

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

December 11, 2023

CALL TO ORDER:

Mayor Bob Marvin called the Regular Meeting of the Warroad City Council to order at 5:30pm on December 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 Attorney Steve Anderson, City Staff – Amy Friesner, Dan Trosen – Utilities, Matt Rachuy – Airport, Nate Dalager – HDR Engineering, and Adam Deathe – Warroad Community Development.

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 November 27, 2023 Council Minutes

Motion made by Councilor Thomasson to approve the November 27, 2023 regular Council Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Approval of November 30, 2023 Work Session Minutes

Motion made by Councilor Thomasson to approve the November 30, 2023 Work Session Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Approval of December 5, 2023 Work Session Minutes

Motion made by Councilor Thomasson to approve the December 5, 2023 Work Session Minutes as written. The motion was seconded by Councilor Vandal and carried unanimously.

Approval of Checks

Motion made by Councilor Vandal to approve the December 2023 checks totaling \$845,170.99 (E3375-3393 = \$50,648.68, AP #53122-53212 = \$246,808.75, PR #9549-9624 = \$42,607.33, and PR E-#513310 = \$44,841.47, NMPA #20231130 = \$395,547.21, Health Ins #202312 = \$25,997.55, and Sales Tax #11302023 = \$38,720.00). Motion seconded by Councilor Thompson and carried unanimously.

Revenue/Expense Summary – November 2023

No action taken

REVIEW BIDS FOR SAFE HARBOR DREDGING

There were three bids for the dredging project. All bidders were given the opportunity to bid either Mechanical or Hydraulic methods. All the bids were higher than estimated. Council discussed options and asked some questions.

Motion made by Councilor Thomasson to table any decisions on the dredging bids to the next meeting in January 2024. Motion seconded by Councilor Vandal and carried unanimously.

PUBLIC SAFETY

AMB - Authorization to send delinquent Accounts to Collection/Revenue Recapture

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

AIRPORT

Approve AC Recommendation to sign Task Order for SRE Procurement

FAA and MnDot are in support of acquiring snow removal equipment (SRE) at the airport. KLJ Engineering will be writing a task order for the acquisition. The city's cost would be \$2006.04.

Motion made by Councilor Thomasson to authorize the signing of task order for SRE Procurement. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT

Authorization to send delinquent Accounts to Collection and Collection with Taxes

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

2024 Fee Change Recommendations

Council was asked to authorize one 2024 fee schedule change. Mowing costs would be charged according to lot size and increase each time the same property is mowed.

Motion made by Councilor Vandal to authorize the fee change recommendations for 2023. Motion seconded by councilor Thompson and carried unanimously.

Utility Commission Minutes for December

Information only. No Action Taken.

OPEN PUBLIC TRUTH-IN-TAXATION HEARING TO DISCUSS 2024 PROPOSED BUDGET

Motion made by Councilor Thompson to open the Public Hearing for Truth-in-Taxation. The motion was seconded by Councilor Vandal and carried unanimously.

The 2024 Budget Discussion was opened at 6:00pm. No City residents were on hand concerning truth-in-taxation. The proposed 2024 budget was reviewed. The overall increase proposed was 5.14%.

Motion made by Councilor Thompson to close the Public Hearing and Resume the Regular council Meeting. The motion was seconded by Councilor Vandal and carried unanimously. The regular meeting resumed at 6:03pm.

REVIEW/CONSIDER/ APPROVAL OF 2024 PROPOSED BUDGET & TAX LEVY

Motion made by Councilor Thompson to approve the 2024 Budget/ Tax Levy as presented which would result in a 5.14% increase. The motion was seconded by Councilor Thomasson and carried unanimously.

OTHER BUSINESS

Request for Temp On-Sale Liquor License – LOW Brewery / 01/25 to 27, 2024

Motion made by Councilor Vandal to approve the Temp On-Sale Liquor License for LOW Brewery as presented. Motion was seconded by Councilor Olafson and carried unanimously.

Request for Temp On-Sale Liquor License – Warroad Arena Assoc / 01/25 to 27, 2024

Motion made by Councilor Vandal to approve the Temp On-Sale Liquor License for Warroad Arenan Assoc. as presented. Motion was seconded by Councilor Thomasson and carried unanimously.

Application for Exempt Permit – Warroad Chamber / 01-22-2024

Motion made by Councilor Thomasson to approve application for Exempt Permit for Warroad Chamber for a raffle on 1/22/24 as presented. Motion was 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 December 11, 2023.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:10 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by Amy Friesner, city staff.