

WARREN CITY COUNCIL PROCEEDINGS

WARREN CITY COUNCIL PROCEEDINGS

MINUTES – Warren City Council Regular Meeting August 23, 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, Danny Omdahl, John Golden. Absent: Mark Wimpfheimer, Jarod Peterson, Justin Buegler. Also present: Shannon Mortenson, Brent McMillan, Mike Cheney, Stan Haugtvedt, Lily Sugimura, Marty Seifert, Travis Carl, Matt Linder. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

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

4. Approval of Minutes –Motion was made by Omdahl, second by Golden to approve the minutes from the August 16 meeting. All in favor, Motion carried.

5. Engineer’s Report- No updates.

6. Operations Manager Report- McMillan was given the floor. Fourth Street has the gravel down. The concrete is to be installed next week.

7. Clerk’s Report- introduced Lily Sugimura to the council. She is the fellow in Warren through the Lead for America program for the next year. Her focus is community engagement. The Hamm’s building has had very little movement for removal from the owner. It is a dire safety issue and needs to be removed soon. The Sheriff’s department will be called for assistance. The owner continues to move the safety barriers the city has in place. He is also parking vehicles on the north side of the street on the sidewalk which impedes foot traffic. Mortenson will work to push the removal with assistance from the Sheriff’s department.

8. Treasurer’s Report

a. January, February, March, April, May, June, July General Ledger – tabled.

b. Pay Bills –Motion was made by Golden, second by Omdahl to pay the bills as presented with checks #46534-46562. All in favor, Motion carried.

9. Unfinished Business

a. Resolution #07262022-02 Sale of Property Cheney-tabled as there was not full council attendance. Stan Haugtvedt was present and presented his asking price and the intended use. The item may be reviewed by committee for further consideration.

b. Bid for Watermain Improvement-an additional bid was received from Spruce Valley. Motion was made by Omdahl, second by Golden to accept the bid from Spruce Valley for \$9,213. All in favor, Motion carried.

10. New Business

a. Marty Seifert, Coalition of Greater

Minnesota Cities-Seifert distributed handouts reviewing the past legislative session. Nothing was passed that was introduced and agreed upon. Next year forty percent of the legislatures will change. It could be an interesting session. Seifert thanked Warren for their years of membership to the Coalition.

b. Childcare Facility –the group that is raising funds locally is confident they can reach the \$800,000 goal to start site work this fall. In talking with the architect, if the city would like to move forward, only a motion is needed as the contractor will need to review costs, etc. Motion was made by Golden, second by Omdahl move forward with the childcare project and confirm prices with the contractor. All in favor, Motion carried.

c. Apartment Lease Interns –Motion was made by Omdahl, second by Weber to approve the month-to-month lease as presented. All in favor, Motion carried.

11. Committee Meetings:

12. Future Agenda Item(s)-

13. Adjournment –Motion was made by Golden, second by Weber to adjourn at 7:41 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer
Mara Hanel
Mayor

Acme Electric.....	\$1,053.00
AT&T Mobility.....	\$400.16
Border States Electric Supply .	\$39.99
Border States Electric Supply	\$319.98
Border States Electric Supply	\$334.32
Border States Electric Supply	\$132.71
Border States Electric Supply	\$265.86
Bremer Bank - Cardmember Serv.....	\$285.25
Bremer Bank - HAS.....	\$1,188.46
Core & Main.....	\$4,778.61
Don Aandal - Taralseth.....	\$2,300.00
Garden Valley Telephone.....	\$92.49
Groeбner & Associates, Inc.....	\$58.98
Guardian Pest Control.....	\$342.72
Hawkins, Inc.....	\$4,018.00
HealthPartners.....	\$10,136.46
Jeff Wohlers.....	\$300.00
John Deere Financial.....	\$237.46
Karla Davy.....	\$2,300.00
LMC Insurance Trust.....	\$8,598.00
Locators & Supplies, Inc.....	\$300.25
Lynette Sinn.....	\$250.00
MARCO.....	\$633.11
Mick’s of Warren.....	\$492.04
Mikala Jevne.....	\$1,975.00
Minnesota Revenue.....	\$1,873.41
Nordic Fiberglass, Inc.....	\$1,834.92
Olson Underground, Inc.....	\$1,813.50
PERA.....	\$5,064.04
RMB Environmental Lab.....	\$59.90
Select Account.....	\$40.00
TASC.....	\$150.06
Team Laboratory Chemical, LLC.....	\$853.00
Titan Machinery Crookston ...	\$271.48
United States Post Office.....	\$2.51
United States Treasury.....	\$11,345.11
Verizon Connect.....	\$16.19

MINUTES – Warren City Council Regular Meeting September 27, 2022 Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with President John Golden presiding. Council members present: David Weber, Danny Omdahl, Mark Wimpfheimer, Justin Buegler. Absent: Jarod Peterson, Mara Hanel. Also present: Shannon Mortenson, Brent McMillan, Travis Carl, Tracee Bruggeman, Kirk Thorstenson, Ben Miska, Boone Maruska, Nancy Mattson. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. Approval of Agenda-Additions: Under New Business: Lifeguard Manager Compensation. Motion was made by Buegler, second by Wimpfheimer to accept the agenda with additions. All in favor, Motion carried.

4. Approval of Minutes –Motion was made by Wimpfheimer, second by Omdahl to approve the minutes from the August 23 meeting. All in favor, Motion carried.

5. Engineer’s Report- Maruska was given the floor. The 4th Street project will have different concrete subs than originally planned. The McKinley Path is also experiencing issues with the concrete sub. Task Order #7 was presented to increase the amount to AE2S to oversee the 4th St. project since it has gone so long. Substantial completion was September 1 and was not reached. Liquidated damages will be discussed at a later date. Motion was made by Omdahl, second by Buegler to approve Task Order #7 as presented. All in favor, Motion carried.

6. Working Supervisor Report/ Operations Manager Report- McMillan was given the floor. Fall prep has been the focus. Water lines have been blown out at parks and the campground. Hydrants have been blown out also. The water lines being completed at the campground caused much concern with campers and American Crystal. Many phone calls were taken from disgruntled people. The lines get blown out early as any freezing temps can damage the fittings on the services to the campers. The lines do not freeze underground but it does not take very low temps to freeze the fittings. We seem to address these concerns every September when the campground is blown out. The shower house is still open and people can get water from a few spigots in the campground. The city also loses staff to the sugar beet harvest, so the lines are blown out before October 1. Mortenson is going to make a note to add a paragraph to the campground rules and remind Express Employment the water will be shut off.

7. Clerk’s Report- reviewed.

8. Treasurer’s Report

a. January, February, March, April, May, June, July General Ledger – January – April General Ledgers were presented and reviewed.

b. Pay Bills –Motion was made by Wimpfheimer, second by Buegler to approve the paid bills list, pay the bills as presented with checks #46636-46673 and approve the General Ledgers. All in favor, Motion carried.

9. Unfinished Business

a. Resolution #07262022-02 Sale of Property Cheney-tabled.

10. New Business

a. WAO Presentation: Kirk Thorstenson-Thorstenson was given the floor and provided a PowerPoint presentation on the proposed school referendum that will be on the ballot in November. The project is a \$24.9 million dollar construction, renovation and repurposing project. There is a property tax calculator available to help determine each individual person’s property tax increase. Ben Miska also added information to the presentation.

b. Audit Presentation-Tracee Bruggeman was given the floor. She presented the audit report and findings. The report does include the North Star Manor financials. There were findings for North Star Manor for some reporting and W2 issues. Overall the city increased assets in 2021 and all funds look good for cash flow.

c. Narlock Parcel –Donald Narlock has farmed a 20-acre parcel owned by the city since the mid-1980s. A proposed wind turbine site is for

1-acre in the middle of the field. The turbine cannot be sited on the city acreage due to the proximity to the road. The city has been working with Danelle Narlock to exchange one-acre of land for a turbine for the 20 acres the city owns. The Utility Committee had met on the topic and are recommending the exchange to further the hybrid energy project. Council felt it is a good exchange but would like to see a hold harmless clause incorporated into the deed. There apparently was some seepage from the lagoon in the early 80s that prompted the 20-acre land usage by Narlock. Motion was made by Wimpfheimer, second by Omdahl to pursue the land exchange with a hold harmless clause included. All in favor, Motion carried.

d. Street Maintenance Bids – Two bids were considered for street maintenance. The Zavoral bid had some patches and First Street completed this year and the remaining items done in 2023. There is money left in the line-item budget so that will be moved to restricted funds to be used next year along with the 2023 budgeted amount. Motion was made by Buegler, second by Wimpfheimer to approve the bids from Zavoral with some items completed in 2023. All in favor, Motion carried.

e. Budget 2023-since there was not a September 13 meeting, the budget was developed with recommendations the Finance and Human Relations were to make at that meeting. Before reviewing the budget, Finance and Human Relations Committee recommended an 8% Cost of Living Adjustment (which is the CPI for the Midwest), increase council salaries to \$6000 for the Mayor and \$4000 for the council members and hire a high end accountant to perform financials duties for North Star Manor and the City by cost sharing the expected salary for that position. The taxy levy is 85% of the tax capacity of the city. This percentage has been used since 2014 to provide a consistent formula for determining the tax levy. Wages were adjusted with the COLA. Insurance premiums increased substantially in 2022; this was reflected in 2023. The Pools, Parks and Recreation budget looked good. The wages were less in 2022 with the pool being closed on Sundays. There are not any major projects at the airport; no transfers needed in 2023. Motion was made by Omdahl, second by Wimpfheimer to approve the proposed budget as presented. All in favor, Motion carried.

f. Resolution #09272022-01 Setting Proposed Levy- Motion was made by Buegler, second by Weber to approve the resolution as presented. All in favor, Motion carried.

g. Childcare Project Contract-tabled due to lack of information.

h. MMUA Safety Contract-tabled due to lack of information.

i. NW Regional Library Board Representative-Jim Trojanowski recommended via email Sandy Melby from Middle River to represent the Godel Library. This seat has been vacant for three years. Motion was made by Wimpfheimer, second by Omdahl to appoint Sandy Melby of Middle River to the NW Regional Library Board per recommendation from Jim Trojanowski. All in favor, Motion carried.

j. Overtime Report- Motion was made by Weber, second by Buegler to approve the report as presented. All in favor, Motion carried.

k. Ageing Report-reviewed.

l. Lifeguard Manager Compensation-the lifeguard managers were asked to record their hours worked to determine how much time that position requires. The position is salaried. Austin Wittman worked 375 hours and Paige Michalski worked 311 hours. Those hours were divided by the salary to determine the hourly wage which was \$13 and \$16 respectively. Wages for lifeguards were increased this season to encourage more workers. The starting wage for a guard is \$15. Mortenson recommended providing additional compensation to the managers equal to \$20/hour. Motion was made by Buegler, second by Weber to approve the additional compensation for Austin Wittman of \$2625 and Paige Michalski of \$1244. All in favor, Motion carried.

11. Committee Meetings: The Finance and Human Relations

Committee met to discuss items recommended under New Business: Budget 2023. The Utility Committee met and discussed the Narlock Parcel and SCADA system. The SCADA system monitors all the lift stations, water pumps, reservoir and water tower. The current system is over 20 years old and is starting to be compromised. It is calling out when nothing is wrong and the computer is running on Windows 7. It is a system that is beyond its life. Staff have been researching replacement for over a year. Most systems are close to \$300,000. Marshall Polk Rural Water uses the same company that staff is recommending for replacement. This company does use some of the same equipment that is not at its end of life which keeps cost down. The cost would be split between the Water and Sewer Fund and between the years 2022 and 2023. The system would also transmit data via fiber/cable connection versus radio. Motion was made by Wimpfheimer, second by Buegler to purchase a new SCADA system from InControl for \$137,075 for equipment and additional \$18,262 for the cable connection. All in favor, Motion carried.

12. Future Agenda Item(s)-

13. Adjournment –Motion was made by Omdahl, second by Wimpfheimer to adjourn at 8:30 p.m. All in favor, Motion carried.

Shannon Mortenson
City Administrator/Clerk-Treasurer
Mara Hanel
Mayor

BILLS

Nationwide.....	\$20.00
AFLAC.....	\$277.40
Colonial Life - Post Tax.....	\$465.70
United States Treasury.....	\$9,089.13
PERA.....	\$5,115.73
Minnesota Revenue.....	\$1,456.14
Northern Municipal Power.....	\$129,108.84
Bremer Bank.....	\$9,728.89
HealthPartners.....	\$10,791.17
TSYS.....	\$327.26
Jeff Wohlers.....	\$300.00
NCPERS Minnesota.....	\$16.00
Argyle Builder Supply.....	\$1,440.00
Auto Value Warren.....	\$546.99
Border States Electric Supply.....	\$1,420.60
Brady Martz.....	\$13,475.00
Brian Evin.....	\$14.60
City of Warren.....	\$18,073.35
Colepapers, Inc.....	\$99.76
Connecting Point.....	\$1,255.00
Core & Main.....	\$977.17
Environmental Systems.....	\$1,581.00
Ewing Oil.....	\$1,117.24
Fastenal.....	\$521.40
Frontier.....	\$1,214.352
Garden Corner.....	\$1,869.30
Garden Valley Telephone.....	\$54.24
Gopher State One Call.....	\$43.20
Grand Forks Utility Billing..	\$1,571.93
Guardian Pest Control.....	\$185.83
Hamm’s Repair.....	\$175.30
Hawkins, Inc.....	\$862.00
Irby Tool & Safety.....	\$491.33
Jet Stop, Inc.....	\$898.14
Joe LeBourgeois.....	\$165.00
Landis + Gyr Technology, Inc	\$875.34
League of Minnesota Cities	\$1,999.00
M & K Porta Potties.....	\$320.00
Main Street Cafe & Lounge...	\$237.04
Mar-Kit Sanitary Landfill.....	\$4,920.00
Marshall & Polk Rural Water...	\$21.59
Marshall County Cooperative.....	\$5,103.95
MidContinent Communications	\$97.83
MN Dept of Labor and Industry	\$20.00
MN dept. of Human Services.....	\$8,073.80
M-R Sign Co., Inc.....	\$419.09
NAPA Supply of Warren.....	\$618.53
Nordic Fiberglass, Inc.....	\$1,436.10
Northdale Oil Inc.....	\$35.10
Northland Mat Company.....	\$223.60
Northwest Tires, Inc.....	\$1,047.56
Occupational Dev Center.....	\$451.20
Old Dominion Brush Company.....	\$1,516.26
PKM Electric Coop.....	\$1,597.00
Quill Corporation.....	\$337.38
Rinker Materials.....	\$1,060.73
Rivards.....	\$33.27
Rooster Tech Inc.....	\$480.00
Sanitation Products.....	\$1,690.00
Shannon Mortenson.....	\$99.15
Sjoberg’s Cable TV, Inc.....	\$132.19
Spruce Valley Corporation .	\$9,921.50
St. Hilaire Supply Co.....	\$515.58
Supermarket Foods.....	\$223.93
SWS Credit Services.....	\$20.00
Thein Well.....	\$195.00
Town & Country P & H.....	\$543.42
True Value - Warren.....	\$685.62
Verizon Connect.....	\$16.19
Verizon Wireless (AMI).....	\$37.52
Warren Sheaf.....	\$792.00
Waste Management.....	\$3,034.48
Wikstrom Telecom.....	\$176.50

WARREN-ALVARADO-OSLO

REGULAR BOARD MEETING
(Monday, July 11, 2022)
Opening
Call to Order

In attendance:
Pledge of Allegiance was spoken
Open Forum no one spoke.
Approval of Minutes
Approval of Minutes June 13, 2022 Regular Meeting
Approval of Minutes June 23, 2022 Special Meeting
Recommended Action: Motion by: Boe Second by: Roller to approve the minutes of the Regular Meeting on June 13, 2022 and Special Meeting Thursday, June 23, 2022 to include the following: CU
Approval of Agenda
Approval of Agenda
Recommended Action: Motion by: Roller Second by: Steer to approve the agenda as presented or amended to include the following: CU
Approval of Finances
Approval of Finances
Recommended Action: Motion by: Steer Second by: Boe to approve payment of the Bremer Credit Card in the amount of \$7,427.11; bills in the amount of \$140,820.49, checks #74004-74076 ; wires in the amount of \$329,839.34; payroll in the amount of \$136,322.25; and student activity report. CU
Enrollment
NA 2022/23 Student Enrollment
Reports
High School Principal Report
Monday, 7.11.2022
Staffing
1. Recommending Mason Wang as a JH Football Coach
2. High School Teachers for the 22/23 school year & beyond
a. Art-Working on potential candidate
b. Social Studies-Mason Wang Student Teacher into job here, Jeff Loe cooperating teacher
c. English-Working on a potential candidate
d. Industrial Tech or Ag-Nate Wozniak is planning to return (Quarters 1 & 4 at 3/7s time and Quarters 2 & 3 at 5/7s time)
e. FACs or Health/PE--Currently no applicants
f. Robotics Coach & Speech Coach
3. Need subs-Especially para subs
Events/Meetings
1. Summer School
a. 7 students attended in Grades 6-8 for Math & Reading skill building
b. 25 students attended in Grades 9-11 for credit recovery and earned 33.5 credits as a whole
i. Students have been notified what they earned and what they still need to finish
Great Things at WAO High School the past month
1. A lot of work done this summer by Custodial Staff and Summer Work Crew-Thank you to them
Upcoming
1. Ed Foundation Golf Tournament Friday, July 22
2. Future Staff Meetings before school starts
a. 4-12 Math Department to align standards and curriculum
b. High School QET to go through survey and set goals
c. High School Handbook Committee to revise handbook
3. School Registration August 10
4. Paraprofessional Training August 25
5. Inservices start August 30 & First day of School September 6
Elementary Principal Report
July 11th, 2022 School Board Meeting -
ELEMENTARY PRINCIPAL'S REPORT
What's Happening at WAO Elementary
● Summer School Session 1 Complete
● Thank you to Mrs. Randstrom, Mrs. Gullikson, Mrs. Hanson, Ms. DeLacruz, Ms. Bartels, Ms. Hoef, Ms. Berlanga, and Mrs. Knoll
● 2nd Session begins on August 1st
● Building Updates (see pictures attached)
● Hallways in the Elementary are being patched and painted this summer.
● New para lockers have been installed
● A few new sets of desks & chairs have already arrived and are assembled for the new school year
● 7 classroom locations have been changed for the 22/23 school year. These will hopefully be permanent locations of grade levels (pending a building project). Spaces on the map (attached) that are not designated are full but we are waiting for assignments until we have the classroom mobile units available.
Open Positions for the 22/23 School Year
● Elementary Para-Professional - Fulltime
● Substitute Teachers & Paraprofessionals
● Long-term Part-time Substitute Speech/Language Teacher - September 8th- March 9th (December full-time)
Upcoming Dates of Importance
● August 1st-18th - Elementary Summer School Session 2
● August 3rd @ 10:00 AM - Elementary QET
● August 9th - New Teacher Training
● August 10th - Registration Day
● August 18th - ASEC 2022 Principal's Training
● August 23rd - Elementary CARE Team Meeting
● August 25th - Northwest Service Coop - Para-Professional Training
● August 30th - Teacher Inservice
Superintendent Report
Superintendent Board Report July 11, 2022 Kirk Thorstenson
Community & Family Growth and Engagement Finance & Facilities
a. Survey summary information - in Sheaf & WAO social media for 3 wks.
b. Facilities Planning
Special School Board meeting - July 26 @ 7PM
c. Modular classroom update:
Purchased w/bathroom updates to meet MN Code at no cost.
Plumbing & Water connection - approved by MN Dept. of L & I
d. Child Nutrition / lunch program changes in 22/23:
"Keep Kids Fed Act" - additional school reimbursement:
breakfast = 15 cents
lunch = 40 cents
**Extended summer meal programs through September 2022.
(free school meals at WAO ends on 9/30/22)
e. Facilities committee meeting: Thursday, July 21 @ 12:00 pm
f. Negotiations: (W) July 20 @ 7:30AM (or) (W) July 27 @ 1:00PM
g. District QET: (M) July 25 @ 4:00PM (or) (W) July 27 @ 8:00AM
h. Elementary boiler / heat exchanger cracked - update
i. Budget history - attached in Executive files
j. North Risk Partners Insurance - Accident Fund Workers' Compensation dividend back to WAO totaling \$930.85
Board Committees
Policy Reading
NA First Reading of WAO District Policies
NA Second Reading of WAO District Policies
Adoption of WAO District Policies
Recommended Action: Motion by: Peterson Second by: Johnson To adopt the following WAO District policies. CU
102.22.01 - Equal Education Opportunity
406.22.01 & FORM - Public and Private Personnel Data
515.22.01 - Protection and Privacy of Pupil Records
616.22.01 - School District System Accountability
Yay: 7
Nay: 0
Personnel
Resignation - Kendra Jacobson
Motion by: Boe Second by: Roller to approve the resignation from Kendra Jacobson for the 22/23 school year. CU
Hire - Leslie Donarski - Elem. Assistant Cook

Motion by: Roller Second by: Johnson To hire Leslie Donarski as Elementary Assistant Cook, at step 6 of the Support Staff Handbook. CU
Hire - Mason Wang - JH Football coach
Motion by: Steer Second by: Boe to hire Mason Wang as Junior High Football coach. CU
Kari Miska - Maternity Leave
Motion by: Westberg Second by:Roller to accept the maternity leave request of Kari Miska effective September 17, 2022. CU
District Business
2022-2023 Milk Bid
Motion by: Steer Second by: Johnson to approve the 2022-2023 Milk Bid from Cass Clay. (Cass Clay is our only vendor) CU
2022-2023 Fuel Bids
Motion by: Westberg Second by: Johnson to accept Marshall County Co-op fuel bid for 2022-2023. CU
Jeff Steer has abstained from vote on bid.
Marshall Co. Co-op
(bid) 22-23 cost to district below pump price: -14 cents
(actual) 21-22 cost to district below pump price: -13 cents
Ewing Oil
(bid) 22-23 cost to district below pump price: -12 cents
Northdale Oil
(bid) 22-23 cost to district below pump price: -10 cents
2022-23 Fee Schedule
Motion by: Roller Second by:Johnson To approve the following fees for the 22/23 school year. CU
Yearbook keep at \$50/60 rate for FY22/23
2022-23 Event Worker Rates
Motion by: Steer Second by: Roller to approve the 22/23 Event Worker Rates as presented. CU
HS Science Room tables & chairs
Motion by: Johnson Second by: Roller To approve the purchase of HS science room tables and chairs at a cost of \$12,514.97. CU
Facilities Survey Results
The Warren-Alvarado-Oslo Public School District has been engaged in a process to explore options for addressing its facility needs, along with exploring the continuation of an operational referendum that was last approved by residents in 2014. The District commissioned a facilities study that focused on all district buildings and mechanical and electrical systems. The District also established the WAO Facilities
Committee that met multiple times, reviewed the facilities study, considered potential options to address facility needs, and made recommendations to the Board.
To continue this community engagement effort, the Board of Education and District Administration requested that a facilities survey be conducted. The survey provided all community members who live within the District information identified in the facilities study including code compliance issues, deferred maintenance items, and educational adequacy.
A total of 363 respondents completed the survey. Of these, 124 were (about 34% of total respondents) made up of district residents who are not current parents of preschool or school-aged students, employees or students. The survey found that approximately 83% of respondents are somewhat or very familiar with the District's facility challenges and the WAO Facilities Committee process. In addition, 88% of respondents agreed or strongly agreed that the District's facility needs must be addressed now.
The survey presented three building options and their potential tax impacts for respondents. The first option (\$18.44M) provided the District with the adequate number of classrooms, a shared kitchen, commons space, among other capital maintenance and educational improvements throughout the high school and elementary school.
The second option (22.79M) contains all the components of the first option with the addition of a practice elementary gymnasium.
The third option (\$24.9M) includes components from the second option with the addition of renovations to the science, Family and Consumer Science(FACS), and music rooms, as well as the auditorium.
Input from community members will be used to evaluate solutions that meet the community's needs, are financially responsible, and move the District and communities forward.
Thank you for participating in the survey. We were impressed by the number of responses from the communities that make up the WAO School District.
Kirk Thorstenson
WAO Superintendent
School Board Member Election resolution
4 School Board Member seats up for election:
1. Nikki Peterson
2. Jeff Steer
3. Jordan Johnson
4. Marshall Westberg
School Board Member Election:
Board member Boe introduced the following resolution and moved its adoption:
1. RESOLUTION RELATING TO CONDUCTING A GENERAL ELECTION FOR SCHOOL BOARD IN 2022.
BE IT RESOLVED BY THE SCHOOL BOARD of Independent School District #2176, State of Minnesota,
County of Marshall/Polk as follows:
NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
Important Dates
July and August Communication & Events
July Events:
11 - Regular School Board meeting
12 - Pony Booster Club meeting @ 7AM
20 - Education Foundation meeting @ 5:30PM
22 - Education Foundation Golf Tournament
23 - Class of '72 school tour @ 10AM
26 - Special School Board meeting @ 7PM - facilities & ballot planning
28 - Policy committee @ 7AM
August Events:
1 - Work Session Board meeting @ 7PM
2 - Filing starts for School Board candidates
5 - Financial committee @ 12PM
8 - Regular School Board meeting @ 7PM
10 - Last day to submit Review & Comment to Dept. of Ed.
16 - Filing ends for School Board candidates
26 - Last day to adopt Resolution Calling for Election (building project) July 5, 2022
Please see below the Notice of Filing Dates of the Election to the School Board of ISD #2176 Warren/Alvarado/Oslo Public Schools. Contact Allie Carl, the district secretary, at 218-745-5393 ext. 1203 or by email at acarl@wao.k12.mn.us
Ms. Carl will set up an appointment to meet with you at the district office, located at the high school, to complete the affidavit for candidacy paperwork.
NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of School Board member of Independent School District No. 2176 shall begin on Tuesday, August 2, 2022, and shall close at 5:00 o'clock p.m. on Tuesday, August 16, 2022.
The Election shall be held on Tuesday, November 8, 2022. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.
Affidavits of candidacy are available from the school district secretary of Independent School District 2176, 224 East Bridge Avenue, Warren, MN, 56762. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before

the election, and must have no other affidavit on file for any other office at the same special election or next ensuing general election. The Motion for the adoption of the foregoing resolution was seconded by Steer and upon vote being taken thereon the following voted:
Aye: 7
No: 0
Whereupon said resolution was declared duly passed and adopted. Said resolution to be shared with Marshall and Polk County Auditors and the Minnesota Department of Education.
Adjourn
Adjourn. Next Special Meeting will be July 26, 2022 at 7:00 pm in the H.S. Multipurpose room.
Adjourn at:8:23pm

SPECIAL MEETING
TUESDAY JULY 26, 2022 AT

7:00 PM IN THE HIGH SCHOOL MULTIPURPOSE ROOM
OPENING
CALL To Order
In attendance: Nikki Peterson, Chair; Jeff Steer, Vice Chair; Mark Jones, Clerk; Darby Boe, Treasurer; Sally Roller, Director; Marshall Westberg,Director; Jordan Johnson Director.
APPROVAL OF AGENDA
Action, Procedural:
APPROVAL OF AGENDA
Recommended Action: Motion by: Boe Second by: Roller to approve the agenda as presented or amended to include the following: CU
1. 3.0 Emily Huo is present in place of Kyle Kvamme.
DISCUSSION
Discussion:
WAO Facilities & Ballot Planning with Kyle Kvamme & Todd Blixt from ICON Architecture.
Discussion was held with members presenting ideas, questions, answers and looking at what direction to move forward with in regards to the proposed building project.
ADJOURN
Action, Minutes:
Next Work session meeting will be August 1, 2022 at 7:00 PM in the H.S. Multipurpose Room
Recommended Action: Motion by: Jones Second by: Roller to adjourned meeting 9:05 pm. CU

WORK SESSION MEETING
MONDAY AUGUST 1, 2022
5:30 P.M. MULTIPURPOSE ROOM
CALL TO ORDER

In attendance: Nikki Peterson, Chair; Jeff Steer, Vice Chair; Mark Jones, Clerk; Sally Roller, Director; Marshall Westberg, Director; Jordan Johnson Director.
Darby Boe, Treasurer join via phone from 5:30pm to 6:15pm.
PLEDGE OF ALLEGIANCE
was spoken.
APPROVAL OF AGENDA
Action, Procedural:
APPROVAL OF AGENDA
Recommended Action: Motion by: Steer Second by: Roller to approve the agenda as presented or amended to include the following: CU
1. correction 6.0 FY24 not FY23
DISCUSSION
Discussion:
WAO Facilities & Ballot Planning
Discussion was held for a motion to present one of the three options for the building project on the November 2022 election ballot. Further discussion on other facilities projects was presented with question and suggestions.
Motion by: Jones Second by Steer to draw up a resolution for the August 8, 2022 board meeting to bring option 3 in the amount of \$24,900,000 to the ballot for a vote in November 2022 election.
Aye: 7
Nye: 0
CU.
DISCUSSION
Discussion:
E-learning
Discussion was held. Members and faculty exchanged ideas, questions and answers. More will be discussed in Septembers meeting.
APPROVE 10 YEAR LTFM
Action:
APPROVE 10 YEAR LTFM BUDGET & EXPENDITURES FOR FY 24
Recommended Action: Motion by: Westberg Second by:Jones to approve the 10 year LTFM Budget & Expenditures for FY24. CU
ADJOURN
Action, Minutes:
Next Regular School Board meeting will be August 8, 2022 at 7:00 PM in the H.S. Multipurpose Room
Recommended Action: Meeting adjourned at 6:40 pm. CU

WORK SESSION MEETING
MONDAY OCTOBER 3, 2022 AT
7:00 PM IN THE HIGH SCHOOL
MULTIPURPOSE ROOM

OPENING
Procedural:
CALL TO ORDER
In Attendance: Nikki Peterson-Chair; Jeff Steer-Vice Chair; Mark Jones-Clerk; Darby Boe Treasurer; Jordan Johnson-Director; Sally Roller-Director; Marshall Westberg-Director
Absent: NA
PLEDGE OF ALLEGIANCE was spoken.
APPROVAL OF AGENDA
Action, Procedural:
APPROVAL OF AGENDA
Recommended Action: Motion by: Johnson Second by: Boe to approve the agenda as presented or amended to include the following: CU
1. Strike 4.0 move to Monday October 10th agenda.
DISCUSSION SPECIAL EDUCATION
Discussion:
DISCUSSION SPECIAL EDUCATION- Strike
DISCUSSION STRATEGIC PLAN
Discussion:
5.0 Discussion Strategic Plan
Kirk Thorstenson presented Strategic Plan. Provided handout to review plan with updates and progress on Focus Areas of Goals & Objectives Q1 (22/23). Discussion was held.
DISCUSSION PORTABLE CLASSROOM
Discussion:
Discussion Portable Classroom
Kirk Thorstenson gave updates, costs and revised map as of 9/30/2022 on the Portable Classroom.
Discussion was held.
DISCUSSION COMMUNITY GROUP PRESENTATIONS
Discussion:
Discussion Community Group Presentations
Kirk presented handout with current dates, events, and representative for referendum presentation.
Discussion was held.
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

SCHOOL BOARD PROCEEDINGS

meeting at 7:50 PM. CU

**REGULAR BOARD MEETING
September 12, 2022
Opening**

Procedural:
Call to Order
In attendance: Nikki Peterson, Sally Roller, Mark Jones, Marshall Westberg, and Jordan Johnson.
Absent: Darby Boe; Jeff Steer.
Procedural:
Pledge of Allegiance was spoken.
Discussion:
Open Forum no one spoke.
Approval of Minutes
Action, Minutes:
Approval of Minutes August 8, 2022 Regular Meeting
Recommended Action: Motion by: Jones Second by: Roller to approve the minutes of the Regular Meeting on Aug. 8, 2022; Special Board Meeting on Aug. 17, 2022; Special Board Meeting on Aug. 29, 2022 to include the following. NA.
Action, Minutes:
Approval of Minutes August 17, 2022 Special Board Meeting
Action, Minutes:
Approval of Minutes August 29, 2022 Special Board Meeting CU
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
Approval of Finances
Action, Reports:
Approval of Finances
Recommended Action: Motion by: Johnson Second by: Jones to approve payment of the Bremer Credit Card in the amount of \$5,606.48; bills in the amount of \$102,763.32, checks #74166-74243; wires in the amount of \$86,562.79; payroll in the amount of \$81,971.73; and student activity report. CU
Enrollment
Information, Reports:2022/23 Student Enrollment
K-12 Enrollment
End of May 21/22 = 513 students
Beginning of Sept 22/23 = 543 students
increase of 30 students
(Month of September)
21/22 = 526 students
22/23 = 543 students
increase of 17 students
Reports
Reports:
High School Principal Report verbal by Ben Miska
High School Principal Report Monday, 9.12.2022
Staffing
1. Accepting Amber Bogestad's resignation
2. Recommending Tim Finseth as Full-time sub at the High School
3. High School Staffing Needs for the 22/23 school year & beyond
a. Robotics Coach & Speech Coach
b. Paraprofessionals
c. Substitutes-Especially para subs
Events/Meetings
1. Handbook updated & needs School Board approval
a. Primary changes were names, dates, titles and times
b. Admit slips when absent from school deleted
c. Information about lunch prices changed
d. Specifics for hats on dress up days-has to fit the theme of the day
e. Clarified removal from Student Council for MSHSL violations to 1 year
f. Starting to work on changing things to ensure District Policy is in handbook
i. This will be a project for the school year and Policy Committee
2. HS QET Goals set for the year-2 Focus areas
a. Communication
b. Student Behavior Interventions
3. 4-12th Grade Math Meetings
a. Will talk about more with World's Best Workforce presentation
4. Band Fundraiser-Dinner/Performance Monday, November 21 at 5:45-6:45 PM meal & 7:00 concert
a. Need School Board approval for this
b. Will get a master list of all WAO fundraisers for the future
5. ASEC Principal Mrs. Johnson and I attended
6. Meet with all students 1st day to discuss items for the year
7. Meet with each grade to discuss specifics for their year
Great Things at WAO High School the past month
1. 1st Week of School went great
2. Activities for students are in full swing
3. Thank you to the Staff and Students who make it all possible
4. Booster Club made donation for new discus cage and installation of it
a. Thank you for all their support to the school Upcoming
1. We received information from Northland that College in the High School instructors need a Master's Degree in the field or an education Masters with 18 graduate credits in the field by September 2025. Originally it was September 2023.
a. We thought this was going to be the last year of College Government through UMC
b. This leads us to anticipate we will be able to offer it until this year's 10th graders are seniors.
2. HS Staff Meeting Tuesday, September 13 after school
3. Fall sports pics Wednesday, September 14 after school
4. HS Committee Meetings Tuesday, September 20 after school
5. Homecoming Coronation Friday, September 23 at 7 PM
6. Staff and Student pics grades 6-11 on Wednesday, September 28
7. Homecoming Week September 26-30
8. Homecoming Dance Friday, September 30
Reports:
Elementary Principal Report verbal by Kelsey Johnson
September 12th, 2022 Elementary Principal's Report
What is happening at WAO Elementary
Welcome back 22/23. Wonderful & successful open house. Thanks to all who helped- teachers, paras, custodial, kitchen, office staff, and everyone who ran a table at the event.
323 students currently enrolled- this includes both Prek & Little Ponies. Big Wins- Drop-off/pick-up routines; staggered lunches/recess; assessing students; building routes/relationships.
Walk & Reflect Slips. CARE Team designed a discipline tool used to hold students accountable for negative behaviors/choices. A way for students to reflect on their choices without taking away the opportunity for fresh air and movement. See the letter sent out to families explaining the process.
Literacy Committee. A new committee this year focused on the research of best practices in the science of reading & instruction. English Language Arts Curriculum review Cycle-22/23 school year+Evaluate/Research.
Open Positions for the 22/23 School year. Substitute Teachers & Paraprofessionals
Upcoming Dates of Importance. Saturday, September 24th-26th- Ms Johnson at MESPA Leadership conference. Monday, September 26th 7:00 PMWAO Building Referendum Community Presentation @ Warren High School Auditorium. Wednesday, September 28th 7:00 PM Referendum Community Presentation @ Oslo Community Center.

Wednesday, September 28th District QET. Thursday, September 29th WAO Elementary Pictures. Thursday, September 29th 7:00 PM WAO Building Referendum community Presentation Alvarado Community Center. September 29th 6-7PM ECFE KICK OFF all ages gym night and a snack to make. Tuesday, November 1st 7:00 PM WAO Building Referendum Community Presentation Alvarado Community Center.

Reports:
Superintendent Report
Superintendent Board Report
September 12, 2022
Kirk Thorstenson
Community & Family Growth and Engagement Finance & Facilities
a. Modular classroom update:
b. Publishing of election notices, ballot, public meetings, etc.
Newspaper: week #1 = Sept. 25-Oct. 1; week #2 = Oct. 2-8; week #3 (required) = Oct. 24-29; and week #4 (required) = Oct. 30-Nov.5
Social Media: 1x per week during same weeks
c. Posting of election notice, ballot, public meetings, etc.
In school: website, bulletin boards - Sept. 15
d. Building Project Fact Sheet:
● mailing to WAO School District residents ● posted on website & social media ● available at WAO activities in Sept. & Oct.
e. Building Project Meetings: ● postcard invitation mailed to Oslo, Alvarado & Warren. (in-town residents only) ● WAO HS Auditorium = Sept. 26(and) Nov. 1 @ 7PM ● Oslo Community Center = Sept. 28 @ 7PM ● Alvarado Community Center = Sept. 29 @ 7PM calendar of Clubs & Organizations - handout calendar of WAO Activities - handout
f. Public Meeting to discuss Commissioner's Review & Comment ● Tentative date = October Regular Board mtg. (Oct. 10) (We may need a Special Meeting in October) ● Summarize project proposed to be funded & Commissioner's letter. ● Summary of information published in Sheaf prior to November 8 election.
g. WAO website - Building Project update:
h. Special School Board meeting - Monday, Sept. 26 @ 6PM ● set preliminary levy for 2022 Pay 2023
i. Work Session meeting - Monday, Oct. 3 @ 7PM
Staff Growth, Achievement and Support
j. Speech - ASEC teacher to cover maternity leaves during 22/23
Reports:
Board Committees
Reports:
Activities Report
TONY GULLIKSON- handout Kirk read the report.
The summer has been very busy and exciting. The new HUDL System for football has been installed. We should be streaming all home games. The new rails for the bleachers in the gymnasium are still being fabricated and painted. Shot clocks in the gymnasium are being installed and will beready for basketball. The training room received a donation of 3 training tables from Achieve-thanks to Coach Stroble and Athletic Trainer Wing for securing the new taping tables and organizing the room. I am positively impressed with the hard work our athletes put in this summer! The gym and weight room were busy all summer. Our football field is in great shape-solid grass growth this year-coring and fertilizing was a solid investment. Football, Volleyball, Cheer Team and Cross Country are under way. There are 18 students out for JH Football; 37 players and 6 managers out in grades 9-12. There are 17 students out for JH Volleyball; 24 out in grades 9-12. There are 16 students out for Cross Country and 15 are WAO students. There are 10 students out for Cheer Team. Pep Band is up and running with 61 members. They will play at 2 football games and 3 volleyball games. Currently, we are in search of the following positions: Robotics Advisor, Speech Coach. I am excited to see how the seasons progress. Teamwork makes the Dream Work! Respectfully Submitted, Tony Gullikson.

Policy Reading
Information:
NA First Reading of WAO District Policies
Information:
NA Second Reading of WAO District Policies
Action (Consent):
NA Adoption of WAO District Policies
Personnel
Action, Procedural:
Hire - Isabel Ramierz-Mendez - Paraprofessional
Recommended Action: Motion by: Westberg Second by: Jones to hire as Elementary Paraprofessional at Training step 4 for the 22/23 school year. CU
Action, Procedural:
Hire - Nancy Stoffel - Paraprofessional
Recommended Action: Motion by: Westberg Second by: Roller to hire as a Elementary Paraprofessional at step 11 Training for the 2022-2023 school year. CU
Action:
Hire - Michelle Boroski - Full-Time Substitute
Recommended Action: Motion: Jones Second: Roller to approve the hire of Michelle Boroski as full-time substitute for the 2022/2023 school year at a rate of \$200/day and 3 personal days. CU
Action:
Hire - Tim Finseth - Full-Time substitute
Recommended Action: Motion: Westberg Second: Johnson to approve the hire of Tim Finseth as full-time substitute for the 2022/2023 school yearat a rate of \$200/day and 3 personal days. CU
Action, Procedural:
Resignation - Jennifer Amiot - Paraprofessional
Recommended Action: Motion: Jones Second: Westberg to accept the resignation of Jennifer Amiot as Elementary Paraprofessional effective immediately. CU
Action:
Resignation - Ryan Larson - Jr. High BBB Coach
Recommended Action: Motion: Roller Second: Westberg to accept the resignation of Ryan Larson Jr. High BBB Coach for the 2022/2023 school year. CU
Action:
Resignation - Paul Fredrickson - Jr. High BBB Coach
Recommended Action: Motion: Jones Second: Roller to accept the resignation of Paul Fredrickson Jr. High BBB Coach for the 2022/2023 school year. CU
Action:
Hire - Zach Stene - Jr. High BBB Coach
Recommended Action: Motion by: Westberg Second by: Johnson to approve Zach Stene as Jr. High BBB Coach for the 22/23 season. CU
Action:
Hire - Mason Wang - Jr. High BBB Coach
Recommended Action: Motion by: Roller Second by: Jones to approve Mason Wang as Jr. High BBB Coach for the 22/23 season. CU
Action:
Resignation - Amber Bogestad - Paraprofessional
Recommended Action: Motion: Jones Second: Westberg to accept the resignation of Amber Bogestad high school paraprofessional effective 9/5/22. CU
District Business
Action:
E-Learning/Flexible Learning Days
Recommended Action: Motion by: Roller Second by: Jones to approve the E-Learning/Flexible Learning Day plan for the 2022/23 school year. CU
Action:
HS & Elem Handbooks
Recommended Action: Motion by: Jones Second by: Nikki to approve the Elementary & High School Handbooks for the 22/23 school year. CU
Action:
Set Date and Time for Truth in Taxation Presentation
Recommended Action: Motion by: Westberg Second by: Roller set the

date & time of the Truth in Taxation Presentation for Monday, Dec. 12 @6:30PM in the High School Multi-Purpose Room CU.
Discussion, Information:
discussion -
World's Best Workforce Presentation
Principals Johnson & Miska will update the board on district goal setting & curriculum work completed in the Summer '22.
Action:
Curriculum Review Cycle
Recommended Action: Motion by: Johnson Second by: Roller to approve the updated WAO Curriculum Review Cycle. CU
Action:
Band Fundraiser - Dinner Theater
Recommended Action: Motion by: Westberg Second by: Roller to approve the 2022/2023 Dinner Theater Band Fundraiser on November 21, 2022.CU
Important Dates
Information:
September Communication & Events
Adjourn
Action:
Adjourn. Next Special Meeting will be September 16, 2022 at 7:00 am in the H.S. Multipurpose room.
Recommended Action: adjourn at:9:23pm Motion by: Roller Second by Johnson. CU.
September Events:
12 - School Board meeting @ 7PM
16 - Special Board meeting @ 7AM (ICON)
FB vs. SAC @ 7PM
17 - WAO VB Tournament @ 9AM
20 - VB vs. Northern Freeze @ 7:30PM
21 - WAOEM Meet the Candidates Forum @ 6:30PM
22 - VB vs. BGMR @ 7:30PM
23 - Homecoming Coronation @ 7PM
26 - Special Board meeting @ 6PM (Set Prelim. Levy)
Building Project Public Meeting @ 7PM
27 - VB vs. SAC @ 7:30PM
30 - FB vs. BGMR @ 5PM

**Special Meeting
Friday, September 16, 2022
Call to Order.**

Procedural
Call to Order
In Attendance: Nikki Peterson-Chair; Jeff Steer-Vice Chair; Mark Jones-Clerk;Jordan Johnson-Director; Sally Roller- Director; Marshall Westberg-Director; and Darby Boe Treasurer
OPENING
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
DISCUSSION
Discussion:
WAO Facilities "next steps" with Kyle Kvamme, Emily Huso & Todd Blixt from ICON Architecture.
Discussion was held by board.
ADJOURN
Action, Minutes:
Next Work Session Meeting will be October 3, 2022 at 7:00 PM in the H.S. Multipurpose Room
Recommended Action: Meeting Adjourn at 8:25 AM motion by Boe Second by Steer. CU

**SPECIAL MEETING
MONDAY SEPTEMBER 26, 2022
AT 6:00 PM IN THE HIGH SCHOOL MULTIPURPOSE ROOM
OPENING**

Call to Order.
Procedural
Call to Order
In Attendance: Nikki Peterson-Chair; Jeff Steer-Vice Chair; Mark Jones-Clerk; Sally Roller- Director; Marshall Westberg-Director; and Darby BoeTreasurer
Absent: Jordan Johnson-Director
APPROVAL OF AGENDA
Action, Procedural:
APPROVAL OF AGENDA
Recommended Action: Motion by:Steer Second by: Boe to approve the agenda as presented or amended to include the following: CU
Action, Discussion:
Pre-Certify 2022 Pay 2023 Levy
Recommended Action: Pre-Certify 2022 Pay 2023 Levy Motion by: Boe Second by: Westberg to certify a proposed property tax levy amount of\$1,380,287.43 for the 2023-24 school year. This is an under-levy of \$418,579.20. CU
ADJOURN
Action, Minutes:
Next Work Session Meeting October 3, 2022, 2022 at 7:00 PM in the H.S. Multipurpose Room
Recommended Action: Adjourn- Next Work Session meeting will be October 3, 2022 at 7:00 PM in the H.S. Multipurpose Room. Recess to 7 PM inthe Auditorium. Motion by Steer Second by Boe at 6:30pm.