

December 7th, 2020
COUNCIL AGENDA

6:00 – Truth in Taxation

1. Open Meeting
2. Minutes (Need Motion)
3. Police Report
4. Street Dept – **Sewer Project Discussion**
5. Open Forum

NEW BUSINESS

- A. Discuss and Adopt 2021 Tax Levy and Budget
- B. Ambulance Service – Amend Bylaws and New Officers
- C. Utility Commission
- D. LG555 – Storden Legion Donation to Ambulance Service
- E. Assessments
- F. Other Business
- G. Approval of Bills (Need motion)
- H. Adjournment (Need motion)

**December 7, 2020
COUNCIL MEETING**

The Westbrook City Council met on Monday, December 7, 2020 at 6:00p.m. at the City Council Room.

Members present: Mayor Dennis Phelps, Chadd Wahl, Jan Johnson, and Kelly Brown.

Others present: Carl Conrad, Dan Joel, Chief Mike Hubin.

Truth in Taxation started at 6:00 with Mayor Dennis Phelps explaining that this meeting is to give residents information regarding the city tax portion of property taxes. Steen discussed how the Mayor and council members arrived at the city levy/Budget. Steen informed all the history of what our levy has been in years past and what the process is on how we arrive at the current year levy. No residents in attendance.

Motion by Wahl and seconded by Brown to approve the 2021 Levy at \$368,108 (3.73% increase).

Motion by Johnson and seconded by Brown to adjourn the Truth in Taxation meeting. All voted in favor. Motion carried.

Motion by Brown and seconded by Wahl to approve the minutes from the November 2, 2020 council meeting. All voted in favor. Motion carried.

Police report was presented. The speed limit sign is working and is temporary. Brown stated that there are no grants available and after checking with the county it would be roughly \$3,800. Phelps asked if we could get the sign to be movable so that we could possibly utilize it on Hwy 7 and Main Street. After discussion it was decided to hold off on the permanent sign purchase. Hubin stated that he has taken Blake Nelson off roster as he moved and is full time in Montevideo. Motion by Brown and seconded by Wahl to approve the hiring of David Tran as a part-time officer.

Conrad discussed the lift station project. The original engineers estimate that came in was \$118,000.00. This was the main lift station project that included the wet well structure. Noomen Excavating came in at \$85,060.46 for the structures, Lids, excavator work and labor. What was not included in the estimate is the pump and control panel portion for the job. With this new project it is figured that we can recondition the current pumps and purchase a new 10 hp pump with new control panel, flow meters, alarms, etc. The pump company stated that the pumps they took back to recondition are junk. And he would change the 2 reconditioned smaller pumps with another new 10 hp pump. The total bid estimate from Braun Pump and Control is \$98,849.00. Conrad stated that this project would be more accurate when looking at the daily flow meters instead of hours and in hopes that this will prevent any backups into town. Steen gave the current cash balance report to all council members and discussing what this project will do to the sewer account. The account will be built back up pending no major projects as each month we deposit roughly \$10,000.00 back into that account baring no sewer increase. If we run into any other big projects there are always loans available through the MPCA. Motion by Johnson and seconded by Wahl to proceed with the construction of the lift station project. All voted in favor. Motion carried.

Motion by Brown and seconded by Wahl to approve the updated ambulance bylaws regarding personnel coming back after they retire and the list of new officers. All voted in favor. Motion carried. Steen is looking to clarify the wage increase that was approved last Sept. When Steen received the payroll, it was stated that Lindaman was getting a higher wage than approved at the September 19th approval. Steen was not at that meeting and had a sub take minutes. It was approved at \$200.00 increase for Lindaman however, the Ambulance bookkeeper stated it should have been a 15% raise which was the same for Delegated Services. Council also discussed that with the representatives from the Ambulance service just showing up at the meeting

with nothing in writing to the council or on the agenda it is hard to look back for all to confirm. Steen will talk to the Ambulance bookkeeper and express to her that we would like ambulance items on the agenda and in writing for less confusion. The agenda for council is done Thursday or Friday prior to the council meeting so members have the weekend to review the information. After discussion, motion by Brown and seconded by Johnson to approve the pay of 15% for the 2020 year. All voted in favor. Motion carried.

Motion by Johnson and seconded by Wahl to approve Doug Kletscher as a utility commissioner. All voted in favor. Motion carried.

Motion by Wahl and seconded by Brown to approve the donation from the Storden Legion in the amount of \$6,000.00 to the Westbrook Ambulance Service to purchase Gtech laptops. All voted in favor. Motion carried.

Steen presented the outstanding list of fire calls, past due mowing's and reassessments of parcels. Motion by Brown and seconded by Johnson to approve the assessments to be sent to the county. All voted in favor. Motion carried.

Motion by Johnson and seconded by Wahl to approve a \$10,000.00 from Fire Relief Association. All voted in favor. Motion carried. Motion by Johnson and seconded by Wahl to give the \$10,000.00 to the Fire Dept for operating. All voted in favor. Motion carried.

Motion by Brown and seconded by Johnson to approve paying the fine that Fire Relief Association received for late filing. This fine needs to be paid out of a fund other than gambling and Steen will pay with Fire Depart fund. All voted in favor. Motion carried.

Motion by Wahl and seconded by Johnson to approve the updated detachment for Knudson land. Motion by Johnson and seconded by Wahl to approve the resolution to go with the detachment. All voted in favor.

Steen handed out to council the updated credit card transactions, cash balance report and PTO/Comp time spreadsheet for review.

Motion by Wahl and seconded by Johnson to approve bills in the amount of \$72,982.42. Check #54701-54805. All voted in favor. Motion carried.

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