

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

April 15, 2020

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 12:00 p.m. on April 15, 2020.

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

Absent:

Also Present: City Administrator – Kathy Lovelace, John Horner – Roseau County, Dan Trosen – Utility Superintendent

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 April 8, 2020 Council Minutes

Motion made by Councilor Vandal to approve the April 8, 2020 regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of Checks/NMPA Payment

None at this time.

2019 Audit Report – Brady Martz

Tracee Bruggeman from Brady Martz presented the Financial Statements as of December 31, 2019 and the Independent Auditor's Report. In summary Tracee stated that the City of Warroad is in a strong financial position. Reserves are healthy and debt is down from the previous year with no new debt.

Approval of Changes to Employee Handbook

Council members reviewed changes at the 02/10/20 meeting. It was decided to table the issue and allow the Public Safety Commission to review the list of items that could be purchased by officers using their uniform allowance. This was addressed by the Public Safety Commission at their 02/12/20 meeting. No changes were made.

Motion made by Councilor Thompson to approve the changes to the Employee Handbook as presented at the 02/10/20 meeting. The motion was seconded by Councilor Goldsmith and carried unanimously.

UTILITY DEPARTMENT

2020 Misc. Equipment Bid Review/Approval

Warroad Ready Mix is the lowest bidder on the things the Utility Dept uses the most.

Motion made by Councilor Goldsmith to award the 2020 Misc Equipment bid to Warroad Ready Mix. The motion was seconded by Councilor Vandal and carried unanimously.

COVID-19 RELATED ISSUSE

Department/Personnel Issues

Lovelace provided a copy of a letter that was sent out to all city employees following the April 8th Council Meeting. Council members discussed a couple of specific scenarios regarding employees and after-hours activities.

The Council confirmed their position that, while the Governor's Executive Order 20-20 (20-29, 20-33) directing Minnesotans to Stay at Home was in place, city employees are strongly encouraged to follow that order. Should an employee choose to travel outside of the immediate area for any non-emergent activity, they will be required to self-quarantine for 14 days before returning to work. They would be required to use accrued leave to do so.

Community Update

Forgivable Loan

Lovelace gave the following update regarding the Warroad Forgivable Loan Program being offered through the Northwest Minnesota Foundation to businesses located within the City.

- 17 Loans have been approved and have been closed. These businesses have money in hand.
- There is 1 loan approved but not yet closed.
- There are 2 loans in the pipeline.

Lovelace stated that she was called but one local business owner and thanked. The owner stated that while they have applied for several programs, this was the only one that had provided any funds in their account so far.

Any Other Issues

Other Items discussed were various city facilities.

- Outdoor Pool – City Staff will prepare the facility but will hold off on filling it at this time.
- Public Restrooms, Structures and Shelters – Will remain closed at this time
- Campground – Will remain closed due to the Governor's Executive Order
- Boat Access – Will remain closed until May 4th when it will be reevaluated

The Council will review these items weekly to make adjustments as needed or allowed.

OTHER BUSINESS:

NONE

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 15, 2020.* The motion was seconded by Councilor Goldsmith and carried unanimously. The meeting adjourned at 12:53 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Kathy A. Lovelace