

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

January 8, 2024

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:32p.m. on January 8, 2024.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, Dan Trosen – Utilities, Wade Steinbring – WPD, Adam Deathe – WCD, Darren Lasche – MnDOT (Video), Ericka Halstengard – Roseau County, and Roseau County Commissioner Glenda Phillipe.

APPROVE AGENDA:

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

APPROVAL OF MINUTES:

Approval of December 11, 2023 Regular Council Minutes

Motion made by Councilor Vandal to approve the December 11, 2023 Regular Council Minutes as written. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Appointment of Acting Mayor for 2024

Motion made by Councilor Vandal to appoint Councilor Thompson as acting Mayor for 2024, in the case of Mayor Marvin's absence. Motion seconded by Councilor Thomasson and carried unanimously.

2024 Council Meeting Calendar

No Action Taken

Designation of Official Newspaper

Motion made by Councilor Thompson to designate the Roseau Times Region as the City's official newspaper for 2024. The motion was seconded by Councilor Vandal and carried unanimously.

Designation of Official Depositories – SSB, 4M & 4M Plus Fund, RBC Dain Rauscher and Northern Trust Securities Inc

Motion made by Councilor Vandal to designate Security State Bank, 4M & 4M Plus Funds, RBC Dain Rauscher and Northern Trust Securities Inc. as the official depositories for the City of Warroad for 2024. The motion was seconded by Councilor Thomasson and carried unanimously.

Appointment of Assistant Weed Inspector – Utility Superintendent

Motion made by Councilor Thomasson to appoint the Utility Superintendent as 2024 Assistant Weed Inspector. The motion was seconded by Councilor Vandal and carried unanimously.

Authorization for 2024 Liquor Fund Transfer to City General Fund

Motion made by Councilor Vandal to authorize the Liquor fund Transfer of \$85,000.00 to the City General Fund. Motion seconded by Councilor Thompson and carried unanimously.

Authorization for 2024 Electric Fund Transfer to City General Fund

Motion made by Councilor Vandal to authorize the Electric fund Franchise fee of \$300,000 to the City General Fund. Motion seconded by Councilor Thomasson and carried unanimously.

Review of Committee, Commission and Board Member Lists

Motion made by Councilor Vandal to approve the Committee, Commission and Board List as presented. Motion seconded by Councilor Thompson and carried unanimously.

Brady Martz & Associates – City Audit – Week of January 29 – February 1, 2024 *Informational Only, No Action Taken.*

Review/Approval of 2024 Fee Schedule

Motion made by Councilor Vandal to approve the 2024 Fee Schedule as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Review of 2023 Revenue/Expense Summary

No action taken.

Approval of December 2023 Bills

Motion made by Councilor Vandal to approve the December 2023 bills totaling \$234,161.68 (E3394-3399 = \$33,267.09, AP #53213-53254 = \$154,094.92, PR #9625-9628 = \$5,296.44, and PR E513345 = \$41,503.23). Motion seconded by Councilor Thompson and carried unanimously.

Approval of January 2024 Bills and NMPA payment

Motion made by Councilor Vandal to approve the January 2024 bills and NMPA payment totaling \$752,427.50 (E3400-3415 = \$50,515.72, AP #53255-53310 = \$182,286.39, PR #9629-9637 = \$5,886.49, and PR E513380 = \$44,928.08, NMPA #20231231= \$399,387.42, Sales Tax #12312023= \$41,788.00, and Health Ins #202401 = \$27,635.40). Motion seconded by Councilor Thomasson and carried unanimously.

PUBLIC SAFETY ISSUES

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 Olafson and carried unanimously.

PD – Uniform Allowance/ Policy Change

The Public Safety Commission is recommending that the police uniform allowance be broadened to include equipment. It was also recommended that the \$700 allowance be paid out at the beginning of each year and each police officer will sign an agreement that if they leave during the year, they will pay back a prorated amount.

Motion made by Councilor Vandal authorizing the police department policy change for uniform allowance as presented. Motion seconded by Councilor Thompson and carried unanimously.

HIGHWAY 11 PROJECT

Resolution 2024-01 – Approving Cooperative Agreement and Costs, and designating authorized signatures

Darren Lasche, MnDOT, reviewed the cooperative agreement concerns with council. The total first phase commitment from the city would be \$1,080,000. This would include the costs to deal with city infrastructure projects and lighting along highway 11. Councilor Olafson stressed his concern for the initial cost and continued maintenance. He felt he needed more time to review the agreement.

Motion made by Councilor Vandal to adopt Resolution 2024-01 – Approving Cooperative Agreement and costs and authorizing the signing of the agreement. Motion seconded by Councilor Thompson and carried with Councilor Olafson opposed.

DREDGING PROJECT

Review/Consider Bids for Project

Council discussed the dredging project and bids received during the last council meeting. The improvements and future plans for the Regional park depend on the development of a new marina which makes the dredging project a necessity to move forward.

Motion made by Councilor Thomasson to award the bid for hydro-dredging to Veit in the amount of \$489,575.05. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT

Authorization to send delinquent utility accounts to collection

Motion made by Councilor Thompson to authorizing to send delinquent utility accounts to collection as presented.

Motion seconded by Councilor Vandal and carried unanimously

January Commission Minutes

No Action Taken.

OTHER BUSINESS:

Citizen Complaint for Apartment Building

City Administrator Kathy Lovelace updated council on the earlier complaint about the Landview and Prairieview apartments. She stated that she had been in contact with the property management and exchanged emails regarding some of the concerns. She will keep notes and continue to monitor the issues and much as is allowed.

No Action Taken

Application for Exempt Permit – Warroad Memorial Arena / Raffle – 02/06/2024

Motion made by Councilor Vandal to approve the Application for Exempt Permit for the Warroad Memorial Arena for a raffle on 2/6/24 as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Application for Exempt Permit – Warroad Memorial Arena / Raffle – 07/20/2024

Motion made by Councilor Vandal to approve the Application for Exempt Permit for the Warroad Memorial Arena for a raffle on 7/20/24 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 January 8, 2024.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 5:42 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff