

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

NOVEMBER 14, 2016

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15 pm on November 14, 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, Ron Kleinschmidt – City Superintendent, Jamie Bender and Damian Mcmillin – Fire Department, Glenda Phillipe – WHRA, Wade Steinbring – WPD, Matt Rachuy – Park, Joy Bukowiec – WRU, Brenda Baumann – Marvin Windows Senior Manager, Community Development, and Jeremy Hahn – Airport.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 6b – Utility Commission Minutes and 8a- Canvass General Election. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of October 24, 2016 Regular Council Minutes

Motion made by Councilor Vandal to approve the October 24, 2016 Regular Council Minutes as presented.

Motion seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review November 28, 2016 Bills

Councilors Vandal and Soderberg agreed to review the bills prior to the November 28, 2016 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Thompson to approve checks and payroll in the amount of \$694,918.07 (PR E#507706, 507735 = \$59,151.95, PR#6446-6470 = \$17,376.67, E#1559-1572 = \$49,858.31, AP #42283-42365 = \$220,140.79, NMPA #20161031 = \$323,436.35, Sales Tax #10312016 = \$24,954.00). Motion seconded by Councilor Vandal and carried unanimously.

Review of YTD Revenue/Expense Summary

No action taken.

PUBLIC SAFETY ISSUES:

Ambulance – Accounts to Collection

Motion made by Councilor Vandal to send six delinquent ambulance accounts totaling \$3,890.78 to collection and revenue recapture. Motion seconded by Councilor Soderberg and carried unanimously.

Ambulance – Request to submit AFG Grant by 11/18/16

Joy Bukowiec of the Warroad Rescue Unit requested authorization to submit an AFG grant for new radios, ambulance cots, and a camera assisted glide laryngoscope. If granted, the city portion would be just over \$4,000.

Motion made by Councilor Parker to authorize the submission of an AFG grant as presented. Motion seconded by Councilor Vandal and carried unanimously.

Ambulance – Request to hire PT Paramedic

Joy Bukowiec asked for authorization to hire a second part-time paramedic. The current employee may be limited to the time she can give to the department in the near future. The hours would still be the same, just split. She asked to hire Brittany Nosbusch as a part-time paramedic.

Motion made by Councilor Parker to hire Brittany Nosbusch as a part-time paramedic. Motion seconded by Councilor Vandal and carried unanimously.

Ambulance – Delinquent Tuition Expense to Collection

Motion made by Councilor Thompson to send a delinquent tuition expense in the amount of \$820.00 for EMT classes to collection. Motion seconded by Councilor Soderberg and carried unanimously.

Police – Authorization to advertise for FT Officer

Police Chief Wade Steinbring asked for authorization to advertise for a full-time police officer to fill the recently vacated position.

Motion made by Councilor Soderberg to advertise for a full-time police officer. Motion seconded by Councilor Thompson and carried unanimously.

Fire – Delinquent accounts to submit for collection

Motion made Councilor Vandal to send five delinquent fire calls totaling \$1,833.33 to collection. Motion seconded by Councilor Soderberg and carried unanimously.

Fire – Fire Department Elections

Fire department elections were held and Jamie Bender and Damian Mcmillin were elected chief and assistant respectively pending council approval.

Motion made Councilor Parker to approve Jamie Bender as fire chief and Damian Mcmillin as assistant beginning the first meeting in January 2017. Motion seconded by Councilor Vandal and carried unanimously.

COMMUNITY DEVELOPMENT ROLL – Brenda Baumann

Brenda Baumann, Senior Manager of Community Development at Marvin Windows spoke with council to touch base on her new role in the community. The new roll would deal with future needs and opportunities for all stakeholders in the area including, but not limited to, employment, housing, and business opportunities. Ms. Baumann will begin with reaching out to community leaders to assess the needs and wants. The process of community development will be constantly changing and communication will be vital.

No Action Taken.

AIRPORT

November Airport Commission Minutes & Manager's Report

No Action Taken.

October Project Status Report - KLJ

No Action Taken

Phase 2 – Fence Project/ Pay Estimate Submittal

For information only.

No Action Taken.

Update on Fence Project

Airport manager Jeremy Hahn stated that phase 2 of the airport fence project is almost complete. There will be a punch list for minor issues.

No Action Taken.

UTILITY DEPARTMENT

Approve Development of Plans & Specs for Street/Sanitary Sewer Extension on Nelson St NW for Workforce Housing Project

City Administrator Kathy Lovelace asked council to authorize Widseth Smith Nolting to proceed with the plans and specs for street and sanitary sewer extensions on Nelson St NW for the Workforce Housing Project planned to begin next spring.

Motion made by Councilor Parker to authorize Widseth Smith Nolting to proceed with plans and specs for street/sanitary sewer extensions on Nelson St NW for the workforce housing project. Motion seconded by Councilor Soderberg and carried unanimously.

Minutes from 11/08/16 Utility Commission Meeting

No Action Taken.

PARK DEPARTMENT – Placement of small court

Matt Rachuy, park manager, asked council to approve the placement of the small basketball court donated by Warroad Ready Mix. The court would be placed north of the picnic shelters beside the playground. It would be approximately 20' x 20' and would have a lower hoop for smaller children.

Motion made by Councilor Vandal to approve the placement of the small basketball court as presented. Motion seconded Councilor Thompson and carried unanimously.

OTHER BUSINESS

Canvass General Election

City Administrator Kathy Lovelace presented the results of the general election at the Warroad polling location.

Motion made by Councilor Parker to accept the election results as presented. Motion seconded by Councilor Thompson and carried unanimously.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of November 14, 2016.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:15 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner – city staff