

**December 4<sup>th</sup>, 2023**  
**COUNCIL MEETING**

The Westbrook City Council met on Monday, December 4, 2023 at 6:00p.m. at the City Council Room.

Members present: Mayor Dennis Phelps, Dennis Jutting, Manda Jorgenson, Brian Cassens and Kelly Brown.

Others present: Dan Joel and Jennifer Esping

Truth in Taxation started at 6:00 with Katie Steen explaining that this meeting is to give residents information regarding the city tax portion of property taxes. Mayor Phelps and council members discussed how they arrived at the city levy/Budget. Residents that were in attendance will contact the county as it was a valuation inquiry.

Motion by Jorgenson and seconded by Cassens to approve the 2024 Levy at \$474,480 (12.30 % increase).

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

Motion by Jutting and seconded by Cassens to approve the minutes from the November 6, 2023 council meeting. All voted in favor. Motion carried.

Police report was presented. New squad should be coming soon! Hubin requested council to approve 2 new hires as part-time. Interview process and background checks will get started. Motion by Brown and seconded by Jorgenson to approve the hiring of Werner and Hacker pending background checks and interviews. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Jutting to accept a donation of \$24,000 from the Fire Relief Association and deposit in Fire Department account for operating. All voted in favor. Motion carried.

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

Steen presented the outstanding list of past due mowing's and branch trimming charges. Motion by Jutting and seconded by Cassens to approve the assessments to be sent to the county. All voted in favor. Motion carried.

Steen handed out to council the cash balance report and PTO/Comp time spreadsheet for review.

Sewer rates, fines and fees were discussed for 2024. Motion by Jutting and seconded by Brown to increase sewer rates. Residential base rate \$15.00, Commercial base rate \$18.00, residential per 1,000 rate \$6.00 and commercial per 1,000 \$6.50. All voted in favor. Motion carried.

Council discussed the ESST laws effective January 1, 2024 and voted to do accrual method option instead of the front-loading option. Katie will update the personnel policy and type notices to employees about the change. Motion by Jorgenson and seconded by Cassens to adopt the ESST law effective January 1, 2024 with the accrual method. All voted in favor. Motion carried.

Jennifer Esping with the Westbrook Ambulance was present to discuss the old Zoll machines. Last month it was voted that the \$11,000 trade-in to Zoll was going to be split between Storden and Jeffers with Storden paying \$5,500.00. Ambulance agreed that Jeffers unit does not have the funds and didn't think it was appropriate to have Storden pay and Jeffers not pay due to financial position. Westbrook Ambulance would like to donate them in full without payment. Motion by Brown and seconded by Jorgenson to approve the donation. All voted in favor. Motion carried.

Motion by Jorgenson and seconded by Jutting to approve the 2024 Ambulance Officers: Dan Joel-Director, Brady Krueger-President, Tony Staples-Vice President, Dan Joel-Secretary, Dawn Joel-EMS Coordinator, Bret Lindaman-Maintenance. All voted in favor. Motion Carried.

Council discussed the current snow policy. Motion by Jutting and seconded by Brown to make some changes in language. See current snow policy on our website under city codes/snow policy. All voted in favor. Motion carried.

Steen asked council to purchase a laptop (\$2-3,000 estimate), document scanner (\$450 estimate) and backup program so that the office can transition too paperless. The laptop and scanner would be designated to the filing system. Motion by Jorgenson and seconded by Cassens to make the purchase. All voted in favor. Motion carried.

Motion by Cassens and seconded by Jutting to approve the WAV permit request for the Feb 3<sup>rd</sup> Event. All voted in favor. Motion carried.

Motion by Cassens and seconded by Brown to approve bills in the amount of \$105,453.56. Check #57982-58304. All voted in favor. Motion carried.

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