

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

February 12, 2024

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on February 12, 2024.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney Steve Anderson, Matt Rachuy – Airport, Joy Bukowiec - WRU, Wade Steinbring – WPD, Dan Trosen – Utilities, 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 January 22, 2024 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the January 22, 2024 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 February 2024 checks totaling \$1,180,118.63 (E3424-3436 = \$41,483.48, AP #53355-53432 = \$601,220.07, PR #9660-9662 = \$5,682.39, NMPA #20240131 = \$414,389.08, Sales Tax #01312024 = \$41,899.00, Health Insurance #202402 = \$27,635.40, and PR E#513448 = \$47,809.21). Motion seconded by Councilor Thomasson and carried unanimously.

Revenue/Expense Summary

For January 2024. No action taken.

PUBLIC SAFETY

AMB – Delinquent Accounts for Collection/ Revenue Recapture

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

PD – SRT

Police Chief Wade Steinbring reported to council that the insurance issue that put the participation in the SRT program on hold had been resolved and asked for council action to reinstate participation.

Motion made by Councilor Vandal to reinstate WPD participation in The SRT program. Motion seconded by Councilor Thomasson and carried unanimously.

AIRPORT

A/C Recommendation to award low bid for the ILS Phase 3 Project

Phase 3 of the ILS project was let for bids. Council was asked to award the low bid to Vinco. The City's portion would be \$130,317.

Motion made by Councilor Vandal to award the low bid for the ILS phase 3 project to Vinco. Motion seconded by Councilor Thomasson and carried unanimously.

A/C Recommendation to award bid for crack seal project

The regular maintenance project for crack seal was let for bids. Council was asked to award the low bid to National Sealant LLC. The cost to the city would be \$5,468.

Motion made by Councilor Vandal to award the low bid for crack seal to National Sealant LLC. Motion seconded by Councilor Thomasson and carried unanimously.

Authorization to sign the Resolution for the Crack Seal Project – MN Agreement No. 1055905

Motion made by Councilor Thomasson to sign the Resolution for the Crack Seal Project – MN Agreement No. 1055905. Motion seconded by Councilor Vandal and carried unanimously.

UTILITY DEPARTMENT

Authorization to send delinquent utility accounts to collection

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

Motion seconded by Councilor Olafson and carried unanimously

NMPA Bond Refunding

Council was asked to authorize the Mayor and City Administrator to sign the forms for NMPA to refund bonds. This would save over one million dollars over the length of the bonding period.

Motion made by Councilor Thompson to authorize the Mayor and City Administrator to sign the NMPA Bond Refunding papers. Motion seconded by Councilor Vandal and carried unanimously.

Authorization to get proposal to develop Wastewater Facility Expansion Plan

Utility Superintendent Dan Trosen asked council to allow him to get a proposal for a wastewater facility expansion plan. The city is nearing capacity at the wastewater pond. They will need to be expanded to accommodate future growth.

Motion made by Councilor Thomasson to authorize a proposal for the development of a Wastewater Facility Expansion Plan. Motion seconded by Councilor Vandal and carried unanimously.

Vehicle Purchases

Utility Superintendent Dan Trosen asked council to authorize the purchase of a new sewer and street pickup. He received bids from Chevrolet and Ford and also looked at the state bid. Superintendent Trosen asked to go with the Ford bid. Delivery would be within three months if he gets the order in before the fleet order deadline.

Motion made by Councilor Vandal to authorize the purchase of a new sewer and street pickup through Ford. Motion seconded by Councilor Thompson and carried unanimously.

Authorization to sign annual Engineering Agreement with Widseth

Motion made by Councilor Vandal to sign the annual Engineering agreement with Widseth as presented. *Motion seconded by Councilor Thomasson and carried unanimously*

February Commission Minutes

No Action Taken.

Hwy 11 – MnDOT project

The Hwy 11 project has been in process for an extended period. Council was asked to make some design choices.

Motion made by Councilor Vandal to have brick, no art, on the posts along the bridge. Motion seconded by Councilor Thompson and carried unanimously.

Motion made by Councilor Thomasson to use lighting with the Warroad imprint on the lake side of the bridge. Motion seconded by Councilor Vandal and carried unanimously.

OTHER BUSINESS:**Ordinance Introduced – Authorizing a Study and Imposing a Moratorium on Cannabis Business**

Council was presented an ordinance that would impose a moratorium on cannabis business and regulate public use until January 1, 2025 which would give the council the opportunity to research and develop regulations.

Motion made by Councilor Thomasson to adopt an ordinance to impose a moratorium and regulate public use of cannabis until January 1, 2025. Motion seconded by Councilor Vandal and carried unanimously.

Appointment of Election Judges for March 5th Presidential Primary

Motion made by Councilor Thompson to appoint election judges for the March 5, 2024 primary as presented. Motion seconded by Councilor Vandal and carried unanimously.

Special Event Application – Yellow Rose Run / August 10, 2024

Motion made by Councilor Vandal to approve the special event application for the Yellow Rose Run on August 10, 2024. Motion seconded by Councilor Thomasson and carried unanimously.

Special Event Application – Yeti Fest / March 16, 2024

Motion made by Councilor Vandal to approve the special event application for Yet Fest on March 16, 2024. Motion seconded by Councilor Thomasson and carried unanimously.

Application to Conduct Bingo – Knights of Columbus / March 23, 2024

Motion made by Councilor Vandal to approve the application by the Knights of Columbus for Bingo on 3/23/2024. 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 February 12, 2024.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:08 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff