

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

April 11, 2022

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on April 11, 2022.

Those Present: Mayor Marvin, Councilors Kevin Thompson, Doug Thomasson, and Michele Vandal and Councilor Tom Goldsmith by audio conference.

Absent: None

Also Present: City Administrator – Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utility Superintendent, Wade Steinbring – WPD, Jackie Habstritt and Rick Trontvet – Marvin, Jason Murray – David Drown Associates, and Skip and Andrew Duchesneau – DW Jones.

APPROVE AGENDA:

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

PUBLIC HEARING – TIF

Motion made by Councilor Vandal to open the public hearing to discuss TIF. The motion was seconded by Councilor Thompson and carried unanimously. The meeting opened at 4:30 pm.

Jason Murray of David Drown Associates explained that the purpose of the public hearing was to hear comments and answer questions about the creation of a Workforce Housing tax increment district. It would include 23 parcels with two apartment buildings. This would be a nine-year plan.

There were no citizens present.

Motion made by Councilor Vandal to close the public hearing to discuss TIF. The motion was seconded by Councilor Thomasson and carried unanimously. The meeting closed at 4:37 pm.

Motion made by Councilor Vandal to approve Resolution 2022-09, approving the establishment of Tax Increment Financing District No. 2-2 within the Municipal Development District No. 2 and adoption of the Tax Increment Financing Plan relating thereto. The motion was seconded by Councilor Thomasson and carried unanimously.

PUBLIC HEARING – ICON ABATEMENT (DW JONES)

Motion made by Councilor Vandal to open the public hearing to discuss tax abatement for ICON Apartment (DW Jones). The motion was seconded by Councilor Thompson and carried unanimously. The meeting opened at 4:38 pm.

Jason Murray of David Drown Associates explained the purpose of the public hearing was to allow tax abatement for the proposed apartment building by ICON Housing Inc (DW Jones). It would begin after the TIF had expired and continue for 15 years (2033-2047) or until the maximum dollars were exhausted (\$617,668).

There were no citizens present.

Motion made by Councilor Vandal to close the public hearing. The motion was seconded by Councilor Thompson and carried unanimously. The meeting closed at 4:42 pm.

Motion made by Councilor Vandal to approve Resolution 2022-10 authorizing a 15 year Tax Abatement to ICON Housing Inc for the construction of a 65 unit apartment on property within the City of Warroad in a maximum amount of \$617,668. The motion was seconded by Councilor Thompson and carried unanimously.

PUBLIC HEARING – WILLOW VIEW ABATEMENT (JBC CONSTRUCTION)

Motion made by Councilor Vandal to open the public hearing to discuss tax abatement for Willow View (JBC Construction). The motion was seconded by Councilor Thomasson and carried unanimously. The meeting opened at 5:00 pm.

Jason Murray of David Drown Associates explained the purpose of the public hearing to allow tax abatement for the proposed Willow View apartment building by JBC Construction. It would begin after the TIF had expired and continue for 15 years (2033-2047) or until the maximum dollars were exhausted (\$700,679).

There were no citizens present.

Motion made by Councilor Vandal to close the public hearing. The motion was seconded by Councilor Thompson and carried unanimously. The meeting closed at 5:03 pm.

Motion made by Councilor Thomasson to approve Resolution 2022-11 authorizing a 15 year Tax Abatement, in the maximum amount of \$700,679, to Willow View Apartments for the construction of two 36 unit apartment buildings on property within the City of Warroad. The motion was seconded by Councilor Vandal and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of March 28, 2022 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the March 28, 2022 Regular Meeting Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

Approval of Checks

Motion made by Councilor Vandal to approve the April 2022 checks totaling \$736,244.04(E2894-2907 = \$39,686.47, AP #50546-50605 = \$220,020.93, PR #8932-8937 = \$6,439.25, and PR E#511859 = \$37,459.93, Health Insurance #202204 = \$27,833.46, NMPA #20220331 = \$373,092.00, and Sales Tax #03312022 = \$31,712.00). Motion seconded by Councilor Thomasson and carried unanimously.

Revenue/Expense Summary – March 2022

FYI – No Action Taken.

PUBLIC SAFETY

AMB - Authorization to send delinquent Accounts to Collection/Revenue Recapture

Motion made by Councilor Vandal authorizing to send delinquent Ambulance accounts to collection/revenue recapture as presented. Motion seconded by Councilor Thomasson and carried unanimously.

UTILITY DEPARTMENT

April Utility Commission Minutes

FYI – No Action taken.

Delinquent Accounts for Collection/Collection with Taxes

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

2022 Misc Construction and Equipment Bids

Utility Superintendent Dan Trosen presented one bid for misc. construction and equipment from Andrew J Stoskopf. He recommended acceptance of the bid.

Motion made by Councilor Thompson to accept the bid from Andrew J Stoskopf for the 2022 Misc. Construction and Equipment. Motion seconded by Councilor Vandal and carried unanimously.

OTHER BUSINESS:**Authorization to work out details of Developers Agreement with JBC Construction**

City Administrator Kathy Lovelace asked council for authorization to work with JBC construction and a council member and the city attorney to create a developer's agreement dealing with the proposed apartment building.

Motion made by Councilor Thomasson to authorize the City Administrator, Councilor Thompson, and the City Attorney to work with JBC Construction to create a developer's agreement. Motion seconded by Councilor Vandal and carried unanimously.

Authorization to proceed with Liquor Store Project Contracts

Council discussed the project the difficulty of stating a specific substantial completion date with BCI Construction due to the extended lead times for various materials and equipment. It was council consensus that there was a need for a specific date for completion with allowances for extenuating circumstances. A bimonthly update on the project at each council meeting was also requested.

Motion made by Councilor Vandal to authorize the signing of the construction contract for the liquor store pending the addition of a significant completion date with some allowances as discussed. Motion seconded by Councilor Thompson and carried unanimously.

WCD Request – information only

Council was given information for a request from Warroad Community Development. A work session will be set within the next week for discussion.

No Action Taken.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of April 11, 2022.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:06 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff