

## **Westphalia Board of Aldermen Meeting Minutes for November 26, 2024**

The Westphalia Board of Aldermen meeting was called to order by Mayor Tammy Massman. Roll call was taken. Aldermen present were Aldermen Delbert Wieberg, Stanley Heckman, Jake Plassmeyer and Caitlin Berhorst. Also present at the meeting was UD reporter-Theresa Brandt. A monthly sewer report from Operator Curtis Wheat of Mid Mo Environmental was submitted electronically for the records.

The meeting minutes from the October monthly meeting were reviewed. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Caitlin Berhorst, to approve the October meeting minutes. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Alderman Delbert Wieberg abstained from voting due to absence at the October monthly meeting.

The November monthly expense report was reviewed. The city expenses note the amount of \$35,031.09, sewer system expenses in the amount of \$25,681.40, ARPA expenses in the amount of \$54,513.37, special road district expenses in the amount of \$80,569.40. City receipts in the amount of \$11,181.08, sewer system receipts in the amount of \$8,747.44, and special road district receipts in the amount of \$112.97. Total city checking account balance of \$170,130.67, total sewer system checking account balance of \$60,905.62, total special road district checking account balance of \$42,032.89, ARPA checking account balance of \$0.00 and total special road district savings account balance of \$5,125.47. Total city CDs in the amount of \$455,625.03, total sewer system CDs in the amount of \$540,873.82, and total special road district CDs in the amount of \$546,186.82. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Jake Plassmeyer to approve the November monthly expense report. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.

The sewer system report was next on the agenda. Mayor Massman acknowledged that a report was submitted electronically by operator-Curtis Wheat-Mid MO Operations. Mayor Massman read the sewer report. Fourth quarter samples were collected in October. Fourth quarter samples passed, but E coli was noted to be high. Operators ran a second E coli sample to bring the average down. Operators are requesting to change out all UV light bulbs before resuming operation of the UV system next season; April 1st. Operators will take an inventory of what supplies are on hand, and will obtain prices for what is still needed. Manhole inspections are planned to be completed during the month of December. All lift stations and the plant are all working well. Mayor Massman reported additionally, that the IEI invoice had been received, as noted on the expense report. The invoice did remain consistent with the proposed bid submitted for the sewer plant upgrades. The remaining ARPA funds (\$54,513.37) was utilized to pay a portion of the IEI invoice, and the other outstanding balance was paid for from the sewer account (\$19,091.63). The disbursement from the ARPA account to IEI depleted remaining ARPA funds. Mayor Massman will report the final project obligation of ARPA funds to the Treasury during the next reporting period in April 2025. The city is noted as an annual reporter for ARPA.

Mayor Massman continued the sewer system report, notifying the council that Mr. Steve Holterman (property owner at 127 East Main Street, water account # 688) submitted a request to consider that for the 2025 sewer billing cycle, the average water usage be determined utilizing bill cycles from service 8/16/24 to 9/16/24 and the November and December billings; altered from the traditional 4<sup>th</sup> quarter (October-December) average to determine the rate for the next year. Mr. Holterman noted in his correspondence that a water leak had occurred at the property while residents were gone on vacation in October and provided prior billing cycles noting average usage, along with a paid invoice denoting plumbing repairs had been completed; supporting his request. Aldermen discussed the request and compared it to previous sewer rate modification requests. A motion to approve the request to modify the months for determination of the 2025 sewer rate for the property at 127 East Main Street, removing the October 2024 billing, noting usage at 14,150 gallons was made by Alderman Stanley Heckman, seconded by Alderman Jake Plassmeyer. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Mayor Massman will alert Mr. Steve

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Holterman and the Public Water Supply District-Sue Feltrop of the board's approved consideration for sewer rate adjustment.

The Christmas on Main topic was next on the agenda. Mayor Massman reported that on November 14<sup>th</sup>, (2 weeks prior to the scheduled event) an email correspondence was received from Sue Lauberth, Christmas on Main committee member, requesting that the city produce a mailer for city residents, utilizing a draft letter that was provided by the committee, and to include an event flyer, notifying city residents of the upcoming event. This was reported to be the first communication received in follow up, from the Christmas on Main committee since the original approval for the event in August. Upon review of the draft letter and flyer, it was noted that changes to the parameters approved for street closures and off-street parking were modified. It was further noted on the flyer, that there were to be outside vendor potentials. The flyer only denoted what were assumed non-for-profit fundraiser booths. Mayor Massman informed the Christmas on Main committee that the city could not produce such a mailer without board approval for the denoted changes noted, and that once the changes were considered at the next board meeting on November 26, 2024, and if approved, there would not be adequate time to send out a mailer prior to the event. Following that reply, Mayor Massman was informed by the committee that the committee would proceed with alerting residents of the event. The approved Christmas on Main event parameters during the August meeting were next reviewed. Documented minutes were noted as: **The event is requested to begin again at 5:00 p.m. with a parade. The path for the parade was identified. The route will be different from that of last year. The parade will begin again at the parking lots of AK Hitt and Mid Mo Gutters. The parade route begins with parade entrants exiting the AK Hitt parking lot turning right onto South Maries Ave, then turning right onto East Main St., and ending at the intersection of East Main St., Bridge Ave., and Mill Lane. Parade entrants will then exit the parade route by their own choosing via East Main Street, Bridge Ave. or Mill Lane. Street closures and intersections for the parade will be in place beginning at 4:45 p.m. and plans are for certain sections to reopen following the completion of the parade. Following the conclusion of the parade, it is requested that a designated event area be approved for continued street closure on Main Street, beginning at the parking lot entrance of the Westphalia Inn through to the East Main Street, Mill Rd. and Bridge Ave intersection until 8 pm when Main Street will reopen completely.** Mayor Massman then shared that as per the draft letter submitted by the Christmas on Main committee, modifications from the committee's original request is to now prohibit parking on the south side of Main Street, from the Post Office to Westphalia Inn beginning from 2:30 p.m. to 6:30 p.m., and asking to have only the section of street between the two Mill Lanes closed following the parade, prohibiting parking completely within that area between the Mill Lanes from 2:30 p.m. to 8:00 p.m. Street closure and off-street parking parameters were discussed. The highlighted non-for-profit vendors (Girl Scouts and Volleyball Club) depicted on the flyer for the event were additionally discussed; as well as concerns for other for-profit vendors; that have been reported/rumored to be participating. Mayor Massman and the Aldermen noted concerns for continued lack of communication from the Christmas on Main committee; and voiced frustrations with continued last minute change requests, especially following publicly advertising the event. Aldermen discussed that if the Christmas on Main committee desires to pursue future events within the City limit; that the committee be aware that future proposals need to be complete prior to presentation to the Board of Aldermen for consideration; that continued late notices, ongoing variations without newly granted approvals prior to advertising, or revolving change requests will no longer be considered by the Board and continuation of such practices could jeopardize future event approvals. The issues surrounding outside vendors/pop-ups were further discussed as potential violations to the city's business license ordinance, noting that temporary licensing and vendor fees are not currently a part of the ordinance. Alderman Stanley Heckman made a motion, seconded by Alderman Delbert Wieberg to approve the change requests prohibiting parking on the

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south side of East Main Street, from the Post Office to Westphalia Inn beginning at 2:30 p.m. until 6:30 p.m.; and that the section of East Main Street between the two Mill Lanes will remain the only closed section of street, following the parade, prohibiting parking completely in that area from 2:30 p.m. until 8 p.m., until when the event area and Main Street are reopened. Additionally, the Board of Aldermen, had no issue with and did agree to allow the Girl Scouts and Volleyball Club; non-for-profits only, to host their assumed fundraising activities as per the event flyer. Other outside vendors were not approved. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. It was validated by Mayor Massman that a copy of the special event insurance certificate of liability coverage was received.

Next, City Hall repairs were discussed. Mayor Massman noted that work on the project has begun. Demolition was underway. Project details reviewed. Bid proposals for foam insulation were reported to include the ceiling, walls and crawl space including a vapor barrier on the ground of the crawl space. Attributes of open and closed cell foam products were reviewed. Bids from Muenks Insulation for \$3,768.75 and Randy's Insulation for \$4,104.00 were reported. Aldermen requested that an additional bid be solicited from Xtreme Insulation. Mayor Massman will obtain a bid from Xtreme and report quote to aldermen for consideration and finalization of selection for subcontracted insulating work. Mayor Massman noted that construction contractors had discovered concerns that there is not original hardwood, under the section of where the wall is going to be removed and other areas of flooring are noted to be soft; possibly having suffered water and/or termite damage. Council members will consider that if additional areas are also compromised in the original hardwood, that new flooring options will need to be considered.

In other business, housekeeping topics were addressed. Mayor Massman noted that the repairs and replacement of metal roofing to the city's salt shed have been completed; noting that some pieces of metal roofing had blown off during recent high winds.

Mayor Massman had been contacted by Corey Jaegers-Elite Landscaping; offering services again to the city for snow removal. Snow was noted to be in the upcoming weather forecasts. Recommendations for salt delivery were noted. Aldermen agreed to allow Jaegers-Elite Landscaping to continue with his prior practices for snow removal and maintenance for the city as he has in past years. Mayor Massman will request that a load of salt be delivered by Boehm Trucking from the City of Jefferson plant, coordinating the delivery with Jaegers so that the salt can be pushed into the salt shed. Jaegers will continue to utilize his individual and the city's equipment for street maintenance. Corey Jaegers will attend to maintenance on the city's bobcat. Alderman Stanley Heckman will address having the City's plow truck serviced and tires repaired.

The Annual Christmas Home Decorating Contest was highlighted again. The contest will be held on Sunday, December 22, 2024, with judging conducted at 6:00 p.m. The contest parameters were reviewed, noting that monetary awards will be awarded to 1<sup>st</sup> place (\$50.00), 2<sup>nd</sup> place (\$40.00), 3<sup>rd</sup> place (\$30.00), and 4<sup>th</sup> place (\$20.00) winners. A motion was made by Alderman Stanley Heckman, seconded by Alderman Jake Plassmeyer, to no longer include 4 honorable mentions for the contest. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Aldermen agreed that posting the event on the city's website alongside highlighting it in the November board meeting article in the paper will serve as notification of the event being held. No ad will be placed in the Unterrified Democrat.

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The next city meeting date was set for Tuesday, December 17, 2024 at 6:00 p.m., given the noted Christmas and New Years holidays that fall on the last and second to last Tuesday of the month. The meeting will be planned to be held at St. Joseph School Cafeteria, due to ongoing City Hall repairs.

A motion to adjourn the regular meeting was made by Alderman Stanley Heckman and seconded by Alderman. Caitlin Berhorst. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.