

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

**March 25, 2020**

**CALL TO ORDER:**

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 12:00 p.m. on March 25, 2020.

***Those Present:*** Mayor Marvin, Councilors Dick Soderberg, Michele Vandal, Tom Goldsmith and Kevin Thompson

***Absent:***

***Also Present:*** City Staff – Sarah Hardwick, City Attorney – Steve Anderson, Dan Trosen – City Superintendent, Damian McMillin – FD, Wade Steinbring – WPD, Matt Rachuy – Airport Manager, Jeff Ploof – Park Manager,

**APPROVE AGENDA:**

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

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of March 9, 2020 Council Minutes**

***Motion made by Councilor Vandal to approve the March 9, 2020 regular Council Minutes as written.*** The motion was seconded by Councilor Soderberg and carried unanimously.

**Approval of March 18, 2020 Emergency Council Minutes**

***Motion made by Councilor Thompson to approve the March 18, 2020 Emergency Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**Approval of Checks/NMPA Payment**

***Motion made by Councilor Vandal to approve the March 2020 checks totaling \$192,872.18 (E2374-238 = \$25,888.49, AP #47544-47596 = \$125,027.86, PR #8181-8186 = \$7,674.32, and PR E-#510249 = \$34,281.51).*** Motion seconded by Councilor Soderberg and carried unanimously.

**COVID-19 RELATED ISSUE**

**Consideration of closing lake access at the Point**

Lake of the Woods County, City of Baudette and Koochiching County have all closed lake and river access. Discussion on if out of town fishermen would then come to Warroad. There were several calls concerning lake access.

***Motion made by Councilor Goldsmith to close lake access at the Point effective immediately until the risk of COVID-19 is no longer.*** The motion was seconded by Councilor Thompson and carried unanimously.

### **Small Business Relief Program through NWMF**

Lovelace stated the program rolled out late last week and she has already had businesses inquiring. This program is only for City of Warroad businesses and focusing on the downtown district.

*Information only. No action taken.*

### **Utility Disconnect/Penalty Policy during COVID-19**

*Motion made by Councilor Vandal to not apply penalties for March and April.* The motion was seconded by Councilor Goldsmith and carried unanimously.

### **PA Loan Payments for April**

Lovelace stated she received a phone call prior to the roll out of the relief program inquiring about possibly not paying their March Payment.

*Motion made by Councilor Vandal to delay interest and payments through the end of May.* The motion was seconded by Councilor Soderberg and carried unanimously.

### **Discussion/Plan if additional mandates from the Governor come in to play**

Discussion on how the departments were carrying on. Fish cleaning house will close on April 1<sup>st</sup>. Liquor Store will remain open.

### **AIRPORT**

#### **Minutes from March**

*Information only. No action taken.*

### **Master Service Agreement**

Rachuy reported they are required to go through this process every 5 years. There was a miscommunication last year. The agreement has not changed.

*Motion made by Councilor Goldsmith to approve Master Service Agreement.* The motion was seconded by Councilor Thompson and carried unanimously.

### **MNDOT and FAA Grant Application**

This is routine maintenance to maximize the life of the runway and all taxiways.

*Motion made by Councilor Thompson to approve MNDOT and FAA Grant Application.* The motion was seconded by Councilor Goldsmith and carried unanimously.

### **AC Recommendation to execute Task Order 1905-02027 – Crack Seal Project**

KJL will take on planning, design, oversight and closeout of the project.

*Motion by Councilor Vandal to Approve Task Order 1905-02027.* The motion was seconded by Councilor Goldsmith and carried unanimously.

### **Authorization to Advertise for Bids – Crack Seal/Seal Coat/Chip Seal Project**

*Motion made by Councilor Vandal to advertise for bids for crack/ seal project.* The motion was seconded by Councilor Goldsmith and carried unanimously.

## **PUBLIC SAFETY**

### **AMB – Authorization to send delinquent accounts to Collection/ Revenue Recapture**

*Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection/property tax as presented.* Motion seconded by Councilor Soderberg and carried unanimously.

### **PD – Vehicle Purchase**

Discussion on how a fleet of three vehicles would work. The Tahoe was recently in an accident leaving the Chief to drive the airport car.

*Motion made by Councilor Thompson to approve a three-car rotation.* The motion was seconded by Councilor Goldsmith and carried unanimously.

*Motion made by Councilor Thompson to approve the purchase of a new Tahoe, all equipment and installation.* The motion was seconded by Councilor Goldsmith and carried unanimously.

## **UTILITY DEPARTMENT**

### **Review/Award Bid for 2020 City Project No. 1 – Street Improvements**

*Motion made by Councilor Vandal to award bid to Agassiz Asphalt.* The motion was seconded by Councilor Thompson and carried unanimously.

## **OTHER BUSINESS:**

### **2020 Northern Mosquito Contract**

Proposed 10% increase this year and no increase on monthly utility bills.

*Motion made by Councilor Goldsmith to approve the 2020 Northern Mosquito Contract.* The motion was 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 March 25, 2020.* The motion was seconded by Councilor Goldsmith and carried unanimously. The meeting adjourned at 1:10 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Sarah Hardwick, city staff*