

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

January 8, 2018

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on January 8, 2018.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, Dan Trosen – Utility Superintendent, Jeremy Hahn – Airport Manager, Tom Nelson – New Airport Manager, Damian McMillin – Fire Dept., and Glenda Phillipe – Roseau County.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 7c – New Airport Manager Introduction. The motion was seconded by Councilor Vandal and carried unanimously.

APPROVAL OF MINUTES:

Approval of December 11, 2017 Regular Council Minutes

Motion made by Councilor Parker to approve the December 11, 2017 Regular Council Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Appointment of Acting Mayor for 2018

Motion made by Councilor Vandal to appoint Councilor Soderberg as acting Mayor for 2018, in the case of Mayor Marvin's absence. Motion seconded by Councilor Parker and carried unanimously with Councilor Soderberg abstaining from the vote.

Designation of Official Newspaper – Warroad Pioneer

Motion made by Councilor Parker to designate the Warroad Pioneer the City's official newspaper for 2018. The motion was seconded by Councilor Thompson and carried unanimously.

Approve Resolution 2018-01 – Reauthorizing Membership in the 4M Fund

Motion made by Councilor Parker to adopt Resolution 2018-01 authorizing continued participation in the 4M Fund. The motion was seconded by Councilor Vandal and carried unanimously.

Designation of Official Depositories – Security State Bank, 4M & 4M Plus Fund, and RBC Dain Rauscher

Motion made by Councilor Vandal to designate Security State Bank, 4M & 4M Plus Funds, and RBC Dain Rauscher as the official depositories for the City of Warroad for 2018. The motion was seconded by Councilor Soderberg and carried unanimously.

Appointment of Assistant Weed Inspector – Utility Superintendent

Motion made by Councilor Vandal to appoint the Utility Superintendent as 2018 Assistant Weed Inspector. The motion was seconded by Councilor Parker and carried unanimously.

Authorization for 2018 Liquor Fund Transfer to City General Fund

Motion made by Councilor Soderberg to authorize the Liquor fund Transfer of \$85,000.00 to the City General Fund. Motion seconded by Councilor Vandal and carried unanimously.

Authorization for 2018 Electric Fund Transfer to City General Fund

Motion made by Councilor Vandal to authorize the Electric fund Franchise fee of \$270,000 to the City General Fund. Motion seconded by Councilor Soderberg and carried unanimously.

Approval of December EFT Payments & Manual Checks

Motion made by Councilor Vandal to approve the December 2017 bills and NMPA payment totaling \$133,362.88 (E1817-1823(1808adj) = \$24,007.17, AP #44054-44097 = \$70,955.87, PR #7088-7095 = \$7,477.21, and PR E508570= \$30,922.63). Motion seconded by Councilor Parker and carried unanimously.

Approval of January 2018 Bills and NMPA payment

Motion made by Councilor Vandal to approve the January 2018 bills and NMPA payment totaling \$593,660.20 (E1824-1832 = \$32,611.25, AP #44098-44159 = \$134,176.86, PR #7096-7126 = \$16,723.39, and PR E508601= \$33,630.86, NMPA #20171231= \$347,301.84, Sales Tax #12312017= \$29,216.00). Motion seconded by Councilor Parker and carried unanimously.

Review of Committee, Commission and Board Member Lists

Motion made by Councilor Parker to table the list of Committees, Commissions, and Boards and review for approval at the February 12, 2018 regular council meeting. Motion seconded by Councilor Vandal and carried unanimously.

Brady Martz & Associates – City Audit – Week of January 29 – 31, 2018

Informational Only, No Action Taken.

Authorization of 2018 Bond Payment Schedule

Motion made by Councilor Soderberg to authorize the 2018 bond payment schedule as presented with no new bonding. Motion seconded by Councilor Vandal and carried unanimously.

Review/Approval of 2018 Fee Schedule

Motion made by Councilor Parker to table the 2018 Fee Schedule for approval until the January 22, 2018 regular council meeting. Motion seconded by Councilor Vandal and carried unanimously.

Review of 2017 Revenue/Expense Summary

No action taken.

Two Council Members to Review January 22, 2018 Bills

Councilor Thompson and Councilor Soderberg agreed to review the bills prior to the January 22, 2018 meeting.

PUBLIC SAFETY ISSUES:

Authorization to send unpaid accounts to collection

Motion made by Councilor Vandal authorizing to send one unpaid fire call and one unpaid ambulance invoice to collection. Motion seconded by Councilor Soderberg and carried unanimously.

Fire Dept – Authorization to submit grant for Air Packs

Damian Mcmillin asked council for authorization to submit a grant application through FEMA for new air packs. The city portion would be 5% of the cost. The cost for 16 units is approximately \$104,000. The current air packs have a life of 15 years and will be up in two.

Motion made by Councilor Parker authorizing the fire department to submit a grant application for new air packs. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT / COMMISSION MINUTES:

Minutes from 01/02/2018 Meeting

No Action Taken.

Approval and Signature for MESERB Letter to MPCA

Utility Superintendent Dan Trosen asked council for authorization for the Mayor to sign a letter to MPCA addressing the phosphorus issue. The letter would go through the city's legal council for approval first.

Motion made by Councilor Thompson to authorize the mayor's signature on a letter to MPCA addressing the phosphorus issue. Motion seconded by Councilor Vandal and carried unanimously.

Approve 2018 Water Rate Increase

Councilor Thompson moved to adopt Resolution 2018-02 / 2018 Water & Sewer Rates as presented reflecting a 5% increase. Motion seconded by Councilor Vandal and carried unanimously

Review/Award 2018 Fuel Bid/Contract

Utility Superintendent Dan Trosen presented council a fuel bid summary. There were two bids received. If patronage from Cenex/Farmers Union is taken into consideration along with the discount per gallon, Cenex/Farmers Union is the low bid. It is the recommendation that the fuel bid for 2018 be awarded to Cenex/Farmers Union Oil of Warroad.

Motion made by Councilor Parker to accept the bid for both gas and diesel from Cenex/Farmers Union for the 2018 fuel needs. Motion seconded by Councilor Vandal and carried unanimously.

Authorization to send delinquent utility accounts to collection

Motion made by Councilor Vandal to authorizing to send six delinquent utility accounts totaling \$1,774.77 to collection. Motion seconded by Councilor Soderberg and carried unanimously.

AIRPORT:

Minutes of the 01/03/2018 Airport Commission Meeting

No Action Taken.

Airport Project Status Report - KLJ

No Action Taken.

New Airport Manager Introduction

Tom Nelson was introduced to council as the new airport manager effective January 1, 2018. Council welcomed him and thanked Jeremy Hahn for his service to the city in that capacity.

No Action Taken.

OTHER BUSINESS:

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 8, 2018.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:38 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff

2018-01-08 Council Minutes.doc