

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

**September 11, 2023**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on September 11, 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, Dan Trosen – Utilities, Matt Rachuy – Airport, Kent Peterson, Dave Paulson, and Grant Slick – Springsteel, Tom Goldsmith – resident, Glenda Phillippe – County, and Adam Deathe – WCD.

**APPROVE AGENDA:**

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

**FISCAL/ADMINISTRATIVE ISSUES:**

**Approval of August 22, 2023 Special Meeting Minutes**

***Motion made by Councilor Vandal to approve the August 22, 2023 Special Meeting Minutes as written.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Approval of August 28, 2023 Regular Meeting Minutes**

***Motion made by Councilor Vandal to approve the August 28, 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 September 2023 checks totaling \$852,112.91(E3298-3311 = \$38,289.44, AP #52734-52806 = \$260,591.80, NMPA #20230831 = \$427,850.99, Sales Tax #08312023 = \$48,218.00, Health Insurance #202309 = \$27,839.75, PR #9478-9484 = \$7,537.54, and PR E#513078 = \$41,785.39).*** Motion seconded by Mayor Marvin and carried unanimously.

**Review August Rev/Exp Summary**

***No Action Taken***

**DISCUSSION W/SPRINGSTEEL REGARDING SANITARY SEWER**

Representatives of Springsteel asked council to consider allowing their sewer to discharge into the city's system. There is the possibility of a grant to help with any needs.

***It was council consensus to continue pursuing the option with the understanding that an orderly annexation agreement will need to be in place before any action.***

**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 Thompson and carried unanimously

**AIRPORT****Airport Commission Recommendation to approve ILS Phase 2 Amendment**

Bids for ILS Phase 2 came in high. MnDot/FAA want to review and resubmit plans for bids early next spring. This will take an amendment. There will be an additional engineering cost to the city for the changes.

*Motion made by Councilor Thomasson authorizing to sign the amendment to the ILS Phase 2 project.* 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.

**Stormwater Runoff Phosphorus Study - Widseth**

Utility Superintendent Dan Trosen asked council to authorize a phosphorus study reviewing the options that might be available to remove some phosphorus before it gets into the storm sewer. The cost would be \$5,000.

*Motion made by Councilor Vandal to authorize \$5000 for a storm water phosphorus study done by Widseth.* Motion was seconded by Councilor Thompson and carried unanimously.

**Proposed West Warroad Development Boring Proposal**

Utility Superintendent Dan Trosen asked council to authorize a boring project in preparation for the development on the west side of town. This would be a proactive choice to be prepared when the decision to move forward with development is made. The cost would be \$12,500.

*Motion made by Councilor Vandal to authorize \$12500 for boring in preparation for development on the west side of town.* Motion was seconded by Councilor Thompson and carried unanimously.

**Purchase of Vehicle – Water Department**

The Chevrolet pickup truck that was authorized for purchase at the beginning of the year has not yet been delivered. Lake Country says that they can not get one in red. The Ford dealership says they can have one in two weeks. Utility Superintendent Dan Trosen asked council to authorize the purchase of a new water department vehicle from Ford in the amount of \$54,335.

*Motion made by Councilor Thompson to authorize the purchase of pickup for the water department from Roseau County Ford.* Motion was seconded by Councilor Vandal and carried unanimously.

**September Utility Commission Minutes**

*FYI – No Action taken.*

**PERSONNEL ISSUES**

Council was updated on the two open positions with the city.

*It was council consensus to expand the employee search to Thief River Falls if the City Administrator deems necessary.*

**2024 PRELIMINARY BUDGET**

Council was presented the 2024 preliminary tax levy for review. There was discussion about the variables that aren't known at this time and will be discussed at future workshops. The amount could be decreased but not increased before December when the final levy is submitted.

*Councilor Thompson moved to approve the Preliminary Budget to the County with a total Levy increase of 10.0%.* Motion was seconded by Councilor Olafson and carried unanimously.

**OTHER BUSINESS:****HDMN24/ Softball Fence Repairs**

Council was presented a quote for the replacement/ repair of the outer fence at the softball complex. Now is a good time to finish the fence replacement since part of it will be affected by the Hockey Day 2024 plan. The estimated cost would be \$21,507.

*Motion made by Councilor Vandal to approve the softball fence repairs as presented.* Motion seconded by Councilor Thomasson and carried unanimously.

**Proposal for New Ordinance**

Council was asked to consider a new ordinance addressing the smoking of cannabis in/on public property.

*It was council consensus to move discussion to the Public Safety Commission.*

**Application for Exempt Permit /Raffle- Whitetails Unlimited@LOW Brewery – 10/04/23**

*Motion made by Councilor Vandal to approve the application for Exempt Permit for Whitetails Unlimited raffle on 10/4/23 at LOW Brewery as presented.* Motion seconded by Councilor Thomasson and carried unanimously.

**Application to Conduct Bingo / WCD@American Legion – 10/12/23**

*Motion made by Councilor Vandal to approve the application to conduct bingo on 10/12/23 at the American Legion as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 11, 2023.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 5:31 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*