

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

February 10, 2020

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:15p.m.on February 10, 2020.

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

Absent: Councilor Tom Goldsmith

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, Joy Bukowiec - WRU, Damian McMillin – WFD, Glenda Phillipe – resident, Dan Trosen – City Superintendent, Jeff Ploof – City, Todd Miller – Harbor Project, and Cindy Renfrow - WCD.

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 January 27, 2020 Council Minutes

Motion made by Councilor Vandal to approve the January 27, 2020 regular Council Minutes as written. The motion was seconded by Councilor Soderberg and carried unanimously.

Two Council Members to Review February 24th Bills

Councilor Soderberg and Councilor Vandal agreed to review the bills prior to the February 24, 2020 meeting.

Approval of Checks/NMPA Payment

Motion made by Councilor Vandal to approve the February 2020 checks totaling \$723,007.83 (E2343-2351 = \$35,803.63, AP #47363-47436 = \$253,222.42, Sales Tax #01312020 = \$29,658.00, NMPA #20200131 = \$360,043.76, PR #8151-8162 = \$7,996.97, and PR E-#510164 = \$36,283.05). Motion seconded by Councilor Soderberg and carried unanimously.

Review of January 2020 Revenue/Expense Summary

No action taken.

Review of Committee, Commission and Board Member Lists

Motion made by Councilor Thompson to approve the list of Committees, Commissions, and Boards as presented. Motion seconded by Councilor Soderberg and carried unanimously.

Approval of Resolution 2020-03 / WHD Development Agreement

City Administrator Lovelace stated that the Resolution being presented was part of the creation of the new TIF for the hotel development. It allows for the approval and execution of the Development Agreement.

Motion made by Councilor Vandal to adopt Resolution 2020-03/ WHD Development Agreement. Motion seconded by Councilor Soderberg and carried unanimously.

Approval of Updated Employee Handbook

City Administrator Lovelace presented the updated employee handbook with the approved changes. Councilor Thompson suggested that the list of approved uniform items for the police department go through the Public Safety Commission so that everyone has a chance to see what the uniform will look like.

Motion made by Councilor Thompson to table the approval of the employee handbook until the Public Safety Commission has had the opportunity to review the uniform list for the police department. Motion seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY

FD – Authorization to send delinquent Accounts to Collection

Motion made by Councilor Vandal authorizing to send delinquent Fire Calls to collection as presented. Motion seconded by Councilor Thompson and carried unanimously.

PSF Request for Purchase – Expansion Tank Replacement

Jeff Ploof – City maintenance, explained to council that the expansion tank on the boiler at the Public Safety facility no longer hold pressure to maintain the system. He is asking for a replacement of the tank and install of a filter system to help with maintenance of the system. The cost would be shared with the DNR.

Motion made by Councilor Thompson to replace the boiler expansion tank as discussed. Motion seconded by Councilor Vandal and carried unanimously.

AMB - Authorization to send delinquent Accounts to Collection/Revenue Recapture

Motion made by Councilor Vandal authorizing to send delinquent Ambulance accounts to collection/revenue recapture as presented. Motion seconded by Councilor Soderberg and carried unanimously.

AIRPORT

None at this time.

UTILITY DEPARTMENT

Utility Commission Minutes for 02/04/2020

Information only. No Action Taken.

Authorization to send delinquent Utility Account to Collection/Property Taxes

Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection/ certification to property taxes as presented. Motion seconded by Councilor Thompson and carried unanimously.

OTHER BUSINESS:

Library Panel Replacement

City administrator Kathy Lovelace presented a quote for the replacement of the fire alarm panel in the library. The existing system is no longer supported and parts are not available.

Motion made by Councilor Vandal to replace the fire alarm panel in the library as quoted. Motion seconded by Councilor Soderberg and carried unanimously.

Liquor Store – Feasibility Study

Council was presented two quotes for services for a feasibility study for the liquor store. There was discussion as to what the expected outcome of the study would be and weather to hire both companies to get a different perspective on possibilities.

Motion made by Councilor Thompson to refer to the Planning Commission to define the scope of the feasibility study for the liquor store. Motion seconded by Councilor Vandal and carried unanimously.

Approval of Resolution 2020-04 / Requesting Acquisition of Property

Per previous discussion on the ownership of Government Island, Cyndy Renfrow contacted Representative Dan Fabian to help with the cause. This resolution will show the councils support for the purchase/lease of the discussed property.

Motion made by Councilor Vandal to adopt Resolution 2020-04 / Requesting Acquisition of Property. Motion seconded by Councilor Thompson and carried unanimously.

Request for Appropriation of Funds for Harbor Project

To possibly help with the costs of the harbor project, Council was asked to ask that Representative Fabian request state appropriation funds in the amount of \$250,000. Todd Miller has been in contact with Representative Fabian and would like to continue to work with him through the process.

Motion made by Councilor Vandal to ask Representative Fabian to request state appropriation funds for the harbor project and ask Todd Miller to work with Representative Fabian through the process. Motion seconded by Councilor Soderberg and carried unanimously.

Request for Matching Funds to NWMF Project

The Warroad Community Development LLC applied for a grant from the Northwest Minnesota Foundation for a Gateway Signage project. This would help direct people to the Warroad downtown area from both Lake Street and Hwy 11 and the point. The \$10,000 grant is contingent upon the city dedicating \$5,000 to the project.

Motion made by Councilor Vandal to approve required funds to support the NWMF Project. Motion seconded by Councilor Thompson and carried unanimously.

Request for Co-Sponsorship of Small Business Workshop

The Chamber and the Warroad Community Development LLC asked the city to co-sponsor a small business workshop along with them. They asked for up to \$1,000.

Motion made by Councilor Vandal to approve, up to \$1,000, the co-sponsorship of a Small Business Workshop to be help sometime in March, 2020. 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 February 10, 2020.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:42 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff