

## CITY OF WESTWOOD

### Council Meeting Minutes

The regularly scheduled meeting of the Westwood City Council was held on Monday, November 16, 2021, at the home of Mayor Brant Knudsen

**Mayor Brant Knudsen** called the meeting to order at 6:30 p.m.

**Roll Call** Scott Augsburger (present), Elijah Gnann (present), Monte Knudsen (absent), Gary Lane (present), Harlan Smith (present)

**Agenda Approval** A motion was made by Councilman Lane and seconded by Councilman Smith to approve the agenda. The agenda was approved.

#### Welcome/Public Comments

**Minutes for the Council Meeting** held October 16, 2021 were presented. A motion to approve the minutes was made by Councilman Augsburger and was seconded by Councilman Lane. The minutes were approved.

**Authorization of Claims and Financial Report** A motion to authorize the claims and accept the financial report was made by Councilman Smith and seconded by Councilman Augsburger. The motion was approved.

#### Report of Standing Committees

- **Budget & Finance** No meeting was held.
- **Grounds & Roads** No meeting was held.
- **Building & Ordinance** No meeting was held.

#### Unfinished Business

- Westwood Shed Update** The Council has decided to purchase a 10' X 20' shed to be placed on a gravel foundation at the entrance to the City. The shed will be cabin style and is on skids. It will be designed to be useful in the long term. All components will be determined and will be voted on at the next meeting.
- Westwood Landscaping** A question was raised about the leaves in the park. The Mayor will contact TopNotch Law Care to have them mulch the leaves that are down. The discussion on landscaping will be continuing. The residents either need to help with maintenance or we need to hire it done. Hiring landscapers is expensive. This will require an increase in taxes or a redistribution of funds from some other source. The Council will review this for the FY23 budget.

#### New Business

- Westwood External Review** An external review was conducted for the City of Westwood by Rachelle K. Thompson, CPA. Following procedures in Chapter 11.6 of the Code of Iowa. There were eight findings reported in this report which is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/audit-reports>.
- FY23 Budget Planning** Budget planning has begun for FY23. It is expected that the budget will be near final form in December. The Council will determine the tax rate at the December meeting and a Public Hearing on the tax rate will be held on January 17, 2022.
- Septic Clean-Out Bill City of Westwood** It should be noted by residents that any septic tank cleaning that is conducted between the four year cycle for each residence is to be paid for by the resident. The City pays for this service once every four years. The question arose when the City received a bill for a septic tank cleanout between cycles. After much discussion Councilman Lane made a motion for the City to pay half of this bill and for the resident to pay the other half. This residence will then be placed on the 2021-2025 cycle instead of 2022-2026. The motion was seconded by Councilman Smith and was passed by the Council.

#### Mayor / Council Member Comments

**City Utilities Comments** The summary was reviewed.

#### Adjournment

There being no further business a motion to adjourn was made by Councilman Gnann and was seconded by Councilman Smith. The meeting was adjourned at 8:45 p.m.

**Next Meeting: December 20, at 6:30 p.m. Home of Mayor Brant Knudsen at 3005 Hickory Lane.**

Respectfully submitted

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Brant Knudsen, Mayor

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Nancy Erickson, Clerk