

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

August 12, 2024

CALL TO ORDER:

Acting Mayor Kevin Thompson called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on August 12, 2024.

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

Absent: Mayor Marvin

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Dan Trosen – Utilities, Adam Solberg – Park, Wade Steinbring – WPD, Rick Trontvet – WCD, Glenda Phillipe – County, Brady Swanson – Warroad Library and Heritage Center, and Darren Laesch – MnDOT.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 9d – Special Event Request. The motion was seconded by Councilor Thomasson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of July 22, 2024 Regular Meeting Minutes

Motion made by Councilor Vandal to approve the July 22, 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 August 2024 checks totaling \$1,043,209.36 (E3558-3571 = \$46,731.54, AP #54126-54201 = \$424,333.99, Health Insurance #202408 = \$27,635.40, Sales Tax #07312024 = \$60,011.00, NMPA #20240731 = \$427,027.09, PR #9798-9802 = \$8,760.15, and PR E#513911 = \$48,710.19). Motion seconded by Councilor Thomasson and carried unanimously.

July Revenue/Expense Summary

No action taken.

PUBLIC SAFETY

AMB – Accounts to Collection / Revenue Recapture

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

FD-Accounts to Collection

Motion made by Councilor Vandal to authorize to send delinquent fire calls to collection as presented. Motion seconded by Councilor Thomasson and carried unanimously.

LIBRARY AND HERITAGE CENTER

Carpet Installation Request

Council was asked to approve carpet replacement in the heritage center office. They were given a quote for labor only. There were carpet squares left from the library replacement.

Motion made by Councilor Vandal to authorize to replace the carpet in the heritage center office.

Motion seconded by Councilor Thomasson and carried unanimously.

Request to Install and Commission Outside Air Control on Air Handling Units

Council was asked to consider authorizing work to be done on the air handling units at the library/heritage center. There are six units that need repair/replacement. At this time, air and humidity levels cannot be controlled evenly in the building. This is important for the museum and books to prevent damage. Council was given a quote for the proposed project. Costs would be paid out of the library specific fun. Warranty?

Motion made by Councilor Vandal to authorize the repair/replacement of the air handling units as discussed.

Motion seconded by Councilor Olafson and carried unanimously.

NWRL 2025 Budget Request

A 3% increase in Warroad's portion of the Northwest Regional Library budget for 2025 was asked for which would amount to an annual cost of \$2388.

Council will consider the request as they prepare the 2025 budget. No action taken.

MNDOT – DARREN LAESCH, MNDOT

Cooperative Construction Agreement – Bridge Project

Council was asked to approve the cooperative construction agreement with MnDOT for the bridge project scheduled for 2025-26. Plans are done and they will be going out for bids soon.

Motion made by Councilor Thomasson to approve the cooperative construction agreement for the bridge project scheduled for 2025-26. Motion seconded by Councilor Vandal and carried unanimously.

Approve Resolution #2024-05

Council was asked to adopt Resolution 2024-05 authorizing the city to provide payment and the administrator and mayor to execute agreement with MnDOT for the bridge project scheduled for 2025-26.

Motion made by Councilor Thomasson to adopt Resolution 2024-05 authorizing the city to provide payment and the city administrator and mayor to sign. Motion seconded by Councilor Vandal and carried unanimously.

PLANNING COMMISSION

Ordinance Violations

Council reviewed possible ordinance violations for various property owners. They were presented pictures and a letter intended for each owner for review.

Motion made by Councilor Vandal to send letters to property owners as discussed. Motion seconded by Councilor Thomasson and carried unanimously.

UTILITY DEPARTMENT

Delinquent Accounts to Collection

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

Motion seconded by Councilor Thomasson and carried unanimously.

Hwy 11 Project Update

Council was updated on the progress of the Highway 11 project and the future bridge project.

No Action Taken.

August Utility Commission Minutes

No Action Taken

OTHER BUSINESS:**Regional Park Grant Agreement**

Council was asked to approve the regional Park Grant Agreement and authorize the city administrator and mayor to execute. This is for the marina phase of the Warroad Point Project.

Motion made by Councilor Vandal authorize the city administrator and mayor to sign and execute the regional park agreement as presented. Motion seconded by Councilor Olafson and carried unanimously.

Springsteel Service Agreement

Superintendent Dan Trosen worked with the city attorney to create a service agreement with Springsteel for sanitary sewer services. Council was asked to approve the agreement as presented.

Motion made by Councilor Thomasson to approve the Springsteel Service Agreement as presented. Motion was seconded by Councilor Vandal and carried unanimously.

Application for Exempt Permit- Knights of Columbus/Bingo & Raffle – 11/23/24

Motion made by Councilor Vandal to approve the application for Exempt Permit for the Knights of Columbus for bingo and raffle on November 23, 2024 as presented. Motion seconded by Councilor Thomasson and carried unanimously.

Special Event Application – Women of Today – Kids Week 8/19-8/23/24

The Warroad Women of Today submitted a special event application for kid's week. They are asking to use areas at the point. This will have to be coordinated with the park manager.

Motion made by Councilor Vandal to approve the special event application for Kid's Week August 19-23, 2024. Motion 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 August 12, 2024.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 5:42 p.m.

Acting Mayor Kevin Thompson

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff