ron Kleinschmidt reported that he has done some measuring in this area, and based on that information, he recommends denying the angle parking request in front of H&R Block because he does not believe there is sufficient room to accommodate the parking and the through traffic.

*Motion made by Councilor Soderberg to deny angle parking on Roberts St in front of H&R Block.* Motion seconded by Councilor Thompson and carried unanimously.

**AIRPORT****KLJ Project Status Report**

Airport Manager Jeremy Hahn reports that Century fence is back to work and moving ahead with phase #2, the original plan was to put in a cattle guard instead of a swing or sliding gate, but now it appears that the FAA is putting in stipulations and requirements with installing a cattle guard. Hahn will continue to work on this for a resolution.

**Approval of June 07, 2016 Airport Commission Meeting Minutes**

Minutes from the June 7<sup>th</sup> Airport Commission Meeting were presented for information only.

**OTHER BUSINESS****Authorization to hire secretary for Police Department / City Office**

*Motion made by Councilor Vandal to approve the recommendation of the hiring committee to hire Angie Grafstrom, pending a successful background check, as Secretary with her time to be split between the City Office and Police Department.* Motion seconded by Councilor Soderberg and carried unanimously.

**Consideration for upgrade of sprinkler system at Library**

*Motion made by Councilor Parker to approve the upgrade on the sprinkler system at the library.* Motion seconded by Councilor Thompson and carried unanimously.

**Planning Commission**

Councilor Thompson wanted to update the council that Country side trailer park had moved their first trailer off of the water shut off valve, and plan to move more throughout the summer. Thompson would like to bring to attention the temporary garages or fabric sheds that are showing up around town so that discussion can take place on if they are allowed and if so, under what conditions. Thompson stated he had heard that the City of Roseau has banned fabric buildings and questioned if the City should be looking into possible ordinances on this topic.

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of June 13, 2016.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:45 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Carrie Albrecht – city staff*