

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

September 25, 2023

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:30p.m. on September 25, 2023.

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

Absent: None

Also Present: City Administrator Kathy Lovelace, City Staff – Amy Friesner, City Attorney Steve Anderson, Glenda Phillipe – County, and Adam Deathe – WCD.

APPROVE AGENDA:

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

FISCAL/ADMINISTRATIVE ISSUES:

Approval of September 11, 2023 Regular Meeting Minutes

Motion made by Councilor Thompson to approve the September 11, 2023 Regular Meeting Minutes as written.

The motion was seconded by Councilor Vandal and carried unanimously.

Approval of Checks

Motion made by Councilor Vandal to approve the September 2023 checks totaling \$866,714.56(E3312-3319 = \$38,608.26, AP #52807-52873 = \$778,173.28, PR #9485-9495 = \$6,593.80, and PR E#513115 = \$43,339.22).

Motion seconded by Councilor Thompson and carried unanimously.

WARROAD COMMUNITY DEVELOPMENT UPDATE

Adam Deathe informed council that there will be a monthly update on the area projects. If council has questions they would like addressed please contact him.

No Action Taken

PLANNING COMMISSION RECOMMENDATION

The Planning Commission is recommending that all five variance requests be approved. Three of the homes were already built and the last two were requesting a variance of 2'8" and 3'. There has been a new process put into place for granting building permits. The city building official will not issue a building permit until the property lines are identified.

Motion made by Councilor Thompson to approve the five variance requests as presented. Motion seconded by Councilor Thomasson and carried unanimously

PERSONNEL ISSUES

Authorization for hiring new employees

Both open positions have been filled. Tyler Fox as airport assistant manager and Brenda Donarski as liquor store assistant manager.

FYI, No Action Taken.

HOCKEY DAY MN - LEASE

Plans for Hockey Day Mn include having alcoholic beverages available in three areas. Because the activities will take place on school-owned property where alcoholic beverages are not allowed, the city is being asked to lease the school property for the intended use.

Motion made by Councilor Thomasson to authorize the city's legal counsel to create a lease for the school property that will be used during Hockey Day Mn 2024. Motion was seconded by Councilor Thompson and carried unanimously.

OTHER BUSINESS:**2024 Liquor License Renewals**

Liquor License renewal applications were sent out. The city has done the required inquiries on all pending renewals. Council is asked to approve the liquor licenses for all pending all appropriate paperwork is received.

Motion made by Councilor Vandal to approve the listed liquor licenses pending all appropriate paperwork is received. Motion was seconded by Councilor Thomasson and carried unanimously.

Application for Exempt Permit / KOC Bingo & Raffle at St Mary's / 11-18-23

Motion made by Councilor Vandal to approve the application for Exempt Permit for Knights of Columbus Bingo and Raffle on November 18, 2023 as presented. Motion seconded by Councilor Thomasson and carried unanimously

Application for Exempt Permit / Women of Today Bingo @ Hampton / 10-26-23

Motion made by Councilor Vandal to approve the application for Exempt Permit for Women of Today Bingo on October 26, 2023 as presented. Motion seconded by Councilor Thompson and carried unanimously.

First Meeting in October moved to Tuesday October 10th due to Federal Holiday on Monday

FYI. No Action Taken.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 25, 2023.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 4:55 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Amy Friesner, city staff