**December 6, 2021**

**COUNCIL MEETING**

The Westbrook City Council met on Monday, December 7, 2021 at 6:00p.m. at the City Council Room.

Members present: Mayor Dennis Phelps, Dennis Jutting, Manda Jorgenson, Jan Johnson, and Kelly Brown.

Others present: Brady Krueger, Marlowe Nelsen, Carl Conrad, Dan Joel, and 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 Johnson and seconded by Jutting to approve the 2022 Levy at $393,008 (6.76 % increase).

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

Motion by Brown and seconded by Jutting to approve the minutes from the November 1, 2021 council meeting. All voted in favor. Motion carried.

Police report was presented. Hubin has received a resignation letter from David Tran. He asked council for approval on 2 new hires pending background checks; Mike Hillsheim and Tue Lee. Motion by Jorgenson and seconded by Johnson to start the process on hiring. All voted in favor. Motion carried. Hubin stated that the water pump went out on the truck and will have it fixed tomorrow.

Street Superintendent Conrad stated that they are getting equipment ready for snow.

Motion by Jorgenson and seconded by Johnson to approve the updated ambulance bylaws regarding updates to language, dress code added, new officers and an increase in pay. EMT $18 per hour, EMR $16 per hour and meetings $30. All voted in favor. Motion carried.

Curt Madson asked council to approve Eli Gundermann as a new Fireman. Motion by Jorgenson and seconded by Jutting to approve. All voted in favor. Brown abstains.

Chief Madson requested the purchase of 12 pagers in the amount of $5,114.04. Madson will be using mostly donations for this purchase. Motion by Johnson and seconded by Jorgenson to approve the purchase. All voted in favor. Motion carried. Brown abstains. Steen would like to clean up the invoices totaling $41,979.45 from Heiman for turnout gear. Once we pay for them, we will be reimbursed from OSHA Safety grant and USDA. Motion by Jorgenson and seconded by Johnson to pay the invoices and submit for reimbursement. All voted in favor. Motion carried. Brown abstains.

Motion by Johnson and seconded by Jorgenson to approve the donation from Fire Relief Association in the amount of $15,000.00. Per discussion monies will be deposited into Fire for operating. All voted in favor. Motion carried. Brown abstains.

Phelps stated that there are two applicants for the utility commission seat. Incumbent Randall Comnick and Keith Carey. Council proceeded with voting. Motion by Johnson and seconded by Brown to approve Randall Comnick as a utility commissioner. All voted in favor. Motion carried.

Steen presented the outstanding list of past due mowing’s. Motion by Brown and seconded by Jutting to approve the assessments to be sent to the county. All voted in favor. Motion carried.

Marlowe Nelsen requested an additional 2.44 acres that are in city limits be detached along with the farming ground from last year’s request since it is all one parcel now. Motion by Jorgenson and seconded by Brown to approve the petition for detachment. Motion by Johnson and seconded by Jutting to approve Resolution 3-2021 to go with the detachment. All voted in favor. Motion carried by roll call. 5 yays. 0 nays.

Motion by Brown and seconded by Jorgenson to approve the Westbrook Community Center as the 2022 polling place. All voted in favor. Motion carried.

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

Motion by Brown and seconded by Jorgeson to approve building permits. All voted in favor. Motion carried.

Librarian Kari Ourada asked council to approve Amber Madson and Kelly Weis as new library board members and Carrie Anderson as the new library substitute. Motion by Jorgenson and seconded by Johnson to approve the requested positions. All voted in favor. Motion carried.

Steen would like council to take a look at the incidental hire wages. They are different across the board and if jobs interchange they would be at different pay rates. It makes sense to hire all incidentals (crack filling, snow removal, etc.) at the same. Motion by Brown and seconded by Jorgenson to pay all incidental hire at $15.00 an hour. All voted in favor. Motion carried.

Steen requested that council takes a look at updating the bathrooms and hallway floor at city hall. The flooring has cracked and dirty beyond normal cleaning. Time for an update as it is original to the building. Council would like Steen to get an estimate.

Conrad would like to update the rental contract for the leased hay field. The acres have decreased from 17 acres to 15 acres. Conrad would also like the agreement in his name and not Anthony’s. Steen will draw up a revised contract.

Motion by Johnson and seconded by Jorgenson to approve bills in the amount of $83,488.60.

Check #55803-55866. All voted in favor. Motion carried.

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