

# WARREN CITY COUNCIL PROCEEDINGS

## MINUTES – Warren City Council Board of Equalization and Regular Meeting May 10, 2022

### Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Mara Hanel presiding. Council members present: John Golden, David Weber, Danny Omdahl, Mark Wimpfheimer, Justin Buegler, Jarod Peterson. Also present: Shannon Mortenson, Jeff Wohlers, Boone Maruska, Russ Steer, Alison Grzadzieleski, Adam Hermanson. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. Approval of Agenda-Motion was made by Golden, second by Wimpfheimer to accept the agenda as presented. All in favor, Motion carried.

4. Board of Equalization Hearing-Russ Steer was given the floor. Grzadzieleski is the city assessor and does a nice job in Warren. Steer went on regarding residential values. The county-wide values were increased 20-25% but Warren only increased 10-12%. Increases have been happening in the past years to lessen the severity of increases in 2023. Some of the schedules have been reworked to shift the burden county-wide. With all the changes, the city is still within the 95% for market value guidelines. Farmland has had a significant increase in values with some being 50%. The pipeline issue was paid thru the State and ended up not being a county responsibility. Steer will be retiring in October. Ryan Larson will move into that position with a variance until all the certifications are completed. Hanel and Golden are trained for the Board of Equalization. The process has changed; it only takes 30 minutes and can be accessed anytime. Training must be completed by February 1. Council thanked Steer for his years of service and Dilly bars.

5. Approval of Minutes - Motion was made by Omdahl, second by Golden to approve the minutes from the April 26 meeting and the May 2 Special Meeting. All in favor, Motion carried.

6. Engineer's Report- Boone Maruska was given the floor. The Fourth Street project has started. The storm sewer will hopefully be finished this week if weather cooperates. Sanitary is scheduled for next week when the storm sewer work is done. Council would like the weekly updates that are sent to the Fourth Street residents. Maruska did not have an update on the McKinley pedestrian path.

7. Working Supervisor Report- Wohlers was given the floor. There are only four houses left where the gas meters do not work. Close to four dozen water meters have been changed out. Street sweeping has started. The motor grader did some road work before the rains started.

8. Clerk's Report- Reviewed. Mortenson inquired as to which committee should review some of the childcare plans and work with the successful bidder. It was decided that Community Growth should do this, but a special committee needs to be created to address the childcare facility and the local sales tax. There should be a couple of council reps, WEDA and Little Sprouts. Councilmember Peterson inquired to who monitors the Rec Center. There was a lot of trash around and crushed sidewalk chalk along with bikes in the facility. Mortenson will investigate as she did not know about issues this week.

### 9. Treasurer's Report

a. January, February, March, April General Ledger –tabled.

b. Pay Bills –Motion was made by Golden, second by Buegler to pay the bills as presented with checks #46134-46185. All in favor, Motion carried.

### 10. Unfinished Business

a. Summer Hires-Lifeguards – there

are a few more lifeguard applications and managers. Motion was made by Peterson, second by Omdahl to approve the lifeguard hires and wage as presented. All in favor, Motion carried.

### 11. New Business

a. Pool Rate Schedule – with an increase needed in wages for the pool staff, rates were reviewed, and new prices presented. Motion was made by Peterson, second by Omdahl to approve the pool rate schedule as presented. All in favor, Motion carried.

b. Termination of Repayment Agreement – The repayment agreement for Gary and Joan Peterson has been satisfied and needs to be recorded. Motion was made by Peterson, second by Buegler to approve the agreement as presented. All in favor, Motion carried.

c. Accept Cleaning Resignation– Motion was made by Omdahl, second by Golden to accept the resignation from Patty Fayette and advertise for the position. All in favor, Motion carried.

d. Overtime Report–Motion was made by Weber, second by Omdahl to approve the report as presented. All in favor, Motion carried.

e. Ageing Report –reviewed.

12. Committee Meetings: Equipment was scheduled but not enough attendance.

13. Future Agenda Item(s)-

14. Adjournment –Motion was made by Golden, second by Wimpfheimer to adjourn at 6:57 p.m. All in favor, Motion carried.

Shannon Mortenson  
City Administrator/Clerk-Treasurer  
Mara Hanel  
Mayor

### BILLS

Auto Value Warren .....	\$620.92
B.I.L Manufacturing, Inc.....	\$105.80
Border States Electric Supply .....	\$8,364.95
Bremer Bank - HAS .....	\$1,782.69
Bremer Bank .....	\$9,732.89
City of Warren .....	\$12,914.30
Connecting Point.....	\$1,255.00
Dakota Supply Group (DSG).....	\$233.68
Electric Pump, Inc.....	\$1,050.00
Ewing Oil .....	\$209.45
Frontier.....	\$1,066.12
Gopher State One Call .....	\$16.20
Grand Forks Utility Billing .....	\$1,077.22
Grand Forks Welding.....	\$408.24
Groebner & Associates, Inc.....	\$4,422.34
Hardware Hank .....	\$163.27
Hawkins, Inc .....	\$90.77
Irby Tool & Safety.....	\$908.44
Jet Stop, Inc .....	\$688.93
K&K Trucking, Inc.....	\$2,413.91
Landis+Gyr Technology, Inc..	\$802.33
Locators & Supplies, Inc.....	\$188.45
MARCO .....	\$633.11
Mar-Kit Sanitary Landfill ....	\$3,698.00
Marshall & Polk Rural Water...	\$20.74
Marshall County Cooperative .....	\$6,281.90
Marshall County Treasurer.....	\$47.29
Messenger .....	\$40.00
MidContinent Communications	\$97.83
MN Dept. of Human Services.....	\$8,073.80
MN State Community College .....	\$1,140.00
NAPA Supply of Warren.....	\$1,059.74
Northdale Oil Inc.....	\$388.15
Northern Municipal Power.....	\$121,275.11
Northern Municipal Power..	\$1,275.60
Northland Mat Company .....	\$179.50
Occupational Dev Center.....	\$803.32
Pitney Bowes Global Financial.....	\$418.20
PKM Electric Coop .....	\$1,188.00
QUILL .....	\$102.85
Select Account .....	\$60.00
Sjoberg's Cable TV, Inc.....	\$8,207.59
Solid Ground Construction	\$12,980.00
SWS Credit Services .....	\$20.00
TASC .....	\$18.06
True Vlaue - Warren.....	\$473.77
TrueNorth Equipment.....	\$98,136.00
TSYS .....	\$283.36
Uptown Care & Lounge.....	\$195.96
Utility Logic.....	\$3,342.00
Verizon Connect.....	\$16.19
Verizon Wireless (AMI) .....	\$37.52
Warren Auto Repair .....	\$1,014.71
Warren Sheaf .....	\$597.00
Waste Management.....	\$3,001.18

# WARREN CITY COUNCIL PROCEEDINGS

## MINUTES – Warren City Council Regular Meeting May 24, 2022

### Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Mara Hanel presiding. Council members present: John Golden, David Weber, Danny Omdahl, Mark Wimpfheimer. Absent: Justin Buegler, Jarod Peterson. Also present: Shannon Mortenson, Jeff Wohlers, Boone Maruska. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. Approval of Agenda-Motion was made by Wimpfheimer, second by Omdahl to accept the agenda as presented. All in favor, Motion carried.

4. Approval of Minutes - Motion was made by Golden, second by Weber to approve the minutes from the May 10 meeting. All in favor, Motion carried.

5. Engineer's Report- Boone Maruska was given the floor. The Fourth Street project has started. Sanitary is being installed down the street and will continue thru the week. The intersection is done. For the McKinley Path, the contractor is waiting on materials.

6. Operations Manager Report- Wohlers was given the floor. The heavy rain events compromised the lift stations. One issue found was the sewer caps at the fairground campsites were not on and possibly a lot of sump pumps in the city are going into the sewer rather than yards. There will be something in the next city newsletter regarding sump pumps and educating homeowners.

7. Clerk's Report- Reviewed. Mortenson updated council that she had interviewed a person who applied for the Lead America Fellowship. She was comfortable with the applicant so the service will be offered to the individual. The scope of work is community development and housing. The person will start the end of August. The Local Sales Tax collections increase and years of collection were not voted on at the MN Legislature. Unless a special session is called to pass the Tax Bill, the ballot will be for \$1.6 million to be collected over 20 years. Mortenson will start working on the information to go to the public for the vote.

### 8. Treasurer's Report

a. January, February, March, April General Ledger –tabled.

b. Pay Bills –Motion was made by Omdahl, second by Weber to pay the bills as presented with checks #46189-46216. All in favor, Motion carried.

### 9. Unfinished Business

#### a.

#### 10. New Business

a. Resolution PFA Water Bond 2022B – The bond will pay for the water improvements on Fourth St. Motion was made by Golden, second by Wimpfheimer to approve the resolution as presented. All in favor, Motion carried.

b. Resolution PFA Wastewater Bond 2022C – The bond will pay for sewer improvements on Fourth St. Motion was made by Omdahl, second by Weber to approve the resolution as presented. All in favor, Motion carried.

c. Adam Hermanson Annual Review–the recommendation from administration is to approve a step increase for Hermanson. Motion was made by Golden, second by Wimpfheimer to approve a step increase for Hermanson. All in favor, Motion carried.

d. Transient Licenses–Motion was made by Omdahl, second by

Wimpfheimer to approve the license for Snowie of Warren and Wahoo

Waffles. All in favor, Motion carried.

11. Committee Meetings: Equipment Committee met to review prices for a boring machine and a finishing mower. More information was requested for the boring machine.

Recommendation from committee is to purchase the 15-foot finishing mower. Motion was made by Golden, second by Weber to approve the purchase of a finishing mower for \$14,750. All in favor, Motion carried. The Community Growth Committee met to discuss childcare facility locations and options. The contractor with the lowest bid would like to procure the materials at best price and review the plans and specs for cost savings. Mortenson was directed to work with Valint Construction on options for cost reductions. The committee also discussed the Hardware Hank building as that will be available for purchase. The recommendation from the committee is the hardware location is quite busy and drop off points could be dangerous. The other consideration was green space would need to be created and that would take tearing down buildings and putting up walls. That location would be better suited for something else.

12. Future Agenda Item(s)- Council member Weber inquired if the city workers were eligible and applying for the Front-Line Worker pay. Mortenson did not know the parameters of the program but would check for staff.

13. Adjournment –Motion was made by Golden, second by Weber to adjourn at 7:25 p.m. All in favor, Motion carried.

Shannon Mortenson  
City Administrator/Clerk-Treasurer  
Mara Hanel  
Mayor

### BILLS

AE2S .....	\$7,884.50
AFLAC .....	\$277.40
AT&T Mobility .....	\$349.19
BIFROST PLUMBING .....	\$2,589.00
Border States Electric Supply	\$355.64
Bremer Bank - Cardmember Serv.....	\$2,807.75
Bremer Bank.....	\$518.17
Cantaloupe Systems.....	\$7.99
Colonial Life - Post Tax .....	\$497.47
Constellation New Energy..	\$4,294.74
Dakota Supply Group (DSG).....	\$31,053.59
David Drown Associates ....	\$7,000.00
Dearborn National .....	\$208.31
Docu Shred .....	\$116.04
Don Aandal - Taralseth .....	\$2,300.00
Elise Oberg .....	\$105.00
Guardian Pest Control .....	\$424.19
HealthPartners .....	\$10,136.46
Irby Tool & Safety.....	\$1,294.26
J & N Concrete Construction .....	\$1,099.60
JEFF WOHLERS .....	\$300.00
John Deere Financial .....	\$477.70
Karla Davy .....	\$2,300.00
Locators & Supplies, Inc.....	\$566.40
LYNETTE SINN .....	\$250.00
MARCO .....	\$633.11
Minnesota Revenue.....	\$1,339.44
Municipal Gas Acquisition .....	\$51,337.92
NATIONWIDE .....	\$20.00
NCPERS MINNESOTA.....	\$16.00
Patricia Fayette .....	\$1,850.00
PERA.....	\$4,959.58
R J Zavoral & Sons, Inc.....	\$11,653.51
R J Zavoral & Sons, Inc..	\$141,446.03
Recreation Supply Company \$	396.12
RMB Environmental Lab .....	\$50.00
Roger MischeI.....	\$530.00
ROKKE, AANDAL & ASSOCIATES ....	\$272.65
Sanitation Products .....	\$452.98
Sanitation Products .....	\$70.04
Supermarket Foods .....	\$81.41
TASC .....	\$18.06
United State Post Office .....	\$791.88
United States Treasury .....	\$8,243.06