

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

November 27, 2023

OPEN PUBLIC HEARING FOR DELINQUENT ACCOUNTS

Mayor Marvin opened the Public Hearing at 4:30 p.m. on November 27, 2023. *Motion made by Councilor Vandal to open the Public Hearing at 4:30 p.m.* Motion seconded by Councilor Thomasson and carried unanimously.

There were no parties present to address the accounts. Lovelace and Steve Anderson reported they were not contacted by any of the parties.

Motion made by Councilor Vandal to close the Public Hearing at 4:32 p.m. Motion seconded by Councilor Thompson and carried unanimously.

CALL TO ORDER:

Mayor Marvin called the Regular Meeting of the Warroad City Council to order at 4:32 p.m. on November 27, 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 – Sarah Hardwick, City Attorney Steve Anderson, Dan Trosen – Utilities, Damina McMillin – Fire Dept, Glenda Phillipe – Roseau County, and Adam Deathe – WCD, Mandy Boyle – The Hub.

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda with the addition of 3a Icon Tif Note and deletions of 4 River Place update and 8b Temporary On-Sale Liquor License. The motion was seconded by Councilor Thomasson and carried unanimously.

FISCAL/ADMINISTRATIVE ISSUES:

Approval of November 13, 2023 Regular Meeting Minutes

Motion made by Councilor Thomasson to approve the November 13, 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 November 2023 checks totaling \$1,293,246.85(E3368-3374 = \$30,971.57, AP #53068-53121 = \$1,215,130.33, PR #9545-9548 = \$5,319.18, and PR E#5132278 = \$41,825.77). Motion seconded by Councilor Thomasson and carried unanimously.

Icon 1 TIF Note

Lovelace explained this was an approved tif project. The note is signed when invoices show completion, which have been provided.

Motion made by Councilor Thompson to authorize the \$538,000 Tif Note. Motion seconded by Councilor Olafson and carried unanimously.

PUBLIC SAFETY

FD - Annual Call Summary

Fire Chief Damien McMillin reviewed the annual call summary.

Information only.

FD - Request for PSF Expansion Drawings & Eng. Estimates

McMillin explained as the city grows there will be a need for additional equipment. He would like to explore the option of an addition to the Public Safety Building in order to meet those needs. This would include looking at a fix for the current Fire Chief Office that leaks every spring.

Motion made by Councilor Thomasson to approve the Public Safety Commission's recommendation to accept the proposal from Widseth for preliminary design services for the PSF at a sum of \$2500.

Motion seconded by Councilor Vandal and carried unanimously.

AMB - Accounts to Collection/Revenue Recapture

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

UTILITY DEPARTMENT

Unpaid Bills to be sent for Collection with Taxes

Motion made by Councilor Vandal to approve the present list to be sent to the County for collection with taxes if not paid in full by December 4, 2023. Motion seconded by Councilor Thomasson and carried unanimously.

OTHER BUSINESS:

Building Official Agreement

Lovelace reported the city has been working with In-Depth/Widseth for the past year and nine months and has not signed an official contract. The zoning and setbacks issue has been addressed. She has not received any complaints from contractors.

Motion made by Councilor Vandal to approve the agreement for Building Inspection Services. Motion seconded by Councilor Thomasson and carried unanimously.

Application – Lawful Gambling – Pull Tabs – Joab's Algoma

This application is for the Legion to conduct Lawful Gambling at Joab's Algoma.

Motion made by Councilor Vandal to approve the Lawful Gambling as presented. Motion seconded by Councilor Thompson and carried unanimously.

Approval 2024 Cigarette Licenses

All Businesses have filled out the necessary paperwork and paid the fees.

Motion by Councilor Vandal to approve the 2024 Tobacco Licenses. Motion seconded by Councilor Thompson and carried unanimously.

ADJOURNMENT:

There being no further business, *Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of November 27, 2023.* The motion was seconded by Councilor Thomasson and carried unanimously. The meeting adjourned at 4:55 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Sarah Hardwick, city staff