

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

**January 9, 2023**

**CALL TO ORDER:**

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on January 9, 2023.

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

***Absent:*** None

***Also Present:*** City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney – Steve Anderson, Jeff Ploof – Park, Dan Trosen – Utilities, Adam Deathe - WCD and Roseau County Commissioner Glenda Phillipe.

**SWEARING IN OF NEW AND RE-ELECTED COUNCIL MEMBERS**

Mayor Bob Marvin and Councilors Joe Olafson and Kevin Thompson were sworn in.

**APPROVE AGENDA:**

***Councilor Vandal moved to approve the meeting agenda with the addition of 7c – Liquor Store Logo.*** The motion was seconded by Councilor Thompson and carried unanimously.

**APPROVAL OF MINUTES:**

**Approval of December 12, 2022 Regular Council Minutes**

***Motion made by Councilor Vandal to approve the December 12, 2022 Regular Council Minutes as written.*** The motion was seconded by Councilor Thomasson and carried unanimously.

**FISCAL/ADMINISTRATIVE ISSUES:**

**Appointment of Acting Mayor for 2023**

***Motion made by Councilor Vandal to appoint Councilor Thompson as acting Mayor for 2023, in the case of Mayor Marvin's absence.*** Motion seconded by Councilor Thomasson and carried unanimously.

**2023 Council Meeting Calendar**

***No Action Taken***

**Designation of Official Newspaper**

***Motion made by Councilor Thompson to designate the Roseau Times Region as the City's official newspaper for 2023.*** 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 2023.*** 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 2023 Assistant Weed Inspector.*** The motion was seconded by Councilor Thompson and carried unanimously.

**Authorization for 2023 Liquor Fund Transfer to City General Fund**

***Motion made by Councilor Thomasson to authorize the Liquor fund Transfer of \$85,000.00 to the City General Fund.*** Motion seconded by Councilor Vandal and carried unanimously.

**Authorization for 2023 Electric Fund Transfer to City General Fund**

*Motion made by Councilor Vandal to authorize the Electric fund Franchise fee of \$300,000 to the City General Fund. Motion seconded by Councilor Thompson and carried unanimously.*

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

*For review, No Action Taken.*

**Brady Martz & Associates – City Audit – Week of January 31 – February 2, 2023**

*Informational Only, No Action Taken.*

**Review/Approval of 2023 Fee Schedule**

*Motion made by Councilor Vandal to approve the 2023 Fee Schedule with rate changes for dock rent, mowing and customer deposits as discussed. Motion seconded by Councilor Thomasson and carried unanimously.*

**Review of 2022 Revenue/Expense Summary**

*No action taken.*

**Approval of December 2022 Bills**

*Motion made by Councilor Vandal to approve the December 2022 bills totaling \$321,483.26 (E3102-3109 = \$31,324.08, AP #51674-51713 = \$244,735.78, PR #9233-9238 = \$6,185.02, and PR E512477 = \$39,238.38). Motion seconded by Councilor Thomasson and carried unanimously.*

**Approval of /January 2023 Bills and NMPA payment**

*Motion made by Councilor Vandal to approve the January 2023 bills and NMPA payment totaling \$1,151,761.80 (E3110-3124 = \$50,158.03, AP #51714-51775 = \$603,344.53, PR #9239-9249 = \$6,966.88, and PR E512503 = \$42,285.08, NMPA #20221231= \$381,985.48, Sales Tax #12312022= \$38,602.00, and Health Ins #202301 = \$28,419.80). Motion seconded by Councilor Thompson and carried unanimously.*

**Tax Court Payment Options/Decisions**

*It was council consensus to expense the property tax court decision to refund \$115,837.41 into 2022.*

**PUBLIC SAFETY ISSUES**

None at this time

**UTILITY DEPARTMENT**

**Hwy 11 Temporary and Permanent Easements**

Council was asked to authorize easements along city property as part of the highway 11 project.

*Motion made by Councilor Thomasson to authorizing the city administrator to sign and return the permanent and temporary easements for the Hwy 11 project as presented with the inclusion of the flowers within the easement. Motion seconded by Councilor Vandal and carried unanimously.*

**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 Thomasson and carried unanimously*

**January Commission Minutes**

*No Action Taken.*

**OTHER BUSINESS:**

**Application for Exempt Permit – Knights of Columbus Bingo – 04/01/2023**

*Motion made by Councilor Vandal to approve the Application for Exempt Permit for the Knights of Columbus for bingo on 4/1/23 as presented.* Motion seconded by Councilor Thomasson and carried unanimously.

**Update on FEMA Projects**

City Administrator Kathy Lovelace gave council an update on the FEMA projects from the 2022 Flood.

*No Action taken*

**Liquor Store Logo**

City Administrator Kathy Lovelace presented council several options for a logo for the new liquor store. She asked council to consider the options and they will be asked for a decision at the next council meeting.

*No Action taken*

**ADJOURNMENT:**

There, being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of January 9, 2023.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 5:28 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*