

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

June 12, 2023

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on June 12, 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, Damian Mcmillin - WFD, Joy Bukowiec - WRU, Matt Rachuy - Airport, Jeff Ploof – Park, Diane Hayes – NWCA, Glenda Phillippe – County, Tom Goldsmith, Adam Deathe – WCD, and representatives of DW Jones and Marvin.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of May 22, 2023 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the May 22, 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 June 2023 checks totaling \$1,097,925.15 (E3227-3246 = \$81,388.03, AP #52301-52404 = \$441,885.17, NMPA #20230531 = \$395,717.48, Sales Tax #05312023 = \$42,801.00, Health Insurance #202306 = \$28,419.80, PR #9388-9409 = \$15,981.85, and PR E#512809, 512849 = \$91,731.82). Motion seconded by Councilor Thompson and carried unanimously.

Review May Rev/Exp Summary

No Action Taken

New Ordinance – Sale of THC Products

Council discussed an ordinance that would regulate the sale of THC products. This would include gummies and water products. The timeline for the ordinance was listed to begin with the introduction. If adopted, this would supersede the current moratorium on the sale of the products.

Motion made by Councilor Vandal to publish new ordinance for the sale of THC products and set a public hearing date for June 26, 2023. The motion was seconded by Councilor Thomasson and carried unanimously.

PUBLIC HEARING – 2018 SMALL CITIES BLOCK PROGRAM/ PROGRAM CLOSING

Motion made by Councilor Thompson to open the public hearing for the 2018 Small Cities Block Grant. The motion was seconded by Councilor Vandal and carried unanimously. ***The meeting was opened at 4:45pm.***

Diane Hayes from Northwest Community Action stated that the 2018 Small Cities Block Grant Program would be closing June 30, 2023.

Motion made by Councilor Thompson to close the public hearing for the 2018 Small Cities Block Grant. The motion was seconded by Councilor Vandal and carried unanimously. ***The meeting was closed at 4:47pm.***

ICON II PROJECT/DW JONES- SKIP DUCHESNEAU & ANDREW DUCHESNEAU

The city passed Resolution 2022-11 on April 11, 2022 authorizing Tax Abatement in the amount of \$700,679 for a new apartment complex named Willow View Apartments. The developer did not follow through with the project. DW Jones is set to construct a 2nd apartment complex in place of the Willow project. The parameters for the city are the same except there is one less year of TIF.

Council was asked to amend Resolution 2022-11 transferring the name to the developer of the proposed second apartment complex.

Motion made by Councilor Thomasson to adopt a resolution amending Resolution 2022-11 to change the name of the developer. The motion was seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY**Authorization to renew cleaning contract for PSF**

Motion made by Councilor Thompson to authorize the renewal of the PSF Cleaning contract as presented. Motion seconded by Councilor Thomasson and carried unanimously.

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.

AMB – Addition of New Volunteer EMT Roster

Motion made by Councilor Thomasson to authorize the addition of Jon Hellerye as a new volunteer EMT. Motion seconded by Councilor Vandal and carried unanimously.

AMB – Authorization to pay Grant Writer to submit AFG Grant for Ambulance

EMS manager Joy Bukowiec asked council for authorization to use Karin Anderson Grantwriting to submit an AFG grant for radios and ambulance cots. The radios will replace out dated ones and the cots will satisfy upcoming mandates.

Motion made by Councilor Thomasson to pay Karin Anderson Grantwriting to write and submit an AFG Grant for radios and ambulance cot. Motion seconded by Councilor Vandal and carried unanimously.

FD – Bid to purchase International Tanker (from 05/22/23 Mtg)

Fire Chief Damian McMillin informed council that he had made a counteroffer of \$5000 for the red tanker truck to the Birchdale fire department. They countered with \$4000.

Motion made by Councilor Vandal to authorize the sale of the International Tanker to the Birchdale Volunteer Fire Department for \$4000. Motion seconded by Councilor Olafson and carried unanimously.

FD – Accept Grant and authorize purchase

Fire Chief Damian McMillin informed council that he had received grant for the purchase of a dryer for turnout gear. With the acceptance of the grant, the fire department portion would be \$1,100.

Motion made by Councilor Vandal to accept the grant and authorize the purchase of a dryer for turnout gear. Motion seconded by Councilor Thompson and carried unanimously.

AIRPORT**AC Rec. to sign MNDOT Agreement 1053338**

Council was asked to authorize to sign agreement 1053338 pertaining to Airport MO reimbursement for FY24-25.

Motion made by Councilor Vandal to authorize to sign the agreement 1053338. Motion seconded by Councilor Thomasson and carried unanimously.

AC Rec. to sign MNDOT Agreement 1053959

Council was asked to sign Agreement 1053959. This would be for phase II of the Instrument Landing System (ILS) project. This would include the design and bidding.

Motion made by Councilor Vandal to authorize to sign Agreement 1053959. Motion seconded by Councilor Olafson and carried unanimously.

June Airport Commission Minutes (info only)

FYI – No Action taken.

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

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

Electric Vehicle (EV) Rates

Utility Superintendent Dan Trosen asked council to consider adopting a new Electric Vehicle rate for those charging stations that require their own transformer. It would not be possible to recover the transformer costs by only Kwh charges. Therefore, he recommended a \$250 per month rate for only those charging stations on their own transformer.

Motion made by Councilor Thompson to adopt a new Electric Vehicle charging station rate of \$250 per month. Motion was seconded by Councilor Thomasson and carried unanimously.

Asphalt to streets & Point Area

Utility Superintendent Dan Trosen presented council with a proposal for a mill and overlay of selected areas in the NE part of town. This would include the point parking lot and part of the bike path. Flood reimbursement money would reduce the cost some. Two quotes were received, and Agassi Asphalt was the low bid. The balance of the cost would come out of Park reserves.

Motion made by Councilor Thompson to authorize the mill and overlay of discussed areas by Agassi Asphalt. Motion seconded by Councilor Olafson and carried unanimously.

June Utility Commission Minutes

FYI – No Action taken.

OTHER BUSINESS:

Application for On-Sale Liquor License and Sunday Sales

Motion made by Councilor Vandal to approve the application for On-Sale liquor and Sunday sales pending background check. Motion seconded by Councilor Thomasson and carried unanimously.

Event Request / July 4th Celebration/ Chamber of Commerce

Motion made by Councilor Thomasson to approve the July 4th event request for the Chamber of Commerce, 2023. Motion seconded by Councilor Vandal and carried unanimously.

HWY 11 PROJECT

Council was updated and discussed the Hwy 11 project including traffic counts, seasonal estimates, and traffic flow. Still waiting on numbers for further discussion.

No Action Taken.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of June 12, 2023.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 5:45 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff