

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

August 14, 2023

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on August 14, 2023.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney Steve Anderson, Jeff Ploof – Park, Wade Steinbring - WPD, Dan Trosen – Utilities, Kade Paulson and Brad Bail – In Depth Inspections, John Davis – River Place, Ryan Jenson and Jon Cole – Marvin Home Center, Glenda Phillipe – County, and Adam Deathe – WCD.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the deletion of 9a – Liquor Store Recommendation and the addition of 3d – Letter of Support and 3e – MN Association of Small Cities. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of July 24, 2023 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the July 24, 2023 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 August 2023 checks totaling \$1,400,157.82(E3277-3290 = \$45,270.70, AP #52588-52684 = \$812,145.54, NMPA #20230731 = \$414,660.38 Sales Tax #07312023 = \$51,932.00, Health Insurance #202308 = \$24,837.45, PR #9459-9470 = \$7,679.01, and PR E#513004 = \$43,632.74). Motion seconded by Councilor Thomasson and carried unanimously.

Review July Rev/Exp Summary

No Action Taken

Letter of Support

John Davis of River Place asked council for a letter of support for a grant through the National Endowment for the Arts. This would show the city's support of the arts.

Motion made by Councilor Vandal to authorize a letter of support of River Place and the arts for a grant through the National Endowment for the Arts. The motion was seconded by Councilor Olafson and carried unanimously.

Mn Association of Small Cities

A representative of Mn association of small cities updated council on new legislation that will possibly be creating some new funds for the city.

No Action Taken

NORTHWEST REGIONAL LIBRARY – 2024 BUDGET REQUEST

Jim Trojanowski summarized the last years circulation and changes in services for the Warroad library. He asked for a 3% increase in Warroad's portion of the Northwest Regional Library budget for 2024 which would amount to an annual cost of \$2319.

Council will consider the request as they prepare the 2024 budget. 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 account to collection/revenue recapture as presented. Motion seconded by Councilor Thomasson and carried unanimously

FD – PSC Recommendation/ Lock Box Program

Motion made by Councilor Thompson to table any discussion until the next regular meeting. Motion seconded by Councilor Olafson and carried unanimously

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

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

DOT Certification/ Grade Adjustment

Utility Superintendent Dan Trosen asked council to authorize a grade adjustment. Rick Thompson would like to pursue DOT certification. With that, he would be able to DOT inspect city vehicles and do the needed repairs in-house. As it is, we pay to have our vehicles certified and if repairs are needed, we must have them done by a DOT certified repair shop.

Motion made by Councilor Thomasson to authorize a grade adjustment for Rick Thompson as discussed pending DOT certification. Motion was seconded by Councilor Vandal and carried unanimously.

August Utility Commission Minutes

FYI – No Action taken.

HWY 11 PROJECT

MN DOT asked Council to take a formal position on the options for the Lake Street intersection for the Hwy 11 project. There had been five options discussed (stop sign, small round-about, large round-about, stop light, and delay intersection) Council ruled out the stop sign and small round-about.

Motion made by Councilor Thomasson to delay the intersection so that the other options can be pursued. Motion seconded by Councilor Vandal and carried unanimously.

It was council consensus to research the possibilities and costs for an ADA path under the bridge.

PLANNING COMMISSION RECOMMENDATIONS

502 Garfield St SE – Variance Request

Set back violation.

501 Mckinley St SE – Variance Request

Set back violation on both sides

503 Mckinley St SE – Variance Request

Set back violation.

The Planning Commission considered three variance requests and are recommending that they all be denied on the basis of not meeting the hardship criteria per ordinance.

Motion made by Councilor Thompson to deny the three variance requests as discussed. Motion seconded by Councilor Thomasson and carried unanimously.

OTHER BUSINESS:

Special Event Request/ LOW Brewery – HDMN24 Jan 25-27, 2024

Motion made by Councilor Thomasson to approve the Special Event Request as presented. Motion seconded by Councilor Olafson and carried unanimously.

Application for Exempt Permit /Raffle- Sons of the American Legion / 12-15-22

Motion made by Councilor Vandal to approve the application for Exempt Permit for Sons of the American Legion Raffle on December 15, 2023 as presented. Motion seconded by Councilor Olafson and carried unanimously.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of August 14, 2023.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:30 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff