

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

June 10, 2024

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on June 10, 2024.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utilities, Adam Solberg – Park, Wade Steinbring – WPD, Damina McMillin – WFD, Matt Rachuy – Airport, Adam Deathe – WCD, Glenda Phillipe – County, and representatives of the Warroad Volunteer Fire Department.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 8g – Dredging Update. The motion was seconded by Councilor Thompson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of May 28, 2024 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the May 28, 2024 Regular 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 June 2024 checks totaling \$840,064.44 (E3516-3529 = \$50,912.86, AP #53863-53936 = \$274,746.84, Health Insurance #202406 = \$27,635.40, Sales Tax #05312024 = \$44,249.00, NMPA #20240531 = \$383,154.62, PR #9749-9759 = \$8,967.48, and PR E#513747 = \$50,398.24). Motion seconded by Councilor Thompson and carried unanimously.

Revenue/Expense Summary

May 2024.

No action taken.

PUBLIC SAFETY

AMB – Accounts to Collection / Revenue Recapture

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

FD-Request to Join Statewide Volunteer Firefighter Plan

Representatives of the Warroad volunteer fire department asked council to authorize the movement of their current retirement plan to a statewide program managed by PERA. This is a different branch than the other plans the city participates in. Council was asked to set a target fund balance and payment limit which can be reviewed annually.

Motion made by Councilor Vandal to authorize the Warroad volunteer firefighter's participation in a statewide volunteer firefighter plan managed through PERA with a target fund balance goal of 125% and a pay limit of \$2,500 to be reviewed annually. Motion seconded by Councilor Olafson and carried unanimously.

AIRPORT

A/C Recommendation to accept bid for new equipment

Council was asked to accept the low bid for snow removal equipment (SRE) from Mccoy Construction and Forestry in the amount of \$511,158. The city portion will be \$25,577.90.

Motion made by Councilor Vandal to accept the bid for new equipment as presented. Motion seconded by Councilor Thomasson and carried unanimously.

PLANNING COMMISSION

Rezoning Request from Holiday Station Stores Inc from R-2 to C-2

Holiday Station Stores Inc has petitioned for a rezoning of the R-2 area behind their store located between Lake St NW and Elk St NW. They purchased the two homes in the same block as their store and would like to proceed with a renovation which would include incorporating the lots into the plan. The planning commission is recommending that the area be rezoned from an R-2 to a C-2 with the stipulation that a sound barrier be installed on the west side of the renovated complex.

Motion made by Councilor Vandal to reclassify the discussed property from R-2 to C-2 with stipulations as discussed. Motion seconded by Councilor Thompson and carried unanimously.

UTILITY DEPARTMENT

Hwy 11 Project Update

Council was updated on the progress of the Highway 11 project. The county has received a partial grant to cover a majority of the lighting on Cedar Ave. The lighting is normally the city's responsibility and the county is asking for \$23,000 to cover the remaining amount.

Motion made by Councilor Thomasson to pay the county \$23,000 for the balance of lighting costs on Cedar Ave. Motion seconded by Councilor Thompson and carried unanimously.

Delinquent Accounts to Collection and the County for Collection with Taxes

Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection and to the county to be attached to property taxes as presented. *Motion seconded by Councilor Thomasson and carried unanimously.*

Springsteel Sewer Proposal

Superintendent Dan Trosen discussed proposed charges to Springsteel for connecting into the city's sewage treatment system. The contract negotiation will be starting soon.

It was council consensus to present Springsteel with the discussed offer and allow city administrator Kathy Lovelace, city superintendent Dan Trosen and city attorney Steve Anderson to continue to work on a contract with Springsteel.

Spruce Valley Storage Request

Superintendent Trosen asked council for authorization to allow Spruce Valley to store some equipment at the gravel pit west of town. This would be short-term and would not interfere with the contract usage of gravel. Council would like an agreement stating that the city is not responsible for any damage.

It was council consensus to allow Spruce Valley to store equipment short-term as discussed.

June Utility Commission Minutes

No Action Taken

OTHER BUSINESS:**Building Official Contract**

Council was asked to approve the contract for a new building official, Greg Hufnagle. The contract is the same as with In-Depth Inspections with a notification of 60 days instead of 30.

Motion made by Councilor Vandal to approve the building official contract as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Proposed Quiet Zone

Council discussed the proposed quiet zone and the costs and commitment tied to it.

It was council consensus to put any quiet zone work on hold.

Application for Exempt Permit- Women of Today/Bingo/Hampton/July 18

Motion made by Councilor Vandal to approve the application for Exempt Permit for the Women of Today for bingo on July 18, 2024 as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Event Application – the Woods/ Fishing tournament/July 13 @ River Street Docks

Motion made by Councilor Vandal to approve the event application the Woods fishing tournament on July 13, 2024 as presented. Motion seconded by Councilor Thompson and carried unanimously.

Event Application – Chamber/ 4th of July Activities/ July 3rd – 7th @ The Point

Motion made by Councilor Vandal to approve the event application for Chamber events on July 4, 2024 as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Application for 1-4 Day On-Sale Liquor License/ LOW Brewing Co/ July 3rd – 6th

LOW Brewing Company asked council to block part of the road along the brewery and approve a 1-4 day liquor license. Council discussed the street area and wanted that reduced so boaters using the docks could have access.

Motion made by Councilor Vandal to approve the temporary on-Sale liquor license for LOW Brewing Co. July 3-6, 2024 with the reduced street shut-down as discussed. Motion seconded by Councilor Thompson and carried unanimously.

Dredging Update

Dredging should begin around the 24th of June. Taylor road should not be affected.

No Action Taken.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of June 10, 2024.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 5:27 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff