



**MINUTES – Warren City Council**  
**Regular Meeting**  
**September 26, 2023**  
*Call to Order*

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

3. **Approval of Agenda- Motion was made by Wimpfheimer, second by Buegler to accept the agenda as presented. All in favor, Motion carried.**
4. **Approval of Minutes –Motion was made by Omdahl, second by Erickson to approve the minutes from the September 12 meeting. All in favor, Motion carried.**
5. **Engineer’s Report-** Mortenson relayed to council the report. The signs will be delivered in a week and the railroad connection is not on a definite schedule which will finish the McKinley project. The fence is scheduled to be installed tomorrow.
6. **Working Supervisor Report-**McMillan was given the floor. The sewer cleaning company is done this week. Fourth Street had an application of Biorestor applied last week. This is a product the city is experimenting with that would replace chipseal. Biorestor is a thin clear coat on the asphalt that puts moisture back into the material to make the road more pliable and less susceptible to cracking. The city did various ages of streets to compare the results over time. Marshall County had suggested the application.
7. **Clerk’s Report-** Reviewed. Mortenson updated council that it is unlikely the audit will be completed by September 30. Brady Martz called the State Auditor’s office to see if an extension could be granted and LGA not affected. That was not confirmed with the State. Mortenson also called and left a voicemail. Challenges with the audit are the financial software conversion, cash balance from 2021 to 2022 and past journal entries. Mortenson sat with the auditors the entire week of the 18th of September and worked thru items.
8. **Treasurer’s Report**
  - a. **Pay Bills –Motion was made by Omdahl, second by Weber to pay bills with check #47943 – 47966. All in favor, Motion carried.**
9. **Unfinished Business**
  - a. **Charter Commission-**So far, Joan Peterson, Dave Conely, Mayor Carl and Omdahl are desiring to be on the commission. Mortenson has been busy with the audit but will reach out to previous councilmembers to see if we can reach the seven members.
  - b. **Budget 2024 –** There were no changes to the budget provided last meeting. The total budget for the General Fund is \$3,364,909. The proposed levy is \$827,605 which is 85% of tax capacity. The 85% has not changed from the previous years. **Motion was made by Buegler, second by Erickson to the preliminary budget as presented. All in favor, Motion carried.**

**10. New Business**

- a. **Resolution #9262023-01 Proposed Levy - Motion was made by Wimpfheimer, second by Omdahl to accept the resolution as presented. All in favor, Motion carried.**
- b. **MMUA Safety Contract** – McMillan explained the background of Minnesota Municipal Utility Association. This organization has conducted safety training and record keeping for the city for a very long time. They do specialty training for the electric and natural gas employees. OSHA will do spot inspections or arrive after a bad accident and MMUA does assist with that process. The contract is for 15 months so contracts follow the calendar year. **Motion was made by Erickson, second by Weber to approve the safety contract with MMUA for Tier 2 services. All in favor, Motion carried.**
- c. **Sanitation Worker-Finance and Human Relations Committee** met with admin staff for review of the interviews conducted. Two interviews were done with one applicant having his CDL which is required for the position. The recommendation is to hire Darrin Lillemoen as the Sanitation Worker at the wage of \$24.21/hour (PW Step 4) with the starting date to be determined. **Motion was made by Omdahl, second by Weber to approve the hiring of Darrin Lillemoen as the full-time Sanitation Worker at the wage of \$24.21/hour (PW Step 4). All in favor, Motion carried.**

**11. Committee Meetings:** *Equipment Committee* met and discussed two new vehicles. **Motion was made by Wimpfheimer, second by Buegler to purchase two Ford F250 pickups using budgeted funds from 2023 and 2024. All in favor, Motion carried.** *Community Growth* met to review the Commercial Incentives. The utility credit was increased, and the number of utility credits issued per year was added. **Motion was made by Buegler and seconded by Erickson to approve the Commercial Incentives for 2023. All in favor, Motion carried.**

**12. Future Agenda Item(s)-** Community Committee to discuss cats in the city. Affordable Apartments/Housing.

**13. Adjournment –Motion was made by Buegler, second by Erickson to adjourn at 7:39 p.m. All in favor, Motion carried.**

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Shannon Mortenson  
City Administrator/Clerk-Treasurer

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Travis Carl  
Mayor