



MINUTES – Warren City Council

Regular Meeting

October 24, 2023

Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Travis Carl presiding. Council members present: Danny Omdahl, Mark Wimpfheimer, Justin Buegler, Jarod Peterson. Absent: David Erickson, David Weber. Also present: Shannon Mortenson, Brent McMillan, Matt Linder, Nancy Mattson, Tracee Bruggeman, Todd Maruska. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. **Approval of Agenda-** *With the Treasurer's Report, the Audit Report will be presented.* **Motion was made by Peterson, second by Buegler to accept the agenda with additions. All in favor, Motion carried.**
4. **Approval of Minutes –** **Motion was made by Wimpfheimer, second by Omdahl to approve the minutes from the September 26 meeting. All in favor, Motion carried.**
5. **Engineer's Report-** No one present. McMillan updated that seeding would be done in the spring on areas by the McKinley path. There is one crack in the north driveway to the daycare center that is being monitored. The railroad is planning to asphalt part of the path when the daycare parking lot gets done.
6. **Working Supervisor Report-** Reviewed.
7. **Clerk's Report-** Reviewed. Mortenson attended an airport meeting today in Thief River Falls that reviewed the new process the State will use for awarding funds to projects. With the ALP almost complete, the city is ahead of the game for implementing projects.
8. **Treasurer's Report**
 - a. **September General Ledger-**reviewed.
 - b. **Pay Bills –****Motion was made by Omdahl, second by Buegler to pay bills with check #48027 – 48059 and approve the soil rake amount for \$8500 and the General Ledger. All in favor, Motion carried.**

Auditor Report-Tracee Bruggeman was given the floor to present the audited financial statements for 2022 for the City of Warren. They are in draft form this evening with just a few items to clarify this week and finish. The cash balance of all funds is good. There were several findings mainly to do with the software conversion. There are several journal entries to input and processes to change with the new software for the 2023 audit. Mortenson answered questions on why so many findings and some of the reasonings behind them. The item was tabled to receive the final audit report next meeting.

9. Unfinished Business

- a. **Charter Commission-**Joan Peterson, Dave Conely, Mayor Carl, Danny Omdahl, Deb Myrfield and Cam Fanfulik are desiring to be on the commission. **Motion was made by Buegler, second by Wimpfheimer to appoint Joan Peterson, Dave Conely, Travis Carl, Danny**

Omdahl, Deb Myrfield and Cam Fanfulik to the Charter Commission. All in favor, Motion carried.

10. New Business

- a. **Resolution #10242023-01 Accepting Grant Funds - Motion was made by Wimpfheimer, second by Buegler to accept the resolution as presented. All in favor, Motion carried.**
- b. **Website Agreement** – tabled to make comparisons.
- c. **Liquor Fee Schedule** – A wine only and beer only license fee had not been considered previously. Those items have been added to the fee schedule. **Motion was made by Buegler, second by Wimpfheimer to approve the schedule as presented. All in favor, Motion carried.**
- d. **Purchase Tax Forfeiture Lot- Motion was made by Peterson, second by Omdahl to approve the purchase of the tax forfeiture lots from Marshall County but do not have the structures removed. All in favor, Motion carried.**
- e. **Transient License- Motion was made by Omdahl, second by Buegler to approve the transient license for Top Hawg. All in favor, Motion carried.**
- f. **Gambling Permit- Motion was made by Omdahl, second by Wimpfheimer to approve the permit for the Warren Lions. All in favor, Motion carried.**
- g. **Cemetery Lot Fee- Motion was made by Omdahl, second by Wimpfheimer to approve increasing the cemetery lot fee as presented to match area fees. All in favor, Motion carried.**
- h. **Overtime Report- Motion was made by Buegler, second by Omdahl to approve the report as presented. All in favor, Motion carried.**
- i. **Ageing Report** – reviewed.
- j. **Todd Maruska – Shipping Containers-** Maruska received two violation letters for the shipping containers not allowed per the Zoning Ordinance. They were considered “accessory structures” so can not be placed on adjacent lots and also must have a foundation. Maruska put wheels on the units so they can be moved. He did not agree that they are structures as they are containers considered one time use. He had trailers but vandalism was a problem. He considers them semi-permanent and would like to know how long he can keep them there. The item was moved to Public Works Committee for further review.

11. Committee Meetings:

12. Future Agenda Item(s)-

13. Adjournment –Motion was made by Peterson, second by Wimpfheimer to adjourn at 8:49 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer

Travis Carl
Mayor