

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

**November 13, 2017**

**CALL TO ORDER:**

Acting Mayor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on November 13, 2017.

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

***Absent:*** Mayor Bob Marvin and Councilor Kevin Thompson

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, Steve Anderson – City Attorney, Dan Trosen – Utility Superintendent, Joy Bukowiec and Christian Zanc – WRU, Wade Steinbring - WPD, Jeremy Hahn – Airport Manager and David and Layla Marvin – Izzy's .

**APPROVE AGENDA:**

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

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of October 23, 2017 Council Minutes**

***Motion made by Councilor Vandal to approve the October 23, 2017 regular Council Minutes as written.*** The motion was seconded by Councilor Parker and carried unanimously.

**Two Council Members to Review November 27<sup>th</sup> Bills**

Councilor Soderberg and Councilor Vandal agreed to review the bills prior to the November 27, 2017 meeting.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Parker to approve the November 2017 checks totaling \$737,004.42 (NMPA #20171031 = \$338,165.81, Sales Tax #10312017 = \$24,467.00, E1784-1798 = \$52,502.29, AP #43838-43920 = \$241,050.37, PR #6970-6998 = \$16,657.68, and PR E-#508458, 508485 = \$64,161.27).*** Motion seconded by Councilor Soderberg and carried unanimously.

**Revenue/Expense Summary**

***No action taken.***

**PUBLIC SAFETY ISSUES:**

**Police – PSC Recommendation to purchase new vehicle**

Police Chief Wade Steinbring asked council for authorization to purchase a new police vehicle. He presented a quote for a new Tahoe.

***Motion made by Councilor Vandal authorizing the purchase of a new Tahoe for the police department as presented.*** Motion seconded by Councilor Soderberg and carried unanimously.

**Police – Authorization to hire new PT officer**

Chief Steinbring asked council for authorization to hire Travis Olafson for the Part-time officer position.

***Motion made by Councilor Vandal to hire Travis Olafson as a part-time officer.*** Motion seconded by Councilor Parker and carried unanimously.

**Ambulance – PSC Recommendation to apply for hardship variance to add EMR's to crew**

EMS manager Joy Bukowiec asked council for authorization to apply for a hardship variance to add EMR's to the ambulance crew. She stated that their ability to cover 24/7 is becoming more difficult with the numbers and it is more difficult to recruit and retain staff. EMR's are the entry level EMS.

*Motion made by Councilor Parker to authorize application for a hardship variance to add EMR's to ambulance crew.* Motion seconded by Councilor Vandal and carried unanimously.

### **Fire – Fire Department Elections**

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

*Motion made Councilor Vandal to approve Jammie Bender as fire chief and Damian Mcmillin as assistant beginning the first meeting in January 2018.* Motion seconded by Councilor Parker and carried unanimously.

### **AIRPORT**

#### **Airport Project Status Report - KLJ**

*No action taken.*

#### **Airport Commission Minutes for November**

*No Action Taken.*

#### **AC Recommendation to contract with KLJ to engineer culvert repair to ramp**

There is a culvert at the airport that has become a safety hazard. There has been state money set aside for the repair. Airport manager Jeremy Hahn asked council for authorization to use KLJ Engineers for the project. The project would be reimbursed at a 75/25% rate.

*Motion made by Councilor Vandal authorizing to use KLJ Engineers for the discussed culvert repair project.* Motion seconded by Councilor Parker and carried unanimously.

### **UTILITY DEPARTMENT**

#### **Utility Commission Minutes dated 11/07/17**

*No Action Taken.*

#### **Authorization to send delinquent Utility Accounts to Collection**

*Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection as presented.* Motion seconded by Councilor Parker and carried unanimously.

#### **Authorization to send delinquent Utility Accounts to RC for collection with taxes**

*Motion made by Councilor Vandal authorizing to send delinquent utility accounts to Roseau County for collection with taxes as presented.* Motion seconded by Councilor Parker and carried unanimously.

#### **Approve Resolution 2017-11 appointing Superintendent Dan Trosen as NMPA Director**

Council was asked to adopt a resolution naming Utility Superintendent Dan Trosen as director and Kevin Hanson as the advisor to NMPA for the remainder of the twelve month period that began May 1, 2017.

*Motion made by Councilor Vandal to adopt a resolution naming Utility Superintendent Dan Trosen as director and Kevin Hanson as the advisor to NMPA.* Motion was seconded by Councilor Parker and carried unanimously.

**OTHER BUSINESS:****Request for Ordinance change to 2am bar closing time**

David Marvin, owner of Izzy's, asked council to consider changing the bar closing time to 2am within Warroad city limits. There is a state statute that authorizes this. He stated that he is trying to keep a viable business in Warroad and he feels that this would help.

Council discussed concerns and asked questions. There being two council members absent, it was decided to table any decision on Ordinance changes until a future meeting.

*Motion made by Councilor Vandal to table further discussion to the next regular council meeting.* Motion seconded by Councilor Soderberg and carried unanimously.

**Special Event Request- DD HUB/WCP – Christmas Tree Lighting Event**

*Motion made by Councilor Parker to allow the special event request for a Christmas Tree Lighting Event on November 24, 2017 as presented.* 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 November 13, 2017.* The motion was seconded by Councilor Parker and carried unanimously. The meeting adjourned at 6:05 p.m.

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Acting Mayor Dick Soderberg

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*