

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

November 13, 2023

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on November 13, 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, Dan Trosen – Utilities, Matt Rachuy - Airport, Wade Steinbring – WPD, Adam Solberg - Park, Glenda Phillipe – Roseau County, and Adam Deathe – WCD.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 4a – SRT Insurance. The motion was seconded by Councilor Thomasson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of October 23, 2023 Regular Meeting Minutes

Motion made by Councilor Thompson to approve the October 23, 2023 Regular Meeting Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Approval of October 24, 2023 Special Meeting Minutes

Motion made by Councilor Vandal to approve the October 24, 2023 Special 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 November 2023 checks totaling \$978,720.31 (E3345-3366 = \$74,050.51, AP #52982-53067 = \$356,193.71, PR #9530-9544 = \$11,854.70, and PR E#513213, E#513245 = \$82,916.76, NMPA #20231031 = \$390,417.28, Sales Tax #10312023 = \$39,371.00, and Health Insurance #202311 = \$23,916.35). Motion seconded by Councilor Thompson and carried unanimously.

Review October Rev/Exp Summary

No Action Taken

Resolution 2023-08 – Designating Annual Polling Place

Motion made by Councilor Thomasson to adopt Resolution 2023-08 Designating the official polling place for the City of Warroad as the community center located at 222 Virginia Ave NE. Motion seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY

SRT Insurance

Police chief Wade Steinbring informed council that LMCIT would not cover officers responding to SRT incidents without a new Mutual Aid agreement in place. He recommended suspending any SRT responses until these issues are resolved.

Motion made by Councilor Thomasson to suspend SRT involvement until further action is taken. Motion seconded by Councilor Thompson and carried unanimously.

AIRPORT

Airport Commission Recommendation for Engineering Consultant

Motion made by Councilor Olafson to use KLJ Engineering for airport project consulting per review and Airport Commission recommendation. Motion was seconded by Councilor Vandal and carried unanimously.

PARK DEPARTMENT

Fish Cleaning House Improvements

Park manager Adam Solberg presented council an option for improvements to the fish cleaning house. He would like to purchase a grinding station with an approximate cost of \$73,000. This would eliminate the need for 7-day a week labor costs and daily travel to haul the fish waste away. Pay back considering savings would be about three years.

Motion made by Councilor Vandal to approve the install of a new fish grinding station as presented. Motion was seconded by Councilor Olafson and carried unanimously.

UTILITY DEPARTMENT

Council Approval for Delinquent Accounts to process for Collection with Taxes & Set Public Hearing Date

Motion made by Councilor Vandal to approve and notify the delinquent accounts as presented to be attached to property taxes and set a public hearing date for November 27, 2023. Motion seconded by Councilor Thomasson and carried unanimously.

RBC Collection

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

Resolution 2023- 09 Water/Sewer Rates for 2024

Councilor Thomasson moved to adopt Resolution 2023-09 / 2024 Water & Sewer Rates as presented reflecting an increase in the Customer Fixed Charge only. Motion seconded by Councilor Thompson and carried unanimously.

NMPA Agreement

Councilor Thompson moved to authorize to sign the NMPA agreement as presented with no new changes. Motion seconded by Councilor Olafson and carried unanimously.

Hockey Day MN Costs

Council was asked to forgive the in-kind labor costs for Hockey Day MN from city personnel in the approximate amount of \$7,300.

Motion made by Councilor Vandal to forgive the city's in-kind labor costs incurred for Hockey Day MN in support of the event. The motion was seconded by Councilor Thompson and carried unanimously.

2024 Fuel Bids

Utility Superintendent Dan Trosen presented council a fuel bid summary. There were three bids received. It is the recommendation that the fuel bid for 2024 be awarded to Cenex because practicality and convenience of access.

Motion made by Councilor Vandal to award the bid for both gas and diesel from Cenex for the 2024 fuel needs.

Motion seconded by Councilor Thomasson and carried unanimously.

November Utility Commission Minutes

FYI – No Action taken.

OTHER BUSINESS:

Special Event Request/ Light Up the Holidays/ WCP - Nov 25th

Motion made by Councilor Vandal to approve the Special Event Request for Light up the holidays on November 25, 2023. Motion was seconded by Councilor Thomasson and carried unanimously.

ADJOURNMENT:

There being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of November 13, 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