

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

December 10, 2018

CALL TO ORDER:

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

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

Absent: Councilor Jeff Parker

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utility Superintendent, Shelli Spina – WLS, Wade Steinbring - WPD, Steve LaDuke – WFD Relief, Tom Goldsmith – resident, and Glenda Phillipe - County.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of November 26, 2018 Council Minutes

Motion made by Councilor Vandal to approve the November 26, 2018 regular Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

Two Council Members to Review January 14, 2019 Bills

Councilor Soderberg and Councilor Vandal agreed to review the bills prior to the January 14, 2019 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Thompson to approve the December 2018 checks and NMPA Payment totaling \$812,440.07(E2047-2061 = \$41,004.48, NMPA #20181130 = \$333,349.02, Sales Tax #11302018 = \$26,611.00, AP #45545-45627 = \$333,156.80, PR #7545-7629 = \$41,984.96, and PR E-#509288 = \$36,333.81). Motion seconded by Councilor Soderberg and carried unanimously.

Revenue/Expense Summary

No action taken.

Final Approval of 2019 Budget

Motion made by Councilor Vandal to approve the 2019 Budget/ Tax Levy as presented which would result in a 2.34% increase. The motion was seconded by Councilor Soderberg and carried unanimously.

Approval of Resolution accepting donation

Motion made by Councilor Soderberg to table any action on the discussed donation. Motion was seconded by Councilor Vandal and carried unanimously.

LIQUOR STORE PURCHASE REQUEST

Liquor store manager asked council for authorization to purchase inventory software that would be compatible with the current POS software. This would eliminate the need and time for manual inventory. The cost would come out of the Lottery account.

Motion made by Councilor Vandal to authorize the purchase of inventory software for the liquor store. Motion was seconded by Councilor Thompson and carried unanimously.

PUBLIC SAFETY**Fire Relief Assoc. Request for approval of payout interest rate**

Steve LaDuke of the Warroad Firemens Relief association asked council to authorize a set 5% interest rate on deferred retirement funds. This would put them in compliance with requirements.

Motion made by Councilor Thompson to set the interest rate on deferred Fire Department retirement payments at 5% from this date forward. Motion seconded by Councilor Vandal and carried unanimously.

Request for Maintenance work to PSF

There have been issues with the HVAC system at the Public Safety Facility for quite a while. Johnson Controls presented a plan to repair/replace the system. The DNR has agreed to pay 50% of the cost.

Motion made by Councilor Soderberg to accept the proposal for HVAC repair/replace form Johnson Controls. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT**Airport Commission Minutes for December 4, 2018**

FYI. No Action Taken.

UTILITY DEPARTMENT**Utility Commission Minutes for December 5, 2018**

FYI. No Action Taken.

Authorization to send delinquent accounts to collection:

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

UC Recommendation to purchase new mapping system

City Superintendent Dan Trosen asked council to approve the proposal for a new mapping system for Water, Sewer, and Storm. The new system would include GPS coordinates.

Motion made by Councilor Vandal to approve the proposal for a new mapping system for water, sewer, and storm as presented. Motion seconded by Councilor Soderberg and carried unanimously.

UC Recommendation to accept WSN Engineering quote for new shop

City Superintendent Dan Trosen asked council to accept the WSN engineering quote for a new shop. This would get plans together and ready if the decision was made to proceed with the project.

Motion made by Councilor Vandal to accept the engineering proposal from WSN for the architectural design of a new shop. Motion seconded by Councilor Thompson and carried unanimously.

UC Recommendation to award 2019 Fuel Bid

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 2019 be awarded to Cenex/Farmers Union Oil of Warroad.

Motion made by Councilor Vandal to accept the bid for both gas and diesel from Cenex/Farmers Union for the 2019 fuel needs. Motion seconded by Councilor Soderberg and carried unanimously.

OTHER BUSINESS:

Review sealed bids for vehicles

There were two bids for both the 2002 Buick and the 1996 Geo and none for the 2012 Caprice. The high bids were \$410 and \$605 respectively.

Motion made by Councilor Vandal to accept the high bids for each vehicle 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 December 10, 2018.*** The motion was seconded by Councilor Soderberg and carried unanimously. The meeting adjourned at 5:50 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff