

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

**April 10, 2023**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on April 10, 2023.

***Those Present:*** Mayor Marvin, Councilors Kevin Thompson, Doug Thomasson, Michele Vandal and Joe Olafson.

***Absent:*** None

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney Steve Anderson, Dan Trosen – Utility Superintendent, Matt Rachuy – Airport Manager, Wade Steinbring – Police Chief, Glenda Phillippe – County, and Adam Deathe - WCD.

**APPROVE AGENDA:**

***Councilor Vandal moved to approve the meeting agenda with the addition of 8d- WCD.*** The motion was seconded by Councilor Thompson and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of March 27, 2023 Regular Meeting Minutes**

***Motion made by Councilor Vandal to approve the March 27, 2023 Regular Meeting Minutes as written.*** The motion was seconded by Councilor Thomasson and carried unanimously.

**Approval of Checks**

***Motion made by Councilor Vandal to approve the March 2023 checks totaling \$813,673.87 (E3179-3194 = \$37,372.11, AP #52065-52125 = \$272,250.74, PR #9335-9339 = \$5,875.58, and PR E#512675 = \$41,414.99, NMPA #20230331 = \$392,710.65, Health Ins. #202304 = \$28,419.80, and Sales Tax #03312023 = \$35,630.00).*** Motion seconded by Councilor Thompson and carried unanimously.

**Revenue/Expense Summary – March 2023**

***FYI – No Action Taken.***

**PUBLIC SAFETY**

**AMB – Delinquent Accounts for Collection/ Revenue Recapture**

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

**LIQUOR STORE UPDATE**

**Request to sign Certificate of Substantial Completion**

***Motion made by Councilor Vandal to authorize to sign the certificate of substantial completion for the building portion of the new liquor store.*** Motion seconded by Councilor Thompson and carried unanimously.

**AIRPORT****Approve Recommendation to sign Resolution and MNDOT contract 1050997**

MNDot needs a signed resolution as part of the Airport Planning Study that was approved by council last fall.

*Motion made by Councilor Vandal to authorize to sign the resolution and MNDOT contract 1050997.*

Motion seconded by Councilor Thomasson and carried unanimously.

**Approve Recommendation to sign Resolution and MNDOT contract 1052991**

MNDot is recommending that the Instrument Landing System (ILS) at the airport be replaced. It is an out dated system and parts are no longer available. They are proposing a three phase plan. The first to include planning, followed by design and construction. It would be funded 75% state and 25% local. The estimated total local cost would be \$62,500. The plan is to get this done in late summer early fall. Council was asked to authorize the resolution for the project.

*Motion made by Councilor Thompson to authorize to sign the resolution and MNDOT contract 1052991.* Motion seconded by Councilor Vandal and carried unanimously.

**UTILITY DEPARTMENT****Authorization to send delinquent utility accounts to collection**

*Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection as presented.*

Motion seconded by Councilor Thomasson and carried unanimously.

**Equipment Bids for 2023**

2023 Equipment bid requests were sent out. One was received from Andrew J Stoskopf Trucking.

*Motion made by Councilor Thompson to award the 2023 equipment Bids to Andrew J Stoskopf Trucking.*

Motion was seconded by Councilor Vandal and carried unanimously.

**Bids for Steenerson Street Project**

Utility Superintendent Dan Trosen presented the bids for the 2023 Steenerson St project. It was recommended that the low bid of \$1,795,756.25 from Davidson Construction be awarded.

*Motion made by Councilor Vandal to award the contract for the Steenerson St Project to Davidson Construction with the low bid of \$1,795,756.25.* Motion seconded by Councilor Thompson and carried unanimously.

**ROW Maintenance by School**

Utility Superintendent Dan Trosen presented council with a low-cost option (up to \$1000 annually) to improve the utility easement north of the school. It is used by parents to exit the school after dropping kids. He recommended that the city put some gravel on and grade it. This would improve it, but the access would still be closed in the spring until the frost is out.

*Motion made by Councilor Thomasson to allow city crews to add gravel , up to \$1000 annually, and grade the utility easement north of the school.* Motion seconded by Councilor Vandal and carried unanimously.

**April Utility Commission Minutes**

*FYI – No Action taken.*

**OTHER BUSINESS:****Application to Conduct Bingo – Williams Youth Rec Assoc. – 04/27/23**

*Motion made by Councilor Thompson to approve the application by Williams Youth Rec Assoc. for Bingo at the Legion on April 27, 2023.* Motion seconded by Councilor Vandal and carried unanimously.

**Temp On-Sale Liquor Application/ Northborn Days/ June 9<sup>th</sup> & 10<sup>th</sup>**

*Motion made by Councilor Vandal to approve the application for Temporary On-Sale liquor-Northborn Days June 9-10, 2023, as presented.* Motion seconded by Councilor Olafson and carried unanimously.

**Begin Process of Alley Vacation**

City Administrator Kathy Lovelace stated that DW Jones would like to purchase the property that was intended to be purchased by another company for an apartment complex in the Southeast side of town. She would like to begin the process of alley vacation. There are some utilities in the alley that would need to be moved. And the process will take some time.

*Motion made by Councilor Vandal to begin the process of Alley vacation for the property being purchased for a new apartment complex.* Motion seconded by Councilor Thomasson and carried unanimously.

**WCD**

Adam Deathe of Warroad Community Development asked council to consider changing the by-laws of the WCD Board to allow the mayor to appoint a city representative to a board position. At present, it states that a council member will be named.

*Motion made by Councilor Thompson to change the WCD by-laws to allow the mayor to appoint a city representative.* Motion 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 April 10, 2023.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:05 p.m.

---

Mayor Bob Marvin

---

Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*