

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

August 13, 2018

CALL TO ORDER:

Acting Mayor Dick Soderberg called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on August 13, 2018.

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

Absent: Mayor Marvin

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utility Superintendent, Matt Rachuy – Airport, Damian McMillin – WFD, Wade Steinbring – WPD, and Glenda Phillipe – Roseau County.

APPROVE AGENDA:

Councilor Parker moved to approve the meeting agenda with the addition of 7d – Cottage Food Producer. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of July 23, 2018 Council Minutes

Motion made by Councilor Vandal to approve the July 23, 2018 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Two Council Members to Review August 27th Bills

Councilor Thompson and Councilor Vandal agreed to review the bills prior to the August 27, 2018 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Parker to approve the August 2018 checks and NMPA Payment totaling \$845,731.13 (E1958-1969 = \$34,533.14, NMPA #20180731 = \$349,487.78, Sales Tax #07312018 = \$35,478.00, AP #44986-45081 = \$381,163.64, PR #7401-7422 = \$10,626.20, and PR E-#509021 = \$34,442.37). Motion seconded by Councilor Soderberg and carried unanimously.

Revenue/Expense Summary

No action taken.

PUBLIC SAFETY

Request for consideration of fire call charges

A business in town asked council to forgive the two fire call charges they received within a few days of each other due to wiring issues in the system panel that was sending an alarm out when in test mode.

Motion made by Councilor Thompson, as a courtesy, to reduce the fire call charges by half with the understanding that any future fire calls will be charged. Motion seconded by Councilor Vandal and carried unanimously.

PSC Recommendation for equipment purchase - PD

Police Chief Wade Steinbring asked council to authorize the purchase of equipment that would allow all body cam video to be securely stored. The computer would be used only for video storage. This would bring the department into compliance of regulations.

Motion made by Councilor Parker to authorize the purchase of equipment for secure body cam video storage. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT**Airport Commission Minutes from 08-06-2018**

Noted continued discussion on gate vs cattle guard at airport entrance.

No Action Taken.

UTILITY DEPARTMENT**Utility Commission Minutes for August 7, 2018**

FYI. No Action Taken.

MMUA Delegate Appointment

Motion made by Councilor Thompson to appoint Dan Trosen and Kevin Hanson as MMUA delegate and alternate respectively. Motion seconded by Councilor Vandal and carried unanimously.

Authorization to send delinquent utility accounts to collection

Motion made by Councilor Vandal to authorize to send Three delinquent utility accounts to collection as presented. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to write off delinquent utility account

Motion made by Councilor Vandal to authorize to write off one delinquent utility account as presented. Motion seconded by Councilor Parker and carried unanimously.

MESERB Agreement for Legislative Services

Motion made by Councilor Vandal to authorize the renewal of the MESERB agreement as presented for addressing the phosphorus issues. Motion seconded by Councilor Thompson and carried unanimously.

POTENTIAL SALE/LEASE OF CITY PROPERTY

Nothing new to report. No action taken.

OTHER BUSINESS:**Special Event Request: Woodland Bible Church/Soccer Camp**

Motion made by Councilor Vandal to table the Special Event Request from Woodland Bible Church/Soccer Camp until a completed application is received. Motion seconded by Councilor Parker and carried unanimously.

2019 CGMC Membership

Motion made by Councilor Parker to approve membership renewal for 2019 CGMC. Motion seconded by Councilor Vandal and carried unanimously.

Request for AT&T Contract Change

AT&T sent a proposal for changes to the existing contract for their cell site lease. City Attorney Steve Anderson stated that he did not see any advantage for the city to agree to the new terms.

Motion made by Councilor Thompson to not make any changes to the existing contract with AT&T. Motion seconded by Councilor Vandal and carried unanimously.

Cottage Food Producer

City Administrator Kathy Lovelace asked council to approve a requirement for individuals that sell homemade goods to register with the city as a Cottage Food Producer. This would allow the city to make sure the applicant has

the appropriate license with the state to sell their goods. At this time there would be no charge for registration with the city.

Motion made by Councilor Vandal to require individuals to register with the city as a Cottage Food Producer if they intend to sell their products within city limits. 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 August 13, 2018.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:58 p.m.

Acting Mayor Dick Soderberg

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff