

**May 6, 2024**  
**COUNCIL MEETING**

The Westbrook City Council met on Monday, May 6, 2024 at 5:30 p.m. at the City Council Room.

Members present: Mayor Dennis Phelps, Manda Jorgenson, Dennis Jutting, Brian Cassens and Kelly Brown.  
Others present: David Grev, Nathan Wildermuth, Michael Ruppert, Robert Olsem Theresa Patton, Chang Yang, Carl Conrad, Dan Joel, David Palm and Jordan Albrecht with Bolten and Menk.

**Board of Review:**

Total Market values are listed as presented: Agriculture \$1,843,700, Residential \$31,453,800 w/ new construction \$432,700, Commercial/Industrial \$5,385,900 w/ new construction \$26,300, Apartments \$2,072,700, and Personal Property \$10,200. Total Market Values \$40,766,300 with \$459,000 new construction.

Westbrook had 8 (qualified) house sales in the look back period. Ratios were at 95% which left the values the same. We look at the Market Value to Selling Price which determines a ratio for market value increases. According to the Sales in Westbrook we would need to be at 95%. No Change. Commercial property is looked at county wide with Sales between relatives and sales of church parsonages are thrown out of the equation set by Minnesota Revenue.

Olsem and Ruppert were all present to discuss current valuation with Grev.

Motion by Brown and seconded by Cassens no change for Robert Olsem. All voted in favor. Motion carried.

Motion by Jutting and seconded by Brown no change for Michael Ruppert. Grev will make arrangements with Ruppert to do a re-evaluation. All voted in favor. Motion carried.

Motion by Jutting and seconded by Brown to accept the Market Values listed. All voted in favor. Motion carried.

Motion by Cassens and seconded by Jorgenson to adjourn the Board of Review meeting. All voted in favor. Motion carried.

**Regular Council Meeting:**

Motion by Jutting and seconded by Brown to approve the minutes from the April 1, 2024 council meeting. All voted in favor. Motion carried.

Police report was presented.

Conrad said City Wide pickup was good. So far 2 roll offs have been filled.

Fire Department had CD come due. Finance Committee renewed CD for 18 months @ 5.30% rounding the \$95,000 by adding \$1,965 interest and \$35.00 from Money Market to make even \$97,000.00. Motion by Jorgenson and seconded by Cassens to approve. All voted in favor. Motion carried.

Ambulance received an IV Variance however the hospital pumps are not intended for use in the rig. They need to purchase compact style pump. Estimate for \$5,893.84 was presented to council for approval. Motion by

Jorgenson and seconded by Brown to approve the purchase. All voted in favor. Motion carried. Joel stated that the Ambulance is contacting the Hospital Board for a reimbursement for them as well.

Theresa Patten presented her concerns to council regarding a tree trimming charge on her property taxes. She explained to council that they did trim trees on their own and the tree trimmer came by and did it higher. Motion by Jorgenson and seconded by Cassens to issue Cottonwood County a check in the amount of the charge since she did trim on her own. All voted in favor. Motion carried.

Chang Yang was present to discuss tree trimming with council. In this situation he did not attempt to trim, however said the amount of trimming done was too much. Council tabled this until next meeting. Cassens will reach out to him and stop by his property to discuss. Motion by brown and seconded by Jorgenson to table. All voted in favor. Motion carried.

Palm presented to council several items relating to the Utility project – Presented updates on the project.

Documents presented that requires Signatures:

Signature and Nonlitigation Certificate. Motion by Brown and seconded by Jorgenson. All voted in favor. Motion carried.

Certificate of Borrower. Motion by Jorgenson and seconded by Jutting. All voted in favor. Motion carried.

Nonarbitrage Certificate. Motion by Cassens and seconded by Jorgenson. All voted in favor. Motion carried.

Note form and Certificate of Registration. Motion by Jutting and seconded by Brown. All voted in favor. Motion carried.

Resolution 6-2024 Accepting the PFA to purchase \$2,317,071 bonding. Motion by Jorgenson and seconded by Brown. All voted in favor. Motion carried. 5 yay 0 nay.

11<sup>th</sup> Street Project – Storm Sewer Field Order Total cost \$131,650. Utilities agreed to move ahead with this project. Council and Utilities will need to agree on a cost share for this as a portion of this is City. Phelps asked if they need approval and Palm said no, we would need to discuss with the Utilities on cost share.

Bolton and Menk have hired a couple people to start cold calling and knocking on doors. If no response at the time, then door hangers will be left. This will be for everyone that pays for water in the City of Westbrook. Palm gave council members a copy of the sump pump checklist for review on inspection. Taking pictures and filling out checklist. Mapping will be done with the information.

Motion by Brown and seconded by Cassens to approve the standard raise for lifeguards as last year. Lifeguards will get .25 raise and WSI certified will get .50 raise. Daily fees to remain the same. All voted in favor. Motion carried.

Dan Joel asked council if he could purchase the lot that is near his building on Main Street from the City for \$1.00. He intends to put a new roof on his building, he wants to combine the lots together and it will be back on the tax roll. Motion by Jutting and seconded by Jorgenson to approve the sale to Dan Joel for \$1.00. All voted in favor. Motion carried.

Motion by Brown and seconded by Jorgenson to approve the temporary Liquor License for Womens Club. All voted in favor. Motion carried.

Motion by Cassens and seconded by Jutting to approve the Exempt permit application for WAV. All voted in favor. Motion carried. Jorgenson abstains.

Motion by Jorgenson and seconded by Cassens to approve the building permits submitted. All voted in favor. Motion carried.

Motion by Brown and seconded by Cassens to approve the UTV/Golf Cart Permits submitted. All voted in favor. Motion carried.

Motion by Cassens and seconded by Jorgenson to approve bills in the amount of \$337,054.24. Check #58425-58504. All voted in favor. Motion carried.

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