

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

September 11, 2017

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on September 11, 2017.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, Ron Kleinschmit – Utility Superintendent, Jammie Bender – WFD, Glenda Phillipe - Resident, and Jeremy Hahn – Airport Manager.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 7c – NMPA Bond Issue, 8a – Minnkota Easement, 8b – Utility Superintendent Position, and 8c – Casino Electric Issues. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of August 28, 2017 Council Minutes

Motion made by Councilor Vandal to approve the August 28, 2017 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review September 25th Bills

Councilor Parker and Councilor Soderberg agreed to review the bills prior to the September 25, 2017 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Vandal to approve the September 2017 checks totaling \$649,305.67 (NMPA #20170831 = \$345,382.43, Sales Tax #08312017 = \$30,850.00, E1751-1760 = \$28,420.13, AP #43596-43661 = \$201,970.22, PR #6881-6904 = \$11,834.76, and PR E-#508345 = \$30,848.13). Motion seconded by Councilor Thompson and carried unanimously.

Revenue/Expense Summary

No action taken.

Brady Martz Audit Agreement

City administrator Kathy Lovelace presented a proposal for audit services through Brady Martz for 2017-2019. The cost would stay the same for the next two years and increase \$500 in the third year.

Motion made by Councilor Parker to authorize the audit agreement with Brady Martz for the next three years as presented. Motion seconded by Councilor Vandal and carried unanimously.

2018 PRELIMINARY BUDGET REVIEW/APPROVAL

Approval of 2018 Preliminary Budget

Council was presented the 2018 preliminary budget for review and adoption. A 9.3% 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 Vandal moved to approve the Preliminary Budget to the County with a total Levy increase of 9.3% with the understanding that all department heads will be asked to reduce their budgets by 2% for the final budget approval. Motion was seconded by Councilor Soderberg and carried unanimously.

PUBLIC SAFETY ISSUES:

Fire Dept. – Authorization for new firemen

Fire Chief Jamie Bender asked council for authorization to hire Neiko Cleven as a new volunteer fireman. He is still in school and this was cleared with both the principal and superintendent.

Motion made by Councilor Vandal to accept Neiko Cleven as a new volunteer fireman. Motion seconded by Councilor Parker and carried unanimously.

AIRPORT**Airport Project Status Report - KLJ**

No action taken.

Airport Commission Minutes for September

No Action Taken.

Authorization to Purchase Tow Bar

Airport manager Jeremy Hahn asked for authorization to purchase a universal tow bar at a cost of \$4000. It would be used to move larger aircraft for fueling.

Motion made by Councilor Parker to authorize the purchase of a universal tow bar to be used to move aircraft. Motion seconded by Councilor Soderberg and carried unanimously.

Approve and Sign Final Acceptance/ Phase 2 of Fence Project

Airport manager Jeremy Hahn stated that Phase 2 of the Fence project is complete and he asked for authorization to sign the needed paperwork.

Motion made by Councilor Parker to authorize signatures to finalize Phase 2 of the fence project. Motion seconded by Councilor Vandal and carried unanimously.

Auth. & Sign Resolution/ MnDOT M&O Grant for FY 2018/2019

Airport manager Jeremy Hahn asked for authorization to sign the MnDOT M&O Grant for FY 2018/2019, a two year grant.

Motion made by Councilor Vandal to authorize signatures on the MnDOT M&O Grant for FY 2018/19. Motion seconded by Councilor Soderberg and carried unanimously.

Review and award Bid for Surplus Property

Airport manager Jeremy Hahn stated that he had a 1000 gallon propane tank at the airport that was no longer in use. An ad for sealed bids was placed and one bid was received. Phil Kotta - \$1,183.03.

Motion made by Councilor Parker to award the propane tank to bidder Phil Kotta. Motion seconded by Councilor Soderberg and carried unanimously.

UTILITY DEPARTMENT**Utility Commission Minutes dated 09/05/17**

No Action Taken.

Utility Commission Recommendation for 2018 Street Projects

City superintendent Ron Kleinschmidt presented council a packet of 5 areas in town that need utility improvements. After reviewing, he asked for council authorization to proceed with design and specs for each area

with the option to pick any or all of the areas. Superintendent Kleinschmidt was asked to look into concentrating in one area of town to finish all improvements.

Motion made by Councilor Vandal to authorize to proceed with design and specs for each area presented.

Motion seconded by Councilor Thompson and carried unanimously.

NMPA Bond Issue

NMPA has re-bonded their debt and has asked the city to re-sign the Purchase/Sales Agreement with them to show Warroad's commitment to NMPA through 2041.

Motion made by Councilor Vandal to sign the Purchase/Sales Agreement with NMPA showing commitment through 2041. Motion seconded by Councilor Soderberg and carried unanimously.

OTHER BUSINESS:

Minnkota Easement

City administrator Kathy Lovelace asked council for authorization to enter into an easement agreement with Minnkota in order to place a city ID sign on the east side of town in Minnkota property.

Motion made by Councilor Vandal to authorize an easement agreement with Minnkota to place a city ID sign on their property on the east side of town. Motion seconded by Councilor Soderberg and carried unanimously.

Utility Superintendent Position

City superintendent Ron Kleinschmidt, City administrator Kathy Lovelace, and Councilor Thompson interviewed candidates for the utility superintendent position. Two were originally scheduled and one cancelled at the last minute. They interviewed the remaining candidate. After discussion and checking references, it is recommended that an offer for employment to Daniel Trosen. City Administrator Kathy Lovelace would like to offer Grade 13 Step 3.

Motion made by Councilor Thompson to make an offer of employment to Daniel Trosen at Grade 13, step 3.

Motion seconded by Councilor Thompson and carried unanimously.

Casino Electric Issues

City Administrator Kathy Lovelace, Mayor Marvin and City attorney Steve Anderson will be meeting with Seven Clans representatives on Wednesday September 13, 2017 in Thief River Falls concerning the Bare Ground Acquisition Fees on their utility accounts located in the newly annexed area on the southeast side of town. Possible negotiating options were discussed.

No Action Taken.

ADJOURNMENT:

There, being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 11, 2017.*** 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