

**January 5, 2026
COUNCIL MEETING**

The Westbrook City Council met on Monday, January 5, 2026 at 6:30p.m. at the City Council Room.

Members present: Mayor Rocky Kolar, Randy Swan, Brian Cassens and Kelly Brown.
Others present: Carl Conrad, Dan Joel, Alex Johnson, Steve Earl and Taylor Herding

Motion by Cassens and seconded by Swan to approve the minutes from the December 1, 2025 council meeting. All voted in favor. Motion carried.

Kolar introduced Diego Martinez to council as a new part-time police hire. Diego now has his POST certificate, uniforms and training done. Cottonwood County will come in and work with him a few shifts.

Last month council approved an annual increase for Lindaman as Ambulance Maintenance. Lindaman would like to request that to be paid monthly. Motion by Cassens and seconded by Brown to approve the payroll change. All voted in favor. Motion carried.

Motion by Cassens and seconded by Brown to approve the submitted Ambulance By-Laws as updated to reflect, pay increases and also new officers for 2026. All voted in favor. Motion carried.

Alex Johnson was present from Fire Relief Association. Alex presented the previously approved Resolution 13-2025 regarding the increase in benefit level. The relief association is sitting at \$460,740 which is 151% funded so if everyone retired on the department they have adequate funds. Motion by Cassens and seconded by Swan to approve the final submitted Resolution. All voted in favor. 2 yays 0 nays and Brown abstains.

Motion by Cassens and seconded by Swan to approve the submitted Relief Association updated by-laws to reflect the updates to coincide with the state plan. All voted in favor. Motion carried. Brown abstains.

Fire Department officers are to remain the same as previous year.

Motion by Brown and seconded by Swan to approve Resolution 1-2026 2026 Fines and Fees. All voted in favor. Motion carried. 3 yays 0 nays

Motion by Cassens and seconded by Swan to approve the 2026 part-time employee wage increase @ 4% COLA as budgeted. All voted in favor. Motion carried.

Motion by Brown and seconded by Swan to approve Resolution 2-2026 Accepting Donations. All voted in favor. Motion carried. 3 yays 0 nays

Motion by Cassens and seconded by Swan to approve the Westbrook Area Volunteers Exempt Permit for Bingo and Raffles. All voted in favor. Motion carried.

Discussion was held on the building inspection report for the 528 and 534 1st Avenue building. Motion by Brown and seconded by Cassens to approve Resolution 3-2026 to proceed with the listed steps laid out by the city attorney. All voted in favor. Motion carried. 3 yays 0 nays

Steen presented to updated 2026 Personnel Policy to reflect the new paid leave law. This policy will be a work in progress as there are some small changes that need to be made. Motion by Cassens and seconded by Swan to approve the submitted changes. All voted in favor. Motion carried.

During the preliminary audit it was requested that we update the credit card policy to reflect the process on ambulance meal purchases. This update puts a max limit on meal charges for the crew and no requirement to hand in receipts. Motion by Brown and seconded by Swan to approve the change. All voted in favor. Motion carried.

Motion by Swan and seconded by Brown to approve the 2026 Commissions as printed. All voted in favor. Motion carried.

Kolar stated that the navigator grant was received to cover the engineering costs to submit grant applications.

Swan asked if there was any possible way we can do anything to make sure there is a way to have a pharmacy in town. Thrifty White is closing on January 6th. Kolar stated he will make contact with Stacy Barstad at Sanford and discuss options they have. Kolar will let council know what he finds out.

Motion by Brown and seconded by Cassens to approve bills in the amount of \$261,458.82. Check #59929-60013. All voted in favor. Motion carried.

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

Katie Steen, City Clerk

Rocky Kolar, Mayor