

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

SEPTEMBER 12, 2016

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on September 12, 2016. ***Those Present:*** Councilors Michele Vandal, Jeff Parker, Kevin Thompson and Dick Soderberg.

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Glenda Phillipe - WHA, Ron Kleinschmidt – City Superintendent, Wade Steinbring – Police Chief, Justin Kroeger – Flexible Benefits, Matt Rachuy – Park Manager, Christine Laznicka – Warroad Ready Mix, and Jeremy Hahn – Airport.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda. The motion was seconded by Councilor Soderberg and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of August 22, 2016 Regular Council Minutes

Motion made by Councilor Parker to approve the August 22, 2016 Regular Council Minutes as presented.

Motion seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review September 26, 2016 Bills

Councilor Vandal and Mayor Marvin agreed to review the bills prior to the September 26, 2016 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Thompson to approve checks and payroll in the amount of \$926,944.89 (PR E#507591 = \$29,800.54, PR#6354-6376 = \$11,711.32, E#1531-1538 = \$26,944.77, AP #20160831 = \$342,897.62, AP #42019-42116 = \$486,244.64, AP #08312016 = 29,346.00). Motion seconded by Councilor Soderberg and carried unanimously.

Review of August Revenue/Expense Summary

No action taken.

Approval of 2017 Preliminary Budget

Council was presented the 2017 preliminary budget for review and adoption. A 6.8% increase over last year's budget was recommended. This leaves some room for variables that may arise before December. The amount could be decreased but not increased before December when the final levy is submitted.

Councilor Soderberg moved to approve the Preliminary Budget to the County with a total Levy increase of 6.8%.

Motion was seconded by Councilor Parker and carried unanimously.

HEALTH INSURANCE PROPOSAL FOR 2017

Justin Kroeger of Flexible Benefits, the company that manages the city's health insurance, presented council a Health Savings Account (HSA) option for health insurance. It would be a lower premium cost but the city would be committed to a set amount to be paid into the employee's HAS annually. He discussed both the pro's and con's for both employee and employer.

Motion made by Councilor Vandal to offer a Health Savings Account health insurance option alongside the existing plan. Motion seconded by Councilor Thompson and carried unanimously.

PUBLIC SAFETY ISSUES:

Police – Approve Resignation

Police Chief Wade Steinbring stated that he had received the resignation of Officer Brandon Boyd and asked council to accept his resignation effective September 15, 2016.

Motion made Councilor Vandal to accept the resignation of Brandon Boyd and thank him for his years of service. Motion seconded by Councilor Parker and carried unanimously.

Police – Authorization to Hire part-time officer

Police Chief Wade Steinbring stated that he would like to hire Channing Kimble as a part-time officer at this time instead of filling the full-time position vacated by Brandon Boyd.

Motion made Councilor Vandal to hire Channing Kimble as a part-time officer. Motion seconded by Councilor Soderberg and carried unanimously.

Fire – Authorization to send delinquent accounts to collection

Motion made by Councilor Parker to authorize to send two delinquent fire calls to collection. Motion seconded by Councilor Soderberg and carried unanimously.

PARK BOARD RECOMMENDATION

Christine Laznicka of Warroad Ready Mix approached the park board with an idea to engage older kids at the point. She volunteered to donate a basketball court to be built between the pool and the picnic shelters. It would be no cost to the city. Quiet hours would be enforced and no lighting would be installed. She would also like to donate a smaller court for younger children at a later date. The park board is recommending council accept the donation.

Motion made by Councilor Parker to accept the donation from Warroad Ready Mix of a basketball court to be placed between the pool and the picnic shelters at the point. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT

Utility Commission Minutes dated 09/06/16

No Action Taken.

MMUA Safety Training Proposal (tabled from 8/22/16 mtg)

City Superintendent Ron Kleinschmidt reviewed his research on safety programs with the council. He stated that MMUA would be the most comprehensive and thorough program. Annual membership in MMUA is required. Mr. Kleinschmidt presented a reduced cost for dues for the remainder of 2016 through 2017 offered by MMUA and recommended that the city join for that time. This would give the city the option to try their safety program and see how membership in MMUA will benefit the city.

Motion made by Councilor Thompson to join MMUA for the remainder of 2016 and 2017 at the dues cost as discussed. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT

Minutes from 09/06/16 Airport Commission Meeting

No Action Taken.

August Project Status Report - KLJ

No Action Taken.

Review and Approve Resolution to Accept MNDOT Phase 2 Grant Agreement/ Fence Project

Airport manager Jeremy Hahn stated that the FAA grant for Phase 2 of the Airport Fence Project had been awarded and was accepted by council at the last meeting. He asked for the acceptance of the MNDOT (state) portion. The state will reimburse 5% of the project cost.

Motion made by Councilor Parker to accept the MNDOT (state) grant for Phase 2 of the airport fence project. Motion seconded by Councilor Soderberg and carried unanimously.

Review and Approve Agreement between City and Contractor for Phase 2/ Fence Project

Airport manager Jeremy Hahn asked for approval of the agreement between the city and contractor for Phase 2/ Fence Project.

Motion made by Councilor Parker to approve the agreement between the city and contractor for Phase 2 / Fence Project pending city attorney review. Motion seconded by Councilor Soderberg and carried unanimously.

Review and Approve Change Order for Sliding Gate/ Fence Project

Airport manager Jeremy Hahn recommended that a change order be approved authorizing a sliding gate instead of the planned swinging gate for the fence project. This would reduce possible damage due to weather/wind and make it easier to work the gate.

Motion made by Councilor Parker approve a change order to put in a sliding gate for the fence project. Motion seconded by Councilor Thompson and carried unanimously.

Authorize City Administrator to issue Notice to Proceed to Century Fence – Phase 2/ Fence Project

Airport manager Jeremy Hahn asked council for the authorization to proceed with Phase 2 of the fence project. He would like to get the remainder of the fence up this fall- weather permitting.

Motion made by Councilor Soderberg to allow the city administrator to authorize to proceed with Phase 2/Fence Project contingent upon agreement approval. Motion seconded by Councilor Vandal and carried unanimously.

OTHER BUSINESS**Approval of Corporate Resolution for Bank Account Signatures**

- Bob Marvin – General
- Dick Soderberg, Acting Mayor – General, Cafeteria
- Kathy A. Lovelace, City Administrator – General, Cafeteria, Med Reimb, Imprest, Lottery, PD NSF
- Justin Kroeger, Flex Benefits Admin – Med Reimb
- Wade Steinbring, Police Chief – PD NSF

Motion made by Councilor Vandal to adopt a Corporate Resolution for bank account signatures as presented. Motion seconded by Councilor Parker and carried unanimously.

Liquor Store – Authorization to hire part-time clerk

Motion made by Councilor Vandal to hire Kimberly Denault as a part-time clerk at the liquor store. Motion seconded by Councilor Thompson and carried unanimously.

Application for Exempt Permit/ Knights of Columbus/ Bingo

Motion made by Councilor Parker to approve the Lawful Gambling Permit for the Knights of Columbus for bingo to be held on November 19, 2016. Motion 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 September 12, 2016.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:05 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner – city staff