

WARREN CITY COUNCIL PROCEEDINGS

MINUTES – Warren City Council Regular Meeting November 15, 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: David Weber, John Golden, Jarod Peterson, Danny Omdahl, Mark Wimpfheimer. Absent: Justin Buegler. Also present: Shannon Mortenson, Jeff Wohlers, Travis Carl, David Erickson, Boone Maruska, Matt Linder, Jarda Solc, Nancy Mattson, Tad Matelski, Doug Sorenson, Jessica Johnson, Dayle Anderson-Scherber, Natalie Peterson. Following Roll Call, the Pledge of Allegiance to the American Flag was given.
3. Approval of Agenda-Under New Business: i. Resolution 11152022-03 Signatory Authority. Motion was made by Omdahl, second by Weber to accept the agenda with additions. All in favor, Motion carried.
4. Canvassing of Election Results by Resolution #11152022-01-council reviewed the abstract of results from General Election conducted on November 8, 2022. Motion was made by Golden, second by Peterson to approve the resolution accepting the election results. All in favor, Motion carried.
Mayor Hanel took this time to extend her appreciation to staff and council for the progression Warren has experienced and working together for a viable future. Councilmember Golden also thanked everyone for an enjoyable time of service.
5. Oath of Office- City Clerk Shannon Mortenson administered the Oath of Office to Mayor Carl, Councilmembers Erickson and Weber. After being sworn in, each one took their seats to begin the 4-year term.
6. Approval of Minutes – Councilmember Omdahl said the motion on the land sale was seconded by Omdahl, not Weber. Correction noted for the record. Motion was made by Omdahl, second by Wimpfheimer to approve the minutes from the October 25 meeting with the correction on the land sale with Omdahl providing the second. All in favor, Motion carried.
7. Engineer's Report-The Fourth Street Assessment Hearing was opened for public comment. Jarda Solc was given the floor. The contractors did a nice job on the project. It did run over the time expected. The project did come in less than estimated when bid and then finished less than the bid price. The assessment roll was presented. There was an objection received from Joan Hill for the assessments levied on 642 N. 4th St- "The amounts of \$6599.60 for pavement along with the \$6774.55 seems excessive. There are some severe riverbank erosion problems on this property. The house is getting very close to the active erosion. That issue along with this new proposed assessment is a large burden." Motion was made by Peterson, second by Wimpfheimer to certify the formal objection was received and read. All in favor, Motion carried. There was a few questions from landowners such as they had not received a utility assessment on the proposed assessment hearing and someone had a large parcel that they were concerned they had too many utility connections levied. The utility assessment came after contractors found that parcel to be hooked up to the sewer main. There were not extra connections on the larger parcel. No further questions or comments were received. Motion was made by Peterson, second by Wimpfheimer to certify the assessment role with Resolution #11152022-02. All in favor, Motion carried.
8. Operations Manager Report- Wohlers was given the floor. There was major snow removal event last Friday. Alleys were not done as the ground is not froze enough and damage will occur. Questioned on the status of McKinley and that will be completed next spring/early summer. The orange cones are still onsite. The contract has been asked to remove them. Wohlers was questioned why the light poles have not been delivered and that is a question for Brent McMillan.
9. Clerk's Report- reviewed.
10. Treasurer's Report
a. July - September General Ledger – Motion was made by Wimpfheimer, second by Omdahl to approve the July Ledger. All in favor, Motion carried. August – October General Ledgers are tabled.
b. Pay Bills –Motion was made by Peterson, second by Weber to pay the bills as presented with checks #46779-46825. All in favor, Motion carried.
11. Unfinished Business
a.
12. New Business
a. Committee Appointments-With new council members there needs to be new committee appointments. Mortenson will email out the sheet and members will contact the Mayor for preferences. Tabled to next meeting.
b. Council Schedule 2023- Motion was made by Wimpfheimer, second

by Erickson to approve the schedule as presented. All in favor, Motion carried.
c. Cleaning Agreement –Motion was made by Wimpfheimer, second by Peterson to approve the agreement as presented. All in favor, Motion carried.
d. Approve Liquor License – there is no change in fees from previous year. Motion was made by Weber, second by Wimpfheimer to approve the licenses as presented. All in favor, Motion carried.
e. Employee Payroll Reimbursement Agreement- Councilmember Omdahl questioned the use of "contractor" in the first sentence of paragraph 7. The agreement was drafted by the legal firm that North Valley Health Center uses. Council consensus was to change the wording to "employer" and have the law firm make the change. Tabled to next meeting.
f. Overtime Report - Motion was made by Wimpfheimer, second by Weber to approve the overtime report as presented. All in favor, Motion carried.
g. Ageing Report – reviewed.
h. ECPN Participation (Equitable Cost Sharing for Publicly-Owned Nursing Facilities – this program is only for municipal owned nursing homes. The city pays a set fee each month and the State uses those funds to leverage more Federal dollars. Last year the city approved the maximum amount set by the State for Warren which was \$23.09/day. This year the maximum amount can be \$43. Mortenson would like to contact financial consultants in long term care for more direction. Tabled to next meeting.
i. Resolution #11152022-03 Signatory Authority – with a new Mayor the signature card needs to be changed at Bremer Bank. Motion was made by Omdahl, second by Wimpfheimer to accept the resolution as presented. All in favor, Motion carried.
13. Committee Meetings:
14. Future Agenda Item(s)-
15. Adjournment –Motion was made by Wimpfheimer, second by Peterson to adjourn at 7:46 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer
Travis Carl
Mayor

BILLS	
AE2S	\$9,528.25
AFLAC	\$277.40
Architectural Resources Inc.....	\$37,125.00
Argyle Builder Supply	\$426.00
Arkema	\$186.39
Auto Value Warren	\$990.56
Border States Electric Supply	\$120.30
Border States Electric Supply	\$8,226.60
Border States Electric Supply	\$3,740.63
Bremer Bank	\$9,732.89
Cantaloupe Systems.....	\$7.99
City of Warren	\$11,742.02
Colonial Life - Post Tax	\$465.70
Connecting Point.....	\$1,285.00
Connecting Point.....	\$93.07
Core & Main.....	\$683.07
Dearborn National	\$423.20
Ewing Oil	\$422.50
FirstNet.....	\$348.89
Frontier.....	\$1,111.25
Gopher State One Call	\$36.45
Grand Forks Utility Billing..	\$1,121.13
Greater Minnesota Partnership	\$500.00
Hamm's Repair.....	\$522.08
Hawkins, Inc	\$838.83
Health Consultants Inc	\$484.43
HealthPartners	\$10,791.17
Jeff Wohlers.....	\$300.00
Jet Stop, Inc	\$682.55
Landis+Gyr Technology, Inc..	\$875.34
Landis +Gyr Technology, Inc.	\$875.34
Main Street Cafe & Lounge...	\$127.05
Mar-Kit Sanitary Landfill	\$3,914.00
Marshall & Polk Rural Water...	\$19.44
Marshall County Cooperative..	\$75.00
MCFOA.....	\$50.00
MidContinent Communications	\$97.83
Minnesota Revenue.....	\$1,298.81
Minnkota Power Cooperative	\$3,929.44
MN Dept. of Human Services.....	\$8,073.80
MN Municipal Utilities Assoc.....	\$7,262.25
M-R Sign Co., Inc.....	\$404.28
NAPA Supply of Warren	\$84.66
Nationwide	\$20.00
NCPERS Minnesota	\$16.00
Northdale Oil Inc	\$150.03
Northern Estates LLC	\$752.00
Northern Municipal Power.....	\$120,592.78
Northland Mat Company	\$179.50
Northwest Power Systems, Inc	\$82.59
Occupational Dev Center.....	\$452.35
Olson Underground	\$810.00
PERA.....	\$4,873.12
Pitney Bowes Global Financial.....	\$418.20
PKM Electric Coop	\$1,308.00
Sjoberg's Cable TV, Inc	\$132.19
St. Louis MRO, Inc.....	\$50.00
Supermarket Foods	\$72.42
SWS Credit Services	\$20.00
Taft Stettinius & Hollister LLP	\$6,500.00
True Value - Warren	\$459.13
TSYS.....	\$362.54
United States Treasury	\$7,936.18
Verizon Wireless (AMI)	\$37.52
Warren Sheaf.....	\$1,024.00
Waste Management.....	\$3,005.85
Ziegler, Inc.....	\$1,296.18

WARREN CITY COUNCIL PROCEEDINGS MINUTES – Warren City Council Regular Meeting November 29, 2022 Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Travis presiding. Council members present: David Weber, Jarod Peterson, Danny Omdahl, Mark Wimpfheimer, David Erickson. Absent: Justin Buegler. Also present: Shannon Mortenson, Jeff Wohlers, Boone Maruska, Matt Linder, Jarda Solc, Natalie Peterson, Mike Novacek, Mike Strodtman, Renee Swanson, Justin Buchner. Following Roll Call, the Pledge of Allegiance to the American Flag was given.
3. Oath of Office – tabled.
4. Approval of Agenda-Discuss After Prom Party Donation. Motion was made by Omdahl, second by Peterson to accept the agenda. All in favor, Motion carried.
5. Approval of Minutes –Motion was made by Omdahl, second by Weber to approve the minutes from the November 15 meeting. All in favor, Motion carried.
6. PUBLIC HEARING – Wellhead Protection Plan – Mike Strodtman was given the floor. Strodtman is from Minnesota Rural Water Association, and he assisted with developing the plan. Part 1 was completed by the State of MN. That part showed the vulnerabilities on the aquifer and where the water comes from. Part 2 was completed by the city with the assistance of Rural Water. This part looks at the vulnerabilities and how to protect that area. The plan also looked at which agencies can help protect from the vulnerability. A management plan was created that covers a 10-year time frame. A table was created to provide an easy-to-read format on items and year to complete. There are grants available to execute the 10-year plan. The State reviews the plan in which they have 90 days to complete. The plan will also go to any other applicable State agencies, and they have 60 days to review. Motion was made by Omdahl, second by Erickson to accept the plan and send to the State for review. All in favor, Motion carried.
7. Engineer's Report-Jarda Solc was given the floor. There is Change Order #5 for the 4th St. project that will finalize the project. Motion was made by Wimpfheimer, second by Weber to approve the change order as presented. All in favor, Motion carried. Solc also began discussion about the RR crossing for the McKinley Path. Only the railroad will allow work to be done in their right-of-way but them. The proposed cost to install the path crossing at the railroad is \$37,000. Solc tried to get the price lowered but the railroad was firm on the price and it is only good until the end of the year. The work will be completed in the spring. The crossing is a necessary part of the project. Councilmember Weber questioned how much this project will cost in total. It was bid at \$264,689 and the State pays 80%.
8. Working Supervisor Report- Wohlers was given the floor. The crew has been doing snow clean up. Inventory is being arranged and counted for the annual audit. Tests are being taken for the gas certifications. Some staff have been doing GIS mapping and others have been putting up Christmas lights. Mike Novacek has started the Wastewater Permit application. The big snowblower and the skid steer are in getting repaired. One of the snow trucks is back from getting repaired.
9. Clerk's Report- reviewed.
10. Treasurer's Report
a. August - September General Ledger – The August ledger was reviewed.
b. Pay Bills – Councilmember Omdahl questioned why the city was giving a donation to the After

Prom Party as State Statute prevents donations to organizations. The donation was given by the Warren Economic Development Authority as they can give donations. Motion was made by Peterson, second by Omdahl to pay the bills as presented with checks #46866-46899 and approve the August General Ledger. All in favor, Motion carried.
11. Unfinished Business
a. Committee Appointments- appointments were reviewed. A vote was taken for Council President. Jarod Peterson received the most votes. Motion was made by Erickson, second by Wimpfheimer to accept the appointments and President. All in favor, Motion carried.
b. Employee Payroll Reimbursement Agreement- New wording was presented. Motion was made by Omdahl, second by Peterson to accept the agreement as presented. All in favor, Motion carried.
c. ECPN Participation (Equitable Cost Sharing for Publicly-Owned Nursing Facilities-after consultation with the accountant, it was determined to use \$27.00 per day for the amount to collect and pay in 2023. Motion was made by Peterson, second by Wimpfheimer to approve \$27 per day for the ECPN program. All in favor, Motion carried.
12. New Business
a. Chapter 117: Local Sales Tax Ordinance- Motion was made by Wimpfheimer, second by Peterson to approve the ordinance as presented. All in favor, Motion carried.
b. Northern Plains RR Crossing on McKinley Path –Discussion was conducted under the Engineer's Report. Motion was made by Peterson, second by Erickson to approve paying the RR to install the crossing for \$37,000. All in favor, Motion carried.
Resolution #11292022-01 Accepting Donations – Motion was made by Wimpfheimer, second by Weber to approve the resolution as presented. All in favor, Motion carried.
Renee Swanson and Justin Buchner were present to request forgiveness of a campground fee charged to them. Swanson had to move out of the house during the Fourth Street project due to the excessive noise and pounding. The project went way past the completion date, so they were at the campground for two additional months. Item was passed to Public Works Committee for review.
13. Committee Meetings:
14. Future Agenda Item(s)- Mayor would like to tour the airport, power plant, and ride along with public works staff. Anyone that would like to accompany them, let the Mayor know.
15. Adjournment –Motion was made by Weber, second by Erickson to adjourn at 8:08 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer
Travis Carl
Mayor

BILLS	
Border States Electric Supply	\$180.41
Border States Electric Supply	\$159.47
Border States Electric Supply	\$2,881.86
Border States Electric Supply	\$20,022.86
Border States Electric Supply .	\$31.70
Border States Electric Supply	\$705.68
Bremer Bank	\$518.17
Brian Evin	\$170.25
Carolyn Loeslie	\$1,425.00
Connecting Point.....	\$75.00
Don Aandal -Taralseth	\$2,300.00
Garden Valley Telephone	\$168.55
Garden Valley Telephone	\$107.53
Grand Forks Welding.....	\$413.15
Groeber & Associates, Inc ..	\$593.57
Guardian Pest Control	\$432.98
Jeff Wohlers	\$300.00
Lennart Hamacher.....	\$250.00
Lynette Sinn.....	\$250.00
Maik Scheredega	\$250.00
MARCO	\$655.81

WARREN-ALVARADO-OSLO SCHOOL BOARD PROCEEDINGS

December 28, January 4, 11, 18,
25, February 1

NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFECTED BY THIS ACTION. NOTICE IS HEREBY GIVEN that default has occurred in the conditions of the following described mortgage:

1. Date of Mortgage: June 6, 2008.
2. Mortgagors: Daniel S. Osborne and Tamara A. Osborne, husband and wife.
3. Mortgagee: Gate City Bank.
4. Recorded on June 10, 2008, as Document Number 304284, in the Office of the County Recorder of Marshall County, Minnesota.
5. Assignments of Mortgage, if any: None.
6. Tax parcel identification number of the mortgaged premises: 49-0088-000.
7. Legal description of the mortgaged premises: Lots One (1) and Two (2), of Block One (1), in Sands First Addition to the City of Alvarado, according to the Plat thereof on file in the Office of the County Recorder of Marshall County, Minnesota.
8. The physical street address, city, and zip code of the mortgaged premises: 190 Boundary Street, Alvarado, Minnesota 56710.
9. The person holding the Mortgage is not a transaction agent, as defined by Minn. Stat. 58.02, subd. 30. The name of the residential mortgage servicer and the lender or broker, as defined in Minn. Stat. 58.02, is Gate City Bank.
10. If stated on the Mortgage, the name of the mortgage originator, as defined in Minn. Stat. 58.02, is Gate City Bank.
11. The requisites of Minn. Stat. 580.02 have been satisfied.
12. The original principal amount secured by the Mortgage was \$94,150.00.
13. At the date of this notice the amount due on the Mortgage, including taxes, if any, paid by the holder of the Mortgage, is: \$91,512.14.
14. Pursuant to the power of sale in the Mortgage, the Mortgage will be foreclosed, and the mortgaged premises will be sold by the Sheriff of Marshall County, Minnesota, at public auction on **February 9, 2023, 10:00 a.m., at the lobby of the Marshall County Sheriff's Department, 208 East Colvin Avenue, Suite 1, Warren, MN 56762.**
15. The time allowed by law for redemption by Mortgagors or Mortgagors' personal representatives or assigns is six (6) months after the date of sale.
16. Minn. Stat. 580.04(b) provides, "If the real estate is an owner-occupied, single-family dwelling, the notice must also specify the date on or before which the mortgagors must vacate the property if the mortgage is not reinstated under section 580.30 or the property redeemed under section 580.23." If this statute applies, the time to vacate the property is 11:59 p.m. on August 9, 2023.

THE TIME ALLOWED BY LAW FOR REDEMPTION BY THE MORTGAGORS, THE MORTGAGORS' PERSONAL REPRESENTATIVES OR ASSIGNS, MAY BE REDUCED TO FIVE (5) WEEKS IF A JUDICIAL ORDER IS ENTERED UNDER MINNESOTA STATUTES, SECTION 582.032, DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGED PREMISES ARE IMPROVED WITH A RESIDENTIAL DWELLING OF LESS THAN FIVE UNITS, ARE NOT PROPERTY USED IN AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

DATE: December 20, 2022

Gate City Bank, Mortgagee

O'KEEFFE, O'BRIEN, & LYSON,
LTD.
Sarah A. Aaberg
Attorneys for Mortgagee
720 Main Avenue
 Fargo, North Dakota 58103
MN Atty No. 0399927

THIS IS A COMMUNICATION FROM
A DEBT COLLECTOR

REGULAR BOARD MEETING November 14, 2022

Opening
Procedural:
Call to Order
In Attendance: Nikki Peterson-Chair;
Jeff Steer-Vice Chair (7:15pm);
Mark Jones-Clerk; Jordan Johnson-Director;
Marshall Westberg-Director,
Darby Boe Treasurer (7:15pm)
Absent: Sally Roller
Procedural:
Pledge of Allegiance was spoken
Discussion:
Open Forum no one spoke.
Approval of Minutes
Action, Minutes:
Approval of Minutes October 10, 2022 Regular Meeting and Special Meeting October 26th, 2022
Recommended Action: Motion by: Westberg Second by: Johnson to approve the minutes of the Regular Meeting on August 8, 2022 to include the following: Correction of minutes-
adjourn s/b
Closed- @ 8:50pm m=Boe 2nd=Steer
Opened- @ 9:00 pm m=Jones 2nd=Westberg
Adjourn- @9:45pm m=Westberg 2nd=Steer
CU.
Minutes:
Approval of Minutes Special Board Meeting October 26th, 2022 to include the following: CU
Approval of Agenda
Action, Procedural:
Approval of Agenda
Recommended Action: Motion by: Jones Second by: Johnson to approve the agenda as presented or amended to include the following: CU
Approval of Finances
Action, Reports:
Approval of Finances
Recommended Action: Motion by: Jones Second by: Johnson to approve payment of the Bremer Credit Card in the amount of\$8,665.34; bills in the amount of\$192,787.01, checks #74367-74455; wires in the amount of \$414,743.84; payroll in the amount of \$347,658.73; and student activity report. CU
Enrollment
Information, Reports:
2022/23 Student Enrollment K-6: 317; 7-12 233; TOTAL 550
Reports
Reports:
High School Principal Report Ben Miska verbal with handout.
Monday, 11.14.2022
Staffing
1. Approving the hiring of Kassie Solberg as paraprofessional
a. Currently fully staffed
2. Will have 2 maternity leaves coming for paraprofessionals this year
3. High School Staffing Needs for the 22/23 school year & beyond
a. Robotics Coach-See Mr. Gullikson's Letter
b. Speech Coach-Molly Fridstrom has agreed to be the advisor for this
c. Paraprofessionals
d. Substitutes-Especially para subs
Events/Meetings
1. QET Cell Phones
a. Developed a survey for staff, parents and students to determine
i. Where do people feel cell phones are appropriate to in attending?
ii. Where do people feel cell phones are appropriate to use
iii. What do people feel are appropriate consequences for violating the policy
iv. Student Survey
v. Teacher Survey
vi. Parent Survey
b. Will use data to determine recommended policy changes
2. Fundraisers
a. First reading tonight
b. Approval in December
c. WAO Fundraisers
3. Blood Drive at WAO
a. Did not happen
b. Company had technical issues
Great Things at WAO High School the past month
1. Thank you to the Warren/Alvarado/ Oslo communities for their support in voting for the building project at the school
2. Thank you to the Education Foundation for supporting the staff with the Fall Need's Grants
3. Finished Quarter 1 November 4
a. Thank you to all the staff that made Quarter 1 great
b. Students of the Quarter
i. Grades 6-8 Brooke Miller
ii. Grades 9-11 Matthew Johnson
iii. Grade 12 Austin Wittman
4. Veteran's Day Program November 11
5. American Education Week November 14-18
Upcoming
1. November 14-Grades 7-12 girls' basketball practice starts
2. November 14-6th grade pizza sales start
3. November 21-Grades 7-12 boys' basketball practice starts
4. November 21-Band dinner & concert
5. November 23-ASVAB for Juniors
6. November 24 & 25-Thanksgiving break no school
7. November 29-7 Sophomores will be attending leadership conference in TRF
Reports:
Elementary Principal Report Kelsey Johnson verbal with handout.
November 14th, 2022 School Board Meeting - ELEMENTARY PRINCIPAL'S REPORT
What's Happening at WAO Elementary

- American Education Week 2022 - THANK YOU, EDUCATORS!
 - Thank you to our WAO communities for showing up to vote and supporting our building project - We are so thankful for this opportunity for our students, staff, and communities.
 - Thank you to Frandsen Bank - \$500 donation for classroom books
 - Quarter 1 Recognition Assembly was held on 11/4/22 - See attachment for details
 - 7 Students Recognized ○ 4 Staff Members Recognized ○ Unveiling of our week-long school-wide adventure - Thank you to Mrs. Hanson, Mr. Miska & Mr. Reller for helping us with the fun school climate event for students & staff!
 - Committee Overview/Updates
 - WAO Elementary CARE Team
 - Character Strong ■ BrainWise ■ Tilt360
 - Literacy Committee
 - LETRS Training - Staff Development ■ FastBridge - Possible replacement of NWEA-MAP tests for the future
 - PLC Committee
 - Thank you to the committee & Denelle Klassy for the American Sign Language PLC opportunity for staff - 9 classes total wereheld each 1 hour
 - QET
 - Building Safety - Stacy Hanson/ Nora Laymon
 - December 5th - School Violence Prevention Symposium - Waite Park, MN
 - Handbook/Policy
 - Next year staffing/scheduling needs
- Staffing 22/23 School Year
- Recommending Morgan Bukowski - Paraprofessional Remainder of 22/23 School Year
 - Seeking Substitute Teachers & Paraprofessionals
- Upcoming Dates of Importance
- 11/18/22 - Kelsey @ MESPA Norther Division Meeting - Bemidji
 - 11/18/22 - Substitute Educator Appreciation Day • 11/18/22 @6 PM - WAO Staff Bingo - Warren Legion - Thank you Climate Committee! • 11/24/22 & 11/25/22 - NO SCHOOL - Thanksgiving Break • 12/8/22 - Elementary Christmas Program - More information coming soon!
 - QUARTER 1 RECOGNITION ASSEMBLY
 - On November 4th, 2022 we held our quarterly recognition assembly! We used the time together to celebrate all the wonderful things that are happening at WAO Elementary. The following individuals were individually nominated and recognized during our assembly:
 - STUDENT RECOGNITIONS • Noah Zawistowski - Kindness Award • Ella Przybylski - Respectful & Responsible Award • Izzy Olson - Above & Beyond Award • Izzy Moen - Biggest Heart Award • Braydn Adamski - Student Growth Award • Pony Pride Winners - Huntley Kelley, Oliver Parkman, Leah Erickson
 - STAFF RECOGNITIONS • Sam Sellers - Certificate of Appreciation • Michelle Boroski - Honorary Kindergarten Endorsement • Betty DuBore - WAO Education Association Teacher of the Year • Ally Linder - Pony Pride Award
- Congratulations to all those who were recognized and thank you to everyone at WAO Elementary for making it such a great place to be every day.
- Reports: Superintendent By Kirk Thorstenson.
- Superintendent Board Report November 14, 2022 Kirk Thorstenson
- Finance & Facilities
- a. Modular classroom update: • all concrete piers poured - 11/2/22 • concrete testing - passed (American Engineering Testing) • revised ramp drawings re-submitted to State on 11/10/22 • awaiting State approval for building permit • potential buildingdelivery this week * the unit cannot be set up until we have a signed permit
- b. Thank you to voters: • published in Sheaf & social media
- Staff Growth, Achievement, and Support
- c. Committee meeting changes - w/ Thanksgiving ?? • District QET - Tues. Nov. 22 @ 3:20PM • Policy - Wed. Nov. 23 @ 7AM
- d. Work Session - Monday, Dec. 5 @ 7PM • Snow day transportation
- e. MSBA Leadership Conference - Thurs. Jan. 12 & Fri. Jan. 13 at the Minneapolis Convention Center. • Interest in attending?
- f. Communication flow chart • draft copy in executive files
- Reports:
Board Committees
Facilities- Jones reported they met 2 times. Discussion on Portable Classrooms, Fleet/transportation, Dishwasher.
- QET- Steer. Talked about LETRS training.
- Reports:
AD Report
11/4/22 From the Activity Director's Desk, 9 girls from the cheer team participated in "The Great MN Cheer Off" on Saturday, Oct. 8in Coon Rapids. This event is sponsored by the Minnesota Cheerleading Coaches Association. It was a great experience for the cheerteam. Custom chairs have been ordered for the teams to sit on in the main gym. 48 chairs and a rack were paid for by the Pony Booster Club. The graphics were

designed Mr. Engfer's art class. Paige Michalski's design was chosen to be printed on the chairs. Our Band and Choir sounded great at the concert held on Oct. 17. Final planning and fundraising is taking place for the Band Trip to Orlando, Florida from March 27 to April 1. Winter basketball schedules have been set and confirmed. Both boys and girls basketball schedules have been posted to our schools web site. The shot clocks have been a thorn in our side. We are still working to get them up and running. WAO is hosting a One Act Play judging clinic on Nov. 17. Fall sport seasons have come to an end. Student and coach evaluations have been sent out. Students will be emailed the survey's. Volleyball and Cross Country surveys will be distributed and collected by myself. Mr. Miska will distribute and collect the football surveys and oversee the evaluation of coaches for football. FFA -Future Farmers of America is a new program at WAO and is being lead and organized by Miss Strand. Knowledge bowl has completed sign ups and organizational meetings. Mrs. Murray is the advisor and has volunteered to also run a JH group. E-games has had organizational meetings and will be coached by Mr. Relling. FCCLA has started up and has 13 active members and has been very active. Mrs. Pribula is the advisor. A technician from HB Sound and Light repaired the gym sound system, provided a fix for the sound station that sits next to the scores table, and will provide recommendations and estimates for upgrading the gym sound systems. Miss Fridstrom has agreed to be the Speech Coach. We most likely will not offer Robotics as an extra-curricular activity this year. Respectfully Submitted, Tony Gullikson

Policy Reading
Information:
First Reading of WAO District Policies
722.22.01 - Public Data Requests
410.22.01 - Family Medical Leave
415.22.01 - Mandated Reporting / Maltreatment of Vulnerable Adults

Information:
Second Reading of WAO District Policies
Second Reading of District Policies: 208.22.01 - Development of Policies
209.22.01 - Code of Ethics
210.22.01 - Conflict of Interest
Action (Consent):
NA Adoption of WAO District Policies
Recommended Action: Motion by: Second by:

Personnel
Action:
Hire - Kassie Solberg - HS Paraprofessional Step 1 training
Recommended Action: Motion: Johnson Second: Westberg to hire Kassie Solberg as High School Paraprofessional at Step 1 Training for the 22/23 school year. CU

District Business
Action:
Adopt Resolution Canvassing Returns of Votes of School District Special Election

Action:
Purchase of Drivers Education/Staff Vehicle

Recommended Action: Motion by: Westberg Second by: Johnson To purchase of a pre-owned 2019 Chevy Traverse LT from Dahlstrom Motors for \$31,881.25 with 64,121 miles and authorization to order new one. CU

Action:
Lease of Dishwasher for Elementary School

Recommended Action: Motion by: Jones Second by: Westberg To lease a dishwasher for the Elementary School from Performance Foodservice at cost of \$209 mo. CU

Action:
Boys Basketball C-team Coach
Recommended Action: Motion by: Peterson Second by: Steer To add a Boys Basketball C-Team game schedule & hire C-Team coach(8% of base) for the 22/23 season. CU

Discussion:
Discussion - WAO Fundraiser Master List
List of Fundraisers for the year per activity and timeline.

Action:
Advertise for Elementary Special Education teacher

Recommended Action: Motion by: Steer Second by: Jones To begin advertising for an additional SPED teacher at the Elementary School; based on SPED enrollment numbers maintaining or increasing; subject for review. CU

Action:
LETRS Training and Staff Development for Elementary School Staff

Recommended Action: Motion by: Johnson Second by: Boe To purchase and approve the materials & staff development costs associated with the LETRS training program at the Elementary School. CU

Action:
Hire - Molly Fridstrom & Jane Johnson as Co-Speech Coach
Recommended Action: Motion by: Boe Second by: Steer To hire Molly Fridstrom & Jane Johnson as Co-Speech Coach, at 6.5% of base, for the 2022/23 school year. CU

Important Dates

Information:

November Communication & Events
November Events:
14 - GBB 1st Day of Practice
16 - WAO Ed. Foundation Meeting @ 5:30PM
Community Ed. Meeting @ 6:00PM
19 - GBB Scrimmage vs EGF at WAO
21 - BBB 1st Day of Practice
Band Trip Dinner Theater Concert @ 7PM
24 & 25 - Thanksgiving - no school
29 - GBB vs. BGMR away
Adjourn
Action:
Adjourn. Next Work Session meeting will be Dec. 5, 2022 at 7:00 pm in the H.S. Multipurpose room.
Recommended Action: adjourn at: Westberg, Steer @ 9:10pm.

WORK SESSION MEETING MONDAY DECEMBER 5, 2022 AT 7:00 PM IN THE HIGH SCHOOL MULTIPURPOSE ROOM

OPENING

Information:

CALL TO ORDER

In Attendance: Nikki Peterson-Chair;
Jeff Steer-Vice Chair; Mark Jones-Clerk; Jordan Johnson-Director;
Marshall Westberg-Director,Sally Roller-Director

Absent: Darby Boe

PLEDGE OF ALLEGIANCE was spoken.

APPROVAL OF AGENDA

Action, Procedural:

APPROVAL OF AGENDA

Recommended Action: Motion by: JONES Second by: WESTBERG to approve the agenda as presented or amended to include the following:CU

1. MEMBER JOHNSON- ADD DISCUSSION BATHROOM DOORS MOTION BY JONES TO ACCEPT. ITEM 8.1

RESOLUTION TO ISSUE CERTIFICATES OF ELECTION

Action, Discussion, Procedural: RESOLUTION TO ISSUE CERTIFICATES OF ELECTION:

Recommended Action: Motion by: Roller Second by: Steer to issue certificates to: Marshall Westberg, Nikki Peterson, Jordan Johnson, Ashley Reinier. Roll Count Vote-Peterson- Aye; Steer- Aye; Roller-Aye; Jones-Aye; Westberg-Aye; Johnson Aye. Nay- 0 Motion Passed. Darby Boe absent for voting.

RESOLUTION TO PARTICIPATE: MN SCHOOL DISTRICT LIQUID ASSET FUND PLUS

Action, Discussion, Procedural: RESOLUTION TO PARTICIPATE: MN SCHOOL DISTRICT LIQUID ASSET FUND PLUS

Recommended Action: Motion by: Johnson Second by Jones to join the MN School District Liquid Asset Fund Plus. Roll Call Vote Peterson-Aye; Steer-Aye; Roller-Aye; Jones-Aye; Westberg-Aye; Johnson Aye. Nay- 0 Motion Passed. Darby Boe absent for voting.

DISCUSSION: SCHOOL BOARD WORK SESSIONS

Kirk presented for discussion work sessions for the new year. He had a handout with some ideas for meeting dates and times. Discussion was held by the board.

Discussion:

SNOW DAYS

Kirk presented for discussion thoughts on bus routes for rural areas on snow days that may be difficult for buses to travel on due to road conditions. Discussion was held by the board.

DISCUSSION: DISTRICT SURVEY

Discussion was presented for feedback on the need and use of District Surveys. Nikki lead the discussion on how to use the surveys and who would benefit from the information.

DISCUSSION: BATHROOM DOORS.

Discussion lead by Jordan on the need install doors on all existing stalls with in the building. Safety and privacy being the main reason.

INCIDENT RESPONSE PLAN/ CYBER SECURITY ASSESSMENT Discussion, Information:

INCIDENT RESPONSE PLAN/ CYBER SECURITY ASSESSMENT-TECH.DIRECTOR

Amber Schoepp and Heidi Thorstenson from the Tech department gave a presentation in regards to the outcome of the recent Incident response plan/Cyber Security Assessment review by FRSecure.

They talked about what we are doing correctly and where we need to improve our technology security and cyber security. Heidi presented a quote from Firewalls.com for an upgrade on our firewall system.

ADJOURN

Action, Minutes:

Next Regular Meeting will be October 10th, 2022 at 7:00 PM in the H.S. Multipurpose Room

Recommended Action: Motion by Steer Second by Roller to adjourn meeting at 8:53PM. CU