



MINUTES – Warren City Council

Regular Meeting

April 11, 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, Mark Wimpfheimer, Danny Omdahl, Justin Buegler, Jarod Peterson. Absent: David Erickson. Also present: Shannon Mortenson, Matt Linder. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. **Approval of Agenda- Motion was made by Peterson, second by Buegler to accept the agenda as presented. All in favor, Motion carried.**
4. **Approval of Minutes –Motion was made by Weber, second by Wimpfheimer to approve the minutes from the March 28 meeting. All in favor, Motion carried.**
5. **Engineer’s Report-** The pre-construction meeting was cancelled by Taggart. A new date is being considered.
6. **Operations Manager Report-**Mortenson updated council that staff have been doing snow removal and now getting ready for the spring melt. Hopefully, they can put away the snow removal equipment!!
7. **Clerk’s Report-** A meeting for the Airport Layout Plan was conducted this morning. This is the second meeting which reviewed some of the statistics at the airport and how that relates to including the taxiway in the plans. Discussion occurred on the hangar usage and how much pavement is needed for planes.
8. **Treasurer’s Report**
 - a. **March General Ledger–** reviewed.
 - b. **Pay Bills – Motion was made by Wimpfheimer, second by Weber to approve the reports above and pay bills with check #47375 - 47419. All in favor, Motion carried.**
9. **Unfinished Business**
 - a.
10. **New Business**
 - a. **Marshall County Fair Request-** the city gave funds in the past.
 - b. **Summer Employees –** The list was presented for recommended hires. **Motion was made by Peterson, second by Buegler to approve the summer hires and wages as presented. All in favor, Motion carried.**
 - c. **Public Expenditure Policy-** the city has an Employee Retention Policy but should have one that addresses any meetings, etc. The policy covers all different expenditures in the city. **Motion was made by Omdahl, second by Buegler to approve the policy as presented. All in favor, Motion carried.**

- d. **Travel Per Diem Request Form-** the form was updated to provide only one per diem rate as the previous form was confusing with four different per diems. **Motion was made by Buegler, second by Peterson to approve the rates on the form as presented. All in favor, Motion carried.**
- e. **Jevne Tree Inspector Certification-** **Motion was made by Carl, second by Omdahl to approve the wage increase for the certification of \$.25/hour. All in favor, Motion carried.**
- f. **Overtime Report-** **Motion was made by Weber, second by Omdahl to approve the report as presented. All in favor, Motion carried.**
- g. **Ageing Report-**reviewed. Discussion did take place in regards to the Cold Weather Rule and how much is outstanding on the utility bills.
- h. **Cemetery Bids-**two bids were received. Mortenson inquired if interviews should be conducted and council agreed.

11. Committee Meetings:

12. Future Agenda Item(s)-

13. Adjournment –Motion was made by Buegler, second by Weber to adjourn at 7:42 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer

Travis Carl
Mayor