

JANUARY 6, 2020
COUNCIL AGENDA

1. Open Meeting
2. Minutes (Need Motion)
3. Police Report
4. Street Dept
5. Open Forum

NEW BUSINESS

- A. Resolution No. 1-2020 Fines and Fees
- B. Part Time employee wages/Cost of Living
- C. Appoint Commissions for the year 2020

Acting Mayor	Jan Johnson
Park/Pool	Jan Johnson/Manda Jorgenson
Street	Kelly Brown /Chadd Wahl
Finance	Mayor Dennis Phelps/Katie Steen/Jan Johnson
Community Center	Jan Johnson/Mayor Dennis Phelps
City Assessor	Cottonwood County
Newspaper	Sentinel Tribune
Bank Depository	Bank Midwest
City Attorney	Muske Muske & Surhoff
Economic Development	Jan Johnson/Mayor Dennis Phelps
Personnel	Mayor Dennis Phelps/Manda Jorgenson
Emergency Management Director	Curt Madson
Civil Defense Director	Curt Madson
Zoning Administrator	Mayor Dennis Phelps

- D. Petition and Joint Resolution for Land Detachment
- E. AED Purchase for Police and Pool
- F. Turnout Gear Washing machine purchase – grant funds received
- G. Building Permit
- H. Other Business
- I. Approval of Bills (Need motion)

J. Adjournment (Need motion)

January 6, 2020 COUNCIL MEETING

The Westbrook City Council met on Monday, January 6th 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: Nick Klisch-Cottonwood County, Dan Joel-Utilities and Joseph and Lilia Schmidt.

Motion by Brown and seconded by Wahl to approve the minutes from the December 2nd, 2019 council meeting. All voted in favor. Motion carried.

Police report was presented.

Nick Klisch with Cottonwood County presented the final document to sign for the Main Street Project. Klisch stated that he will advertise for bids with February 17th as the deadline. Steen stated that is a holiday and Klisch stated the deadline will be moved to Friday, February 14th. A positive note is that we were able to get the storm system 100% state aid eligible, which means the county, will pick up that cost. Items that the city will need to pay for are the lighting expense, crosswalks and signage. Removal of old lights are \$15,250 and the Installation of new will be \$72,993.50. Cross walk markings depending on the options – if asphalt it will be \$8,500.00 and if concrete it will be \$21,000.00. Looks like the cities responsibility will be \$112,063.50 and the utilities being \$73,000.00. Of that \$73,000.00 is \$3,600 is mobilization and a share of traffic control. The county is willing to work with the city on payments if this is more than the city anticipated. We can front the city the money if needed and paid back spread out. We are looking at 2.6 million – 2.7 million if asphalt and 3.5 million is concrete. Klisch will be working with a consultant. Right now there is quite a difference in the two. Steen commented if it comes in less then we will take that difference and put some towards the city expense. A title sheet was presented for a signature. Acting Mayor Jan Johnson signed the document. Johnson asked if the project is still on tract. Jorgenson asked if he needs an answer from the city about the city cost. Klisch stated we also need to get the cost projection for the removal of the Welcome to Westbrook sign and a cost projection to reinstall. Klisch would like to see the project start the 1st week in May and finalize sometime in October. Klisch stated hopefully everything comes in low so we can shrink these numbers a little bit for you. Johnson met with Dan Joel regarding the cost for the city with the lighting. Johnson discussed if the utilities would share the cost of the removal and installation of the lighting. Joel stated that the utilities commission agreed to pay for half of the lighting expense paying for \$44,000.00 of the \$88,000.00 total.

Motion by Brown and seconded by Wahl to approve the 2020 Fines and Fees Resolution 1-2020. All voted in favor. Motion carried. 4 yay 0 nay.

Motion by Wahl and seconded by Jorgenson to approve the part-time wage increase at .25 an hour and COLA at 3%. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Wahl to approve the Council Commissions for the 2020 year. All voted in favor. Motion carried.

Motion by Wahl and seconded by Brown to approve the building permit for Jorgenson pending approval from neighbor as the shed will go along the property line. All voted in favor. Motion carried.

Rocky Kolar submitted a resignation from EDA. Johnson stated that we have a few names in mind but asked council to keep an ear open if anyone is interested.

Motion by Wahl and seconded by Jorgenson to approve to accept the petition for detachment. Motion by Brown and seconded by Jorgenson to approve Joint Resolution 2-2020 with Westbrook Township for the detachment. All voted in favor. 4 yay 0 nay. Motion carried.

Motion by Wahl and seconded by Jorgenson to accept the donation from the Fire Relief Association of \$12,000.00. All voted in favor. Motion carried. Brown abstains.

Motion by Jorgenson and seconded by Wahl to take \$1,000.00 of the Fire Relief Association Donation and give to police to purchase an AED and \$1,000.00 to the pool to purchase an AED. The remaining amount of \$10,000.00 will go to the Fire Department for operating. All voted in favor. Motion carried. Brown Abstains.

Motion by Wahl and seconded by Jorgenson to purchase a turnout gear washer for the fire department. Total cost is \$4,995.00 for the machine and \$360.71 for the soap and pump. All voted in favor. Motion carried. Brown Abstains.

Motion by Jorgenson and seconded by Wahl to accept grant funds from Minnesota Department of Public Safety in the amount of \$4,256.10 for the purchase of the Fire Department turnout gear washer. All voted in favor. Motion carried. Brown abstains.

Steen presented a recap on revenue and expenditures for 2019 comparing to the budget.

Motion by Jorgenson and seconded by Brown to approve bills in the amount of \$199,575. Check #53654-53773. All voted in favor. Motion carried.

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

Katie Steen, City Clerk

Janet Johnson, Acting Mayor