

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

July 12, 2021

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 4:30pm on July 12, 2021.

Those Present: Mayor Marvin; Councilors Kevin Thompson, Michele Vandal, Tom Goldsmith, and Doug Thomasson.

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Sarah Hardwick, City Attorney – Steve Anderson, Dan Trosen – Warroad Utilities, John Horner – Roseau County, Wade Steinbring – WPD, Matt Rachuy – Warroad Airport, Steve Emery – Widseth by zoom

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda as presented with the addition of 6f Sidewalk. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of June 28, 2021 Council Minutes

Motion made by Councilor Goldsmith to approve the June 28, 2021 regular Council Minutes as written. The motion was seconded by Councilor Thomasson and carried unanimously.

Approval of Checks

Motion made by Councilor Vandal to approve the June 2021 checks totaling \$811,612.46 (E2699-2709 = \$44,951.23, AP #49483-49548 = \$326,305.55, PR #8660-8687 = \$17,179.54, and PR E-#511304 = \$46,425.63, NMPA #20210630 = \$365,151.44, Sales Tax #06302021 = \$10,141.00). Motion seconded by Councilor Goldsmith and carried unanimously.

Review June Revenue/Expense Summary

No action taken.

Tax Increment Revenue Note for WHD, LLC

Lovelace requested authorization for the Mayor Marvin and City Administrator to sign the Tax Increment Revenue Note. This is payable on August 1, 2021 and on each February 1 and August 1 thereafter to and including February 1, 2030. This shall be payable solely from 90% of tax increments paid to the City.

Motion made by Vandal to approve signing the Tax Increment Revenue Note. Motion seconded by Thompson and carried unanimously.

Resolution 2021-11 Accepting American Rescue Plan Funds

Motion made by Vandal to approve Resolution 2021-11 Accepting American Rescue Plan Funds. Motion seconded by Thomasson and carried unanimously.

Discussion/Approval of Economic Development Tax Abatement Policy

Discussion on if this must be a targeted area or can it cover the entire city. Lovelace will ask these questions.

Tabled

Introduction and Presentation by Marvin Home Center/Building Center – Ryan Jensen

July 26th meeting.

PUBLIC SAFETY

None at this time.

UTILITY DEPARTMENT**July Utility Commission Minutes**

Information only.

Accounts to Collection

Motion made by Thompson to send delinquent utility account to collection as presented. Motion seconded by Vandal and carried unanimously.

Hwy 11 Project Utility Improvements – Widseth Contract

Utility Commission is recommending entering in to contract with Widseth for professional services for 2023 work.

Motion made by Thompson to sign the Widseth Contract. Motion seconded by Goldsmith and carried unanimously.

Recommendation to hire new employee

Motion made by Thompson to hire Johnny Johnson for the open Water/Sewer job. Motion seconded by Goldsmith and carried unanimously.

Update on Quiet Zone project

Steve Emery from Widseth provided an update on the status of the Quiet Zone. He stated he has run the risk calculator and will have the federal railroad application submitted in 3-4 weeks. He expects to have an answer from them in 9-12 months. He will continue to go ahead with plans and specs.

Sidewalk

Discussion on location of the sidewalk on the backside of the Hampton hotel, if this sidewalk is necessary. This would connect the hotel to the sports complex and the liquor store. Consensus was to go ahead with this sidewalk as planned.

OTHER BUSINESS**PT Liquor Store Wages**

Liquor Store Manager Shelli Spina is requesting to increase the Part Time Wage to \$14/\$15. She has been short-handed for several weeks and unable to fill openings at the current wage of \$12.

Motion made by Vandal to increase the Part Time Wage to \$14 for employees working less than one year and \$15 for employees that have worked for longer than one year. Motion seconded by Goldsmith and carried unanimously.

Authorization to proceed with Classification/Compensation with DDA

The city has not had a review of job descriptions, classifications, and compensation since 2013. Industry guidelines recommend reviewing them every 5 years.

Motion made by Thomasson to have a full study done. Motion seconded by Vandal and carried unanimously.

Adoption of City Logo

Members did not like the little tree under the “W” and unsure of the shape of the state in the “D” how that identifies Warroad at the top of the state. More discussion is needed.

Request for contract extension for refuse contract

Motion made by Thompson to approve the one-year Trashmasters contract extension at the same terms expiring 03/31/22. Motion seconded by Thomasson and carried unanimously.

Special Event Request- Breaker's Bar

Breaker's Bar is requesting closing the street for a cornhole tournament in August. Discussed holding it across the street or on the grassy area, but to have alcohol, it must be continuous from the business. Lovelace will get more specifics from them.

ADJOURNMENT:

There, being no further business, *Councilor Thomasson moved to adjourn the Regular Meeting of the Warroad City Council of July 12, 2021.* The motion was seconded by Councilor Vandal and carried unanimously. The meeting adjourned at 5:50 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by Sarah Hardwick, city staff.