

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

**September 9, 2024**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on September 9, 2024.

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

***Absent:*** Councilor Doug Thomasson

***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, and Tom Goldsmith - Resident.

**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 August 26, 2024 Regular Meeting Minutes**

***Motion made by Councilor Vandal to approve the August 26, 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 September 2024 checks totaling \$839,214.43 (E3579-3590 = \$44,361.47, AP #54257-54319 = \$242,364.80, Health Insurance #202409 = \$27,635.40, Sales Tax #08312024 = \$52,562.00, NMPA #20240831 = \$417,844.55, PR #9713-9817 = \$8,919.50, and PR E#513986 = \$45,526.71).*** Motion seconded by Councilor Olafson and carried unanimously.

**August 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 call to collection/revenue recapture as presented.*** Motion seconded by Councilor Thompson and carried unanimously.

**PD- 2024 City Archery Hunt**

***Motion made by Councilor Vandal to authorize a 2024 city archery hunt as presented.*** Motion seconded by Councilor Olafson and carried unanimously.

**UTILITY DEPARTMENT**

**Delinquent Accounts to Property Tax for Collection**

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

**Delinquent Accounts to Collection**

Motion made by Councilor Vandal authorizing to send delinquent utility accounts to collection as presented. ***Motion seconded by Councilor Olafson and carried unanimously.***

**September Utility Commission Minutes**

*No Action Taken*

**OTHER BUSINESS:****Softball Fields**

Council discussed the improvements to the softball fields. They were asked to pay a portion. The amount is not yet known. City administrator Kathy Lovelace has requested the invoices and/or quotes that the city will be asked to help with. She has not received them at this time.

*Motion made by Councilor Vandal to table any decision until the proper expense support is received.* Motion seconded by Councilor Thompson and carried unanimously.

**Scott Johnson Request**

Scott Johnson asked for a letter of support for a workforce grant that he is applying for. He is planning to build some starter homes outside the city limits. Even though this is not in Warroad, there is still a benefit to adding affordable housing options for the area.

*Motion made by Councilor Vandal to write a letter of support for Scott Johnson as discussed.* Motion was seconded by Councilor Thompson and carried unanimously.

**Special Event Application – Woodland Soccer Tournament**

The request for a one-day tournament to block off road between the church and the soccer field.

*Motion made by Councilor Vandal to approve the special event application for Woodland Soccer tournament as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**Application for Exempt Permit- Women of Today/Bingo@Hampton 10/17/24**

*Motion made by Councilor Vandal to approve the application for Exempt Permit for Women of Today for bingo on October 17, 2024 as presented.* Motion seconded by Councilor Thompson and carried unanimously.

**Set a Date for Budget Work Session**

*No Action Taken*

**REMINDER – RiverPlace Tour Wed 9/11 @ 4:30PM**

*No Action Taken*

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 9, 2024.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 4:59 p.m.

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Mayor Bob Marvin

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Kathy A. Lovelace, City Administrator

*Minutes prepared by: Amy Friesner, city staff*