

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

September 25, 2017

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on September 25, 2017.

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

Absent: Councilor Kevin Thompson

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Ron Kleinschmit and Dan Trosen – Utility Superintendent, Damian McMillin – WFD, Wade Steinbring - WPD, Joy Bukowiec - WRU and Jeremy Hahn – Airport Manager.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of September 11, 2017 Council Minutes

Motion made by Councilor Parker to approve the September 11, 2017 regular Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

Reminder: First Mtg in October will be on Tuesday October 10th

No action taken.

Two Council Members to Review October 10th Bills

Councilor Vandal and Mayor Marvin agreed to review the bills prior to the October 10, 2017 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Soderberg to approve the September 2017 checks totaling \$260,565.77 (E1761-1767 = \$25,629.90, AP #43662-43720 = \$193,812.97, PR #6905-6919 = \$8,377.12, and PR E-#508372 = \$32,745.78). Motion seconded by Councilor Parker and carried unanimously.

Set Date for Truth in Taxation Public Hearing

It was Council consensus to set the date and time for the Truth in Taxation public hearing for December 4, 2017 at 6pm.

EMERGENCY SERVICES:

Authorization to send delinquent Ambulance Accts to collection and Revenue Recapture

Motion made by Councilor Vandal to send fifteen delinquent ambulance accounts totaling \$11,122.04 to collection and revenue recapture. Motion seconded by Councilor Soderberg and carried unanimously.

Fire - Proclamation for Fire Prevention Week:

Motion made by Councilor Vandal for the Mayor to sign a proclamation naming October 8-14, 2017 Fire Prevention Week throughout the city. Motion seconded by Councilor Parker and carried unanimously.

AIRPORT

None at this time.

UTILITY DEPARTMENT**Introduction and Welcome for New Utility Superintendent**

Ron Kleinschmidt, current utility superintendent introduced Dan Trosen, the new utility superintendent. Council thanked Ron for his service and welcomed Dan to the city.

No Action Taken.

OTHER BUSINESS:**Approval of Liquor License Renewals:**

8 businesses have completed all the documentation and paid all fees to renew their licenses the same as last year: The American Legion, Doug's Supermarket, Shopko, Holiday Station, Izzy's Lounge, Main Street Bar and Grill The Phoenix, and Nomad Tavern. City staff has verified they have all paid their property taxes.

Motion made by Councilor Parker to approve the liquor license renewals for The American Legion, Doug's Supermarket, Shopko, Holiday Station, Izzy's Lounge, Main Street Bar and Grill, The Phoenix and Nomad Tavern. Motion seconded by Councilor Vandal and carried unanimously.

State request for info re: conditional use deed for tax forfeited land

City Administrator Kathy Lovelace received a Conditional Use Deed review for city property that was acquired through tax forfeit land. Council reviewed the use of the listed property and concluded that it was being used as intended. A report will be sent back to the state.

No Action Taken.

Accept resignation and authorization to hire replacement

City Administrator Kathy Lovelace presented a resignation letter from Angela Grafstrom, administrative assistant. She asked council to accept the resignation and authorize the hire of Sarah Hardwick for the position. The candidate was chosen from applications that were received in May for another administrative position.

Motion made by Councilor Parker to accept the resignation of Angela Grafstrom and authorize the hire of Sarah Hardwick to replace her. Motion was seconded by Councilor Vandal and carried unanimously.

Authorization to submit SCBG for housing rehabilitation

City Administrator Kathy Lovelace asked council for authorization to submit, through Wynne Consulting, a Small Cities Block Grant (SCBG) for housing rehabilitation. The city has received funds from this source in the past.

Motion made by Councilor Parker to authorize Wynne Consulting to submit a SCBG pre-proposal for owner occupied housing rehabilitation on behalf of the City of Warroad. Motion seconded by Councilor Soderberg and carried unanimously.

Concern with use of Special Event authority

City Administrator Kathy Lovelace brought up a concern about the use of special event authority. Dale Ave SW between the church and the soccer fields was blocked off during tournaments to help keep pedestrians safe. It was noted that people were parking in the blocked off area. That was not the intended use.

City Administrator Kathy Lovelace will speak with the parties involved with the special event permit that was granted.

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 25, 2017.* The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 6:07 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff