

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

**January 10, 2022**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on January 10, 2022. ***Those Present:***, Councilor Michele Vandal, Doug Thomasson and Kevin Thompson and Councilor Tom Goldsmith by video conference.

***Absent:*** None

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson by video conference, Damian McMillin – WFD, Joy Bukowiec – WRU, Roseau county Commissioner John Horner, Jackie Habstritt – WRHP, Rick Trontvet – Marvin and Jason Murray - DDA, and Skip and Andrew Duchesneau – DW Jones by video conference.

**APPROVE AGENDA:**

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

**APPROVAL OF MINUTES:**

**Approval of December 13, 2021 Regular Council Minutes**

***Motion made by Councilor Thompson to approve the December 13, 2021 Regular Council Minutes as written.*** The motion was seconded by Councilor Vandal and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Appointment of Acting Mayor for 2022**

***Motion made by Councilor Goldsmith to appoint Councilor Thompson as acting Mayor for 2022, in the case of Mayor Marvin's absence.*** Motion seconded by Councilor Vandal and carried unanimously.

**Designation of Official Newspaper**

***Motion made by Councilor Thompson to designate the Roseau Times Region as the City's official newspaper for 2022.*** 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 2022.*** The motion was seconded by Councilor Thomasson and carried unanimously.

**Appointment of Assistant Weed Inspector – Utility Superintendent**

***Motion made by Councilor Vandal to appoint the Utility Superintendent as 2022 Assistant Weed Inspector.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Authorization for 2022 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 Thomasson and carried unanimously.

**Authorization for 2022 Electric Fund Transfer to City General Fund**

***Motion made by Councilor Thomasson to authorize the Electric fund Franchise fee of \$270,000 to the City General Fund.*** Motion seconded by Councilor Thompson and carried unanimously.

**Approval of December 2021 Bills**

***Motion made by Councilor Vandal to approve the December 2021 bills totaling \$177,522.97 (E2814-2821 = \$29,105.79, AP #50162-50203 = \$105,629.47, PR #8862-8866 = \$5,770.60, and PR E511673= \$37,017.11).*** Motion seconded by Councilor Thompson and carried unanimously.

**Approval of January 2022 Bills and NMPA payment**

*Motion made by Councilor Vandal to approve the January 2022 bills and NMPA payment totaling \$695,756.58 (E2822-2836 = \$47,267.45, AP #50204-50258 = \$177,624.39, PR #8867-8877 = \$6,398.27, and PR E511701= \$42,395.32, NMPA #20211231= \$386,150.36, Sales Tax #12312021= \$32,080.00, BPS#2021123121 = \$3840.79). Motion seconded by Councilor Goldsmith and carried unanimously.*

**Review of Committee, Commission and Board Member Lists**

*Motion made by Councilor Thompson to table the list of Committees, Commissions, and Boards and review for approval at the next regular council meeting. Motion seconded by Councilor Vandal and carried unanimously.*

**Brady Martz & Associates – City Audit – Week of February 1-3, 2022**

*Informational Only, No Action Taken.*

**Review/Approval of 2022 Fee Schedule**

*Motion made by Councilor Vandal to table the 2022 Fee Schedule and review for approval at the next regular council meeting. Motion seconded by Councilor Thomasson and carried unanimously.*

**Review of 2021 Revenue/Expense Summary**

*No action taken.*

**2022 Meeting and Holiday calendar**

*FYI – No Action Taken*

**PUBLIC SAFETY ISSUES:**

**AMB – Delinquent Accounts for Collection/Revenue Recapture**

*Motion made by Councilor Vandal to send delinquent ambulance accounts totaling \$5,016.18 to collection and revenue recapture. Motion seconded by Councilor Thomasson and carried unanimously.*

**AMB – Consideration/Approval of 5% rate increase for 2022**

*Motion made by Councilor Goldsmith to authorize a 5% increase in ambulance call services for 2022 as recommended by the ambulance billing service. The motion was seconded by Councilor Thomasson and carried unanimously.*

**AMB – Request for approval of Fundraiser**

The Warroad Rescue Unit would like to have a fund raiser on February 27, 2022. It would be a pancake breakfast at the Phoenix Restaurant. The proceeds would be used to subsidize the cost of new portable ARMER radios.

*Motion made by Councilor Vandal to approve a fund raiser by the WRU as discussed. Motion seconded by Councilor Thomasson and carried unanimously.*

**UTILITY DEPARTMENT**

**January Utility Commission Minutes**

*FYI – No Action taken.*

**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.*

**DW JONES PROJECT**

**Overview of Proposed 2022 Project & Request for Workforce Housing Dev Program Grant Sponsorship**

Representatives from DW Jones and David Drown Associates were on hand to discuss the proposed 65-unit apartment complex to be located in the southeast area of town. DW Jones asked council for support of the project and a possible financial commitment through a TIF and Tax Abatement. They also asked the City to submit a grant on their behalf to apply for a \$499,999 Minnesota Housing Project grant. The deadline to apply for the grant is January 11, 2022.

It was explained to the council that adopting a resolution in support of the project does not commit the city to any financial obligation at this time. Jason Murray of DDA explained that if the council adopted the resolution, he would begin to put together the options for a TIF and Tax Abatement that can be discussed at a future meeting.

DW Jones asked council to adopt a resolution in support of the proposed project, authorize the signing of the Affirmative Action Certification and the Workforce Development Program Certification needed for the grant application.

*Action taken below:*

**Request for TIF and Tax Abatement Assistance**

*No Action Taken.*

Will be discussed at the next regular council meeting.

**Approval for City Admin to sign Affirmative Action Certification**

*Motion made by Councilor Thompson direct the City Administrator to sign the Affirmative Action Certification.* Motion seconded by Councilor Thomasson and carried unanimously.

**Approval for City Admin to sign Workforce Development Program Certification Form**

*Motion made by Councilor Thomasson to direct the City Administrator to sign the Workforce Development Program Certification Form.* Motion seconded by Councilor Vandal and carried unanimously.

**Approval of Resolution 2022-01 In Support of a Proposed Multi-Family Rental Housing Project**

*Motion made by Councilor Goldsmith to adopt Resolution 2022-01 In Support of a Proposed Multi-Family Rental Housing Project.* Motion seconded by Councilor Thomasson and carried unanimously.

**JBC COMMERCIAL PROJECT**

City Administrator Kathy Lovelace informed the council of a proposed multi-family complex. She stated that she had not received all the information as of meeting time.

*Motion made by Councilor Thompson to table any discussion until more information is available.* Motion seconded by Councilor Thomasson and carried unanimously.

**CONSIDERATION/APPROVAL TO PROCEED WITH TINY HOME PROJECT**

Marvin presented council a plan for four tiny homes and asked for approval to proceed with the project to draw plans for the infrastructure and work on a lease agreement with the city. This would be a phased plan that would have the potential of 12 tiny homes to be located on city property near the campground.

*Motion made by Councilor Vandal to approve the process for the tiny home project.* Motion seconded by Councilor Thomasson and carried unanimously.

**OTHER BUSINESS:**

**Consideration/Approval for 2022 COLA**

Council discussed a COLA for 2022.

*Motion made by Councilor Vandal to approve a 3% COLA for all full-time employees for 2022.* Motion seconded by Councilor Thomasson and carried unanimously.

**COVID Guidelines**

City Administrator Kathy Lovelace asked council which COVID guidelines to follow.

*It was council consensus to follow the Minnesota Department of Health COVID guidelines.*

**ADJOURNMENT:**

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 10, 2022.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 6:06 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*