

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

October 13, 2020

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 4:30 p.m. on October 13, 2020.

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

Absent: Councilor Dick Soderberg

Also Present: City Administrator – Kathy Lovelace, Amy Friesner – city staff, City Attorney – Steve Anderson, Dan Trosen – Utility Superintendent, Damian McMillin – WFD, Joy Bukowiec – WRU, Matt Rachuy – Airport, Cyndy Renfrow – Warroad Community Development LLC, and Brenda Baumann – DD Hub.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 2d – PC Recommendation – Variance Request and 2e – Cares Act Funds. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of September 28, 2020 Council Minutes

Motion made by Councilor Goldsmith to approve the September 28, 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 October 2020 checks totaling \$679,115.06 (PR E510768 = \$34,495.63, PR #8364-8394 = \$20,878.15, E#2509-2521 = \$38,535.65, NMPA #20200930 = \$327,601.12, Sale Tax #09302020 = \$28,334.00, and A/P #48377-48457 = \$229,270.51). Motion seconded by Councilor Goldsmith and carried unanimously.

Review of September 2020 Revenue/Expense Summary

Information only. ***No action taken.***

PC Recommendation – Variance Request

The Planning Commission recommended that the variance request submitted by David Marvin for 401A Riverview Dr SE be denied due to no hardship demonstrated.

Motion made by Councilor Goldsmith to adopt Resolution 2020-15 Adopting findings of fact and reasons for Denial for Variance Application of David Marvin at 401A Riverview Dr SE. The motion was seconded by Councilor Thompson and carried unanimously.

Cares Act Funds

City Administrator Kathy Lovelace asked council to approve the use of Cares Act Funds for the purchase of video equipment for City Hall and the Public Safety Facility to enable video meetings and the update of the server at City Hall.

Motion made by Councilor Goldsmith to approve the use of Cares Act Funds as discussed. The motion was seconded by Councilor Thompson and carried unanimously.

PUBLIC SAFETY

AMB – Request to Purchase LUCAS Device

EMS Manager Joy Bukowiec asked council for authorization to purchase a second LUCAS device for the second ambulance. Moranville township had offered to reimburse the amount from their Cares Act Funds.

Motion by Councilor Vandal to authorize the purchase of a LUCAS Device. The motion was seconded by Councilor Thompson and carried unanimously.

FD – Request for Purchase of Equipment

Fire Chief Damian McMillin asked council for authorization to purchase additional needed equipment to use with the new air packs. The additional cost would be \$8016 and would come out of reserves.

Motion by Councilor Vandal to authorize the purchase of additional equipment for the new air packs. The motion was seconded by Councilor Thompson and carried unanimously.

AIRPORT

October Airport Commission Minutes

No Action Taken.

Airport Commission Recommendation – Agreement for Air Service Consulting Services

The Airport Commission discussed the possibility of scheduled air service at the airport. The research is in the early stages. Area businesses have shown an interest. The possibility of increased tourism and citizen convenience is also being researched. A proposal from Mead and Hunt consultant services about the process to bring schedule air service to Warroad was presented. It was recommended that Warroad authorize participation in steps 1 and 2 of the proposal contingent on a financial commitment from Roseau and Baudette to each pay 1/3 of the cost of \$7,584.

Motion made by Councilor Thompson to authorize Warroad's participation in steps 1 and 2 of the proposed study by Mead and Hunt contingent upon the financial commitment of Roseau and Baudette to split the cost at \$7,584 each. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT

Utility Commission Minutes for October 2020

Information only. No Action Taken.

Authorization to send delinquent Utility Account to Collection

Motion made by Councilor Goldsmith authorizing to send delinquent utility accounts to collection as presented. Motion seconded by Councilor Vandal and carried unanimously.

Utility Commission Recommendation – Right of Way Violation

Superintendent Trosen gave a summary of the Right of Way violation and explained that a property owner constructed a 6' privacy fence 8' in to the ROW on one side of his property, and 25' in to the ROW on the other side of his property. The Utility Commission recommended a lease agreement with a property owner that has placed a fence on city property. Discussion included past actions, the hardship of setback requirements, and possible solutions. Legal Counsel was asked for input and cautioned the council about this type of action and what precedent it might set.

Motion made by Councilor Vandal to deny the utility commission request for a lease agreement and send discussion for a solution to the planning commission. Motion seconded by Councilor Goldsmith and carried unanimously.

Council Approval for Delinquent Utility Accounts and Deferred Special Assessments List

Motion made by Councilor Vandal to approve the delinquent utility accounts and deferred special assessments as presented to be attached to property taxes. Motion seconded by Councilor Thompson and carried unanimously.

Select Date and Time for Public Hearing per City Ordinance 10.20

Motion made by Councilor Vandal to schedule a public hearing per city ordinance 10.20 for November 9, 2020. Motion seconded by Councilor Thompson and carried unanimously.

OTHER BUSINESS:

Approval of Replat of Berg Addition

Motion made by Councilor Goldsmith to approve the replat of the Berg Addition as presented to allow for larger lots. Motion seconded by Councilor Vandal and carried unanimously.

Update on Hwy 11 Project Discussions

City Administrator Kathy Lovelace updated council on the Hwy 11 project discussion. She asked if the council was okay with the continuation of participation in the stakeholders' meetings.

It was Council consensus to continue to participate in the stakeholders meetings for the Hwy 11 project.

Tax Abatement:

Motion made by Councilor Thompson to table any discussion on Tax Abatement until a future meeting. Motion seconded by Councilor Goldsmith and carried unanimously.

Warroad Community Development

Cyndy Renfrow of Warroad Community Development LLC updated the council on the progress of several projects and the next steps for the LLC. The goal is to create a non-profit and hire a director to be overseen by a board. The committees for each project would continue to participate.

No Action Taken

US Coast Guard Auxiliary - FYI

The US Coast Guard Auxiliary has removed their equipment from the Park office.

FYI – No Action taken.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of October 13, 2020.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:15 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner – city staff