

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

September 10, 2018

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on September 10, 2018.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utility Superintendent, Damian McMillin – WFD, Wade Steinbring – WPD, Zach Hallett – DW Jones, Tom Goldsmith – Resident, and Glenda Phillipe – Roseau County.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 2e – SCBG Standard Policies and Guidelines for adoption, 8b – Application for Temporary On-Sale Liquor License, 8c – Special Event Request Revised/ Octoberfest and the deletion of 5a and 5b. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of August 27, 2018 Council Minutes

Motion made by Councilor Parker to approve the August 27, 2018 regular Council Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Two Council Members to Review September 24th Bills

Councilor Thompson and Councilor Vandal agreed to review the bills prior to the September 24, 2018 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Soderberg to approve the September 2018 checks and NMPA Payment totaling \$914,955.84 (E1979-1989 = \$35,284.09, NMPA #20180831 = \$349,025.45, Sales Tax #08312018 = \$32,810.00, AP #45133-45203 = \$451,192.50, PR #7440-7460 = \$10,202.01, and PR E-#509082 = \$36,441.79). Motion seconded by Councilor Parker and carried unanimously.

Revenue/Expense Summary

No action taken.

SCBG Standard Policies and Guidelines for adoption

The city was awarded a Small Cities Block Grant targeting certain areas of town. The grant will be administered by Northwest Community Action. Council was asked to approve a contract with NWCA and other policies.

Motion made by Councilor Thompson to approve the Small Cities Block Grant Administrative Services Contract with Northwest Community Action. The motion was seconded by Councilor Vandal and carried unanimously.

Motion made by Councilor Parker to approve the following policies: Certification for a Drug-Free Workplace, Policy on the Prohibition of the use of Excessive Force, Fair Housing Plan, Program Income Plan, Residential Antidisplacement and Relocation Assistance Plan, and a Section 3 Plan. The motion was seconded by Councilor Vandal and carried unanimously.

2019 PRELIMINARY BUDGET

Council was presented the 2019 preliminary budget for review and adoption. A 5.25% 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 5.25%. Motion was seconded by Councilor Soderberg and carried unanimously.

PUBLIC SAFETY

AMB - Authorization to send delinquent accts to collection/revenue Recapture

Motion made by Councilor Parker to send seven delinquent ambulance accounts totaling \$2,442 to collection and revenue recapture. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT

None at this time.

UTILITY DEPARTMENT

Utility Commission Minutes for September 4, 2018

FYI. No Action Taken.

Authorization to send delinquent utility accounts to collection

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

UC Recommendation to Adopt Electric Vehicle Rebate Program

Motion made by Councilor Parker to adopt an Electric Vehicle Rebate Program as recommended by Minnkota/NMPA. Motion seconded by Councilor Vandal and carried unanimously.

POTENTIAL SALE/LEASE OF CITY PROPERTY

Building sale is complete. Public Hearing for the vacation of right-of-way set for September 24, 2018.

OTHER BUSINESS:

Transfer of Utility Easement

When Minnesota Energy took over the gas enterprise fund from the city, the transfer of some easements was overlooked. City attorney Steve Anderson is in the process of getting the related paperwork ready for council approval.

No Action Taken.

Application for Temporary On-Sale Liquor License

Motion made by Councilor Vandal to authorize the Warroad Chamber application for a Temporary On-Sale Liquor License as part of the Oktoberfest celebration. Motion seconded by Councilor Thompson and carried unanimously.

Special Event Request-Revised/ Oktoberfest

Motion made by Councilor Parker to authorize the change of location for the Oktoberfest celebration as presented. 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 September 10, 2018.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:55 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff