

March 6, 2017
COUNCIL MEETING

The Westbrook City Council met on Monday, March 6, 2017 at 6:30 p.m. at the City Council Room.

Members present: Acting Mayor Jan Johnson, Manda Jorgenson, Chadd Wahl and Kelly Brown.

Others present: Bret Lindaman – Fire Dept, Ryan Anderson – Ambulance, Carl Conrad and Dan Joel

Motion by Brown and seconded by Jorgenson to approve the minutes from the January 6, 2017 council meeting. All voted in favor. Motion carried.

Police report was presented. Wahl presented an estimate for a trade-in police vehicle from Higley Ford. Brown stated that he would like to get a 2nd bid from another dealer for comparison. Al will contact another dealer.

Ambulance President Ryan Anderson presented a request to increase Ambulance retirement benefits from \$500.00 a year to \$700.00 a year to match the Fire Department Retirement. Motion by Jorgenson and seconded by Wahl to approve the increase. All voted in favor. Motion carried.

Ryan Anderson also stated that the Ambulance is having a hard time covering day shifts and would like to hire Dawn Joel to cover day shifts for 4 days per week to handle financial reporting, training duties, and director workload and misc jobs. Dawn can not be director, but will do all director duties and Dan will stay on as director on paper. They are proposing to pay her \$1300.00 a month, 20 hours a week at roughly \$15.00 an hour as an Independent Contractor. Dawn will be on-call days for 4 days a week, 12 hour shifts equaling 48 hours a week on call. She will be paid for her runs at the end of the year just like everyone else, but no on-call time per Ryan and Dan. Johnson asked, so Dawn would get paid for each run she is on, but the amount proposing includes all the other work and on-call pay. Ryan said yes, just run pay and no on-call pay. She will apply for FIN # and get everything set up as a business. She will pay the city to rent the current ambulance office space and purchase her own supplies as her business expense. Dawn will receive a 1099 at the end of the year as a contractor. Bret Lindaman also stated that Dan Joel's director pay of \$2,400.00 will be included in Dawn's pay so we will not be paying Dan Joel the Director Pay. Dawn will buy all supplies for her office and Ryan stated she would need to show some type of rent. Steen stated that she would just need to keep track and show she has expense to run her business. Motion by Brown and seconded by Wahl to move forward with an independent contractor. Katie will talk to Ryan to discuss duties, contract and pay. All voted in favor. Motion carried.

Bret Lindaman was present to ask for council permission to purchase a list of fire department equipment immediate needs of \$5,334.69 with an increase in the ladders to \$1,000.00. Wahl stated that they should look into the plank system. (List on file). Motion by Wahl and seconded by Jorgenson to approve the purchases listed only. All voted in favor. Motion carried.

Brown stated that the Fire Department received a grant to do DNR/CRP burns and they will equip them with full for 12 men. Hopefully there will be an ad in the paper to advertise that our Fire Department will do such burns.

Motion by Brown and seconded by Jorgenson to set the lease agreement with Woodstock Communications for the equipment building at \$1,500.00 a year. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Wahl to approve the utility easement for Woodstock to bring in utilities across the field where the current tower is located. (See diagram on file). All voted in favor. Motion carried.

Motion by Brown and seconded by Jorgenson to move forward with the Tax Abatement Program. Brown stated he would like to see our resolution modeled after the City of Windom Tax Abatement Program. Steen will draw up the resolution for voting at the next council meeting. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Wahl to approve the purchase of a new office chair and scanner from Office One Solutions. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by brown to contact Scott Schoborg to install a new north door of the library. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Wahl to approve bills in the amount of \$\$66,529.29. All voted in favor. Motion carried.

Motion by Brown and seconded by Jorgenson to adjourn. All voted in favor. Motion carried.

Katie Steen, City Clerk

Dennis Phelps, Mayor