



MINUTES – Warren City Council

Regular Meeting

January 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: David Weber, Jarod Peterson, Mark Wimpfheimer, David Erickson, Justin Buegler, Danny Omdahl. Also present: Shannon Mortenson, Boone Maruska, Jeff Wohlers, Cindy Anderson, Jarda Solc, Nancy Mattson, Matt Linder. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. **Approval of Agenda- Motion was made by Buegler, second by Weber to accept the agenda as presented. All in favor, Motion carried.**
4. **Approval of Minutes –Motion was made by Erickson, second by Wimpfheimer to approve the minutes from the December 27 meeting. All in favor, Motion carried.**
5. **Engineer’s Report-**Boone Maruska and Jarda Solc did not have any updates. The McKinley path is on hold until spring. PFA will be finalizing the loan docs as the final payment on 4th St. has been issued.
6. **Operations Manager/Working Supervisor Report-**Wohlers was given the floor. Staff is doing catch up on repairs and maintenance on snow equipment. The one-way plow is in service at the airport and working well. The gas tests are almost completed by staff. The inventory is completed. The Christmas decorations have been taken down and fire hydrants have been cleaned out.
7. **Clerk’s Report-** reviewed. Mortenson said almost all the yearend reporting is complete for 2022.
8. **Treasurer’s Report**
 - a. **December General Ledger – reviewed.**
 - b. **Pay Bills –Motion was made by Omdahl, second by Buegler to pay the bills as presented with checks #47119-47159, approve bills paid on January 10 and approve the December General Ledger. All in favor, Motion carried.**
9. **Unfinished Business**
 - a. **Resolution #12132022-03 Approve Enterprise Budgets- Motion was made by Buegler, second by Omdahl to accept the resolution as presented. All in favor, Motion carried.**
10. **New Business**
 - a. **Utility Rate Ordinance Chapter 50.18- Motion was made by Wimpfheimer, second by Buegler to approve the ordinance as presented. All in favor, Motion carried.**

- b. **Resolution #1102023-1 Annual Appointments – Motion was made by Weber, second by Buegler to accept the resolution as presented. All in favor, Motion carried.**
- c. **Resolution #1102023-02 Accepting Donations- Motion was made by Weber, second by Wimpfheimer to approve the resolution as presented. All in favor, Motion carried.**
- d. **Employee Evaluations - Motion was made by Weber, second by Omdahl to approve the step increases as presented. All in favor, Motion carried.**
- e. **Electronic Funds Transfer Policy- Motion was made by Buegler, second by Weber to approve the policy as presented. All in favor, Motion carried.**
- f. **NW Regional Commission Municipal Rep**-no one was able.
- g. **PTO and Overtime Report- Motion was made by Weber, second by Erickson to accept the report as presented. All in favor, Motion carried.**
- h. **Ageing Report** – reviewed.
- i. **Audit Confirmation Letter - Motion was made by Omdahl, second by Buegler to approve the letter as presented. All in favor, Motion carried.**
- j. **Cindy Anderson – Warren 150th** – Anderson was given the floor. Warren’s 150th Anniversary is approaching in 2030. There is a dispute if the founding year is 1880 or 1881 but 1980 was the Centennial celebration. There has been a history book put together for the 75th and 100th so it would be nice to expand for the 150 years. That project should start soon as it will take much time and many people. There should be a steering committee or something to organize the entire event. Anderson does not know the best way to go about but it is a city event. Council will move this subject to the Community Committee to begin the process.
- k. **Assisted Living Bond Payment**-North Star Assisted Living is still suffering from a low census due in a large part to the pandemic. From 2017-2019 the facility was full. The last six months or so it has been at 50% occupancy. The Senior Apartments are almost full so cash from that facility is used to pay the expenses at the Assisted Living. The annual bond payment is due February 1 and it is \$140,000. The funds could be borrowed from the Electric and Gas Fund. Mortenson inquired if council would like the bond payment to be budgeted into funds next year if the census does not increase. Council felt that was a good idea since the facility could not pay the bond payment last year either. **Motion was made by Peterson, second by Wimpfheimer to transfer funds from Gas and Electric to borrow to the Assisted Living to make the bond payment of \$140,000. All in favor, Motion carried.**
- l. **Contract with Valint Construction** – The USDA has issued the Notice to Proceed for the childcare center. The bid submitted in February 2022 is the numbers used in the contract. The total contract is \$2.6 Million. The substantial completion date is December 31, 2023. The approval of the contract will allow Valint to begin ordering materials for the project. **Motion was made by Peterson, second by Buegler to enter into the contract as presented. All in favor, Motion carried.**

11. Committee Meetings: The *Community Committee* met to discuss the citizen request for permitting to deal with nuisance animals. After a good discussion, the committee would like the ordinance to remain in place and no modifications made. No further council action is required. The committee also discussed the airport manager contract which is a 5-year contract with an auto renewal every year after. So the current manager, Aaron Peterson, feels secure in the position the committee recommends a 15-year contract with a 15-year autorenewal. Question was posed if other terms were considered. The committee discussed a straight 30 year which seemed too long and also a 10 year; 15 was a nice compromise. Council consensus was to extend to a 15-year with autorenewal. Mortenson will put the addendum on the agenda in February.

12. Future Agenda Item(s)-

13. Adjournment –Motion was made by Omdahl, second by Weber to adjourn at 7:45 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer

Travis Carl
Mayor