

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

**August 24, 2020**

**CALL TO ORDER:**

Acting Mayor Kevin Thompson called the Regular Meeting of the Warroad City Council to order at 4:35 p.m. on August 24, 2020.

***Those Present:*** Councilors Michele Vandal, Tom Goldsmith and Kevin Thompson

***Absent:*** Mayor Bob Marvin and Councilor Dick Soderberg

***Also Present:*** City Administrator – Kathy Lovelace, Amy Friesner – city staff, City Attorney Steve Anderson, Wade Steinbring – WPD, Dan Trosen – Warroad Utilities, Shelli Spina – Warroad Liquor Store, Damian McMillin – fire Department, Jeff Ploof – Park, Nate Dalager – HDR Engineering, and Mike Strodman – MN Rural Water and Todd Miller.

**APPROVE AGENDA:**

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

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of August 10, 2020 Council Minutes**

***Motion made by Councilor Goldsmith to approve the August 10, 2020 regular 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 August 2020 checks totaling \$194,234.49 (PR E510640 = \$41,015.91, PR #8328-8335 = \$6,952.29, E#2477-2484 = \$27,833.83, and A/P #48198-48244 = \$118,432.46).*** Motion seconded by Councilor Goldsmith and carried unanimously.

**SAFE HARBOR PROJECT – NATE DALAGER, HDR, INC.**

Nate Dalager of HDR Engineering updated council on the safe harbor project. He touched on the path to a permit, the cost and possible options for development phases. Council was asked to authorize continuation with the project by developing an Environmental Assessment Worksheet (EAW) which is required to apply for a permit, authorization to continue with the Regional Park Designation Application to help with some funding, and to continue with the original timeline for land acquisition.

***Motion made by Councilor Vandal to begin work on the Environmental Assessment Worksheet needed to proceed with the project.*** Motion seconded by Councilor Goldsmith and carried unanimously.

***Motion made by Councilor Vandal to continue with the Regional Park Application.*** Motion seconded by Councilor Goldsmith and carried unanimously.

***Motion made by Councilor Goldsmith to continue with the original timeline for the land acquisition.*** Motion seconded by Councilor Vandal and carried unanimously.

**UTILITY DEPARTMENT**

**Public Hearing – Wellhead Protection Plan**

Mike Strodman of MN Rural Water was available for public comments/questions on the wellhead protection plan. The plan follows state recommendations and requirements for a ten-year plan. He presented council a written plan that he asked to send to the state for final approval. This process should take about 90 days.

*Motion made by Councilor Goldsmith authorizing Warroad's Wellhead Protection Plan be sent to the state for final review.* Motion seconded by Councilor Vandal and carried unanimously.

**LIQUOR STORE – REQUEST TO HIRE PART-TIME EMPLOYEES**

Liquor store manager Shelli Spina informed council that she had two part time employees leaving and asked for authorization to hire replacements. Revenues are up this year and the help is needed to keep up with stock and sales.

*Motion made by Councilor Vandal to authorize to hire two part-time employees at the liquor store.* Motion seconded by Councilor Goldsmith and carried unanimously.

**PARK REQUEST TO PURCHASE LAWNMOWER**

Park manager Jeff Ploof asked council for authorization to purchase a new lawnmower to replace one of the mowers. Two mowers are in the shop. One of them will be costly to repair. The cost for the new mower is in the budget.

*Motion by Councilor Vandal to approve the purchase of a new mower for the park department.* The motion was seconded by Councilor Thompson and carried unanimously.

**PUBLIC SAFETY**

**FD – Authorization to accept VFA Grant**

*Motion by Councilor Vandal to accept the Volunteer Fire Assistance Grant for radios in the amount of \$2,725.* The motion was seconded by Councilor Thompson and carried unanimously.

**FD – Authorization to purchase radios**

*Motion by Councilor Vandal to authorize the purchase of new radios as presented.* The motion was seconded by Councilor Thompson and carried unanimously.

**PD – Request to Hire FT Officer**

Police Chief Wade Steinbring asked council to consider an exception to the hiring freeze now in effect. He asked to hire a FT police officer to fill the empty position created by a resignation last November. Chief Steinbring was asked about number of calls, part-time officers, and possible schedule changes. He was also asked if some of his duties as chief suffered during this interim time. He stated that he wasn't able to keep up on return phone calls and meetings but was able to keep up on incidents and reports.

*Motion made by Councilor Goldsmith to authorize advertisement for a full-time police officer.* Motion seconded by Councilor Vandal and carried unanimously.

**AMB – Authorization to send delinquent accounts to Collection / Rev. Recapture**

*Motion by Councilor Vandal to approve ambulance accounts to collection and revenue recapture as presented.* The motion was seconded by Councilor Goldsmith and carried unanimously.

**OTHER BUSINESS:**

**Application for Exempt Permit – Warroad Ducks Unlimited – 09/24/20 Raffle**

*Motion made by Councilor Vandal to approve the Application for Exempt Permit for Warroad Ducks Unlimited Raffle on 9/24/20 as presented.* The motion was seconded by Councilor Goldsmith and carried unanimously.

**Application for Exempt Permit – Knights of Columbus – 11/21/20 Raffle/Bingo**

*Motion made by Councilor Goldsmith to approve the Application for Exempt Permit for the Knights of Columbus for a Raffle/Bingo on 11/21/20 as presented.* 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 August 24, 2020.*** The motion was seconded by Councilor Goldsmith and carried unanimously. The meeting adjourned at 5:22 p.m.

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Acting Mayor Kevin Thompson

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner – city staff*