

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

January 14, 2019

SWEARING IN OF NEW AND RE-ELECTED COUNCIL MEMBERS:

Tom Goldsmith and Kevin Thompson were sworn in as council members.

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 5:20p.m.on January 14, 2019. *Those Present:* Councilors Dick Soderberg, Tom Goldsmith, Michele Vandal, and Kevin Thompson.

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, Dan Trosen – Utility Superintendent, Matt Rachuy – Airport Manager, and Wade Steinbring - WPD

APPROVE AGENDA:

Councilor Soderberg moved to approve the meeting agenda with the addition of 8b – Pay Equity. The motion was seconded by Councilor Vandal and carried unanimously.

APPROVAL OF MINUTES:

Approval of December 10, 2018 Regular Council Minutes

Motion made by Councilor Vandal to approve the December 10, 2018 Regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of December 19, 2018 Special Council Minutes

Motion made by Councilor Vandal to approve the December 19, 2018 Special Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Appointment of Acting Mayor for 2019

Motion made by Councilor Vandal to appoint Councilor Thompson as acting Mayor for 2019, in the case of Mayor Marvin's absence. Motion seconded by Councilor Soderberg and carried unanimously with Councilor Soderberg abstaining from the vote.

Designation of Official Newspaper – Warroad Pioneer

Motion made by Councilor Soderberg to designate the Warroad Pioneer the City's official newspaper for 2019. 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 2019. The motion was seconded by Councilor Thompson and carried unanimously.

Appointment of Assistant Weed Inspector – Utility Superintendent

Motion made by Councilor Soderberg to appoint the Utility Superintendent as 2019 Assistant Weed Inspector. The motion was seconded by Councilor Vandal and carried unanimously.

Authorization for 2019 Liquor Fund Transfer to City General Fund

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

Authorization for 2019 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 Goldsmith and carried unanimously.

Approval of January 2019 Bills and NMPA payment

Motion made by Councilor Soderberg to approve the January 2019 bills and NMPA payment totaling \$1,026,965.04 (E2063-2084 = \$62,656.78, AP #45646-45739 = \$506,418.61, PR #7630-7645 = \$12,114.94, and PR E509317, 509346= \$74,683.26, NMPA #20181231= \$340,399.45, Sales Tax #12312018= \$30,692.00). Motion seconded by Councilor Thompson and carried unanimously.

Review of Committee, Commission and Board Member Lists

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

Brady Martz & Associates – City Audit – Week of January 29 – 31, 2019

Informational Only, No Action Taken.

Authorization of 2019 Bond Payment Schedule

Motion made by Councilor Vandal to pay off the existing bonds. Motion seconded by Councilor Thompson and carried unanimously.

Review/Approval of 2019 Fee Schedule

Motion made by Councilor Vandal to approve the 2019 Fee Schedule as presented. Motion seconded by Councilor Soderberg and carried unanimously.

Review of 2018 Revenue/Expense Summary

No action taken.

Two Council Members to Review January 28, 2019 Bills

Councilor Thompson and Councilor Soderberg agreed to review the bills prior to the January 28, 2019 meeting.

2019 WSN Standard Agreement for Engineering Services

Motion made by Councilor Vandal to table the 2019 Standard Agreement for Professional Services from Widseth, Smith, Nolting. Motion seconded by Councilor Thompson and carried unanimously.

PUBLIC SAFETY ISSUES:

PD – PSC Recommendation to purchase Tasers

Chief Steinbring asked for authorization to purchase two tasers. This would outfit all FT officers.

Motion made by Councilor Soderberg to authorize the purchase of two new tasers. Motion seconded by Councilor Vandal and carried unanimously.

PD – PSC Recommendation on vehicle replacement policy

Chief Steinbring presented a vehicle replacement policy for approval. It was discussed to make the final decision to replace will be the councils upon the police chief's recommendation.

Motion made by Councilor Thompson to adopt the police vehicle replacement policy as discussed. *Motion seconded by Councilor Goldsmith and carried unanimously*

FD - Authorization to send unpaid accounts to collection

Motion made by Councilor Thompson authorizing to send three unpaid fire calls to collection. Motion seconded by Councilor Vandal and carried unanimously.

FD - Authorization to send unpaid accounts to Township for payment

Motion made by Councilor Vandal authorizing to send two unpaid fire calls to Township for collection. Motion seconded by Councilor Thompson and carried unanimously.

Ambulance – Accounts to Collection

Motion made by Councilor Soderberg to send delinquent ambulance accounts totaling \$6,723.77 to collection and revenue recapture. Motion seconded by Councilor Vandal and carried unanimously.

Ambulance- Authorization for annual rate increase

Motion made by Councilor Soderberg to authorize a 5% increase in ambulance call services for 2019 as recommended by the ambulance billing service. The motion was seconded by Councilor Thompson and carried unanimously.

UTILITY DEPARTMENT / COMMISSION MINUTES:

Minutes from 01/08/2019 Meeting

No Action Taken.

Approve 2019 Water Rate Increase

Councilor Soderberg moved to adopt Resolution 2019-01 / 2019 Water & Sewer Rates as presented reflecting a 0% increase. Motion seconded by Councilor Thompson and carried unanimously

Authorization to send delinquent utility accounts to collection

Motion made by Councilor Thompson to authorizing to send four delinquent utility accounts totaling \$1,835.82 to collection. Motion seconded by Councilor Vandal and carried unanimously.

AIRPORT:

Minutes of the 01/07/2019 Airport Commission Meeting

No Action Taken.

OTHER BUSINESS:

Approval of Engineering Proposal for Planning of NW area of town

City Administrator Lovelace stated that WSN was asked to give a proposal for the cost to the city to plan/plat the NW area of town. It would include the city's undeveloped property. The cost would be approximately \$25,000.

Motion made by Councilor Thompson to approve the proposal for planning the city property in the NW part of town from Widseth, Smith, Nolting as presented. Motion seconded by Councilor Goldsmith and carried unanimously.

Pay Equity

City Administrator Lovelace asked council to approve the pay equity report as presented. This report is done every three years.

Motion made by Councilor Soderberg to approve pay equity report 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 January 14, 2019.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:02 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff