

Westphalia Board of Aldermen Meeting Minutes for October 29, 2024

The Westphalia Board of Aldermen meeting was called to order by Mayor Tammy Massman. Roll call was taken. Aldermen present were Aldermen Stanley Heckman, Jake Plassmeyer and Caitlin Berhorst. Alderman Delbert Wieberg was absent. Also present at the meeting were Curtis Wheat-sewer operator of Mid MO Operations; and UD reporter-Theresa Brandt.

The meeting minutes from the September monthly meeting were reviewed. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Jake Plassmeyer, to approve the September meeting minutes. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.

The October monthly expense report was reviewed. The city expenses note the amount of \$2,805.97, sewer system expenses in the amount of \$6,825.97, ARPA expenses in the amount of \$0.00, special road district expenses in the amount of \$569.92. City receipts in the amount of \$11,432.58, sewer system receipts in the amount of \$8,612.24, and special road district receipts in the amount of \$17.10. Total city checking account balance of \$193,980.68, total sewer system checking account balance of \$77,839.58, total special road district checking account balance of \$122,489.32, ARPA checking account balance of \$54,513.37 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 \$540,509.90, and total special road district CDs in the amount of \$545,943.25. A motion was made by Alderman Jake Plassmeyer, and was seconded by Alderman Caitlin Berhorst to approve the October monthly expense report. Aldermen votes: 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 by Mid MO Operations. Sewer operator-Curtis Wheat provided an update. Fourth quarter samples have been collected. Operators and Mayor Massman submitted 3rd quarter reports to DNR. The report included a missing sample (influent BOD) that the lab (Engineering Surveys and Services) did not run. Operators discovered that the influent BOD results had not been provided while reviewing the data, but it was too late to recollect and submit results for quarterly reports. In addition to the missing sample being noted on the 3rd quarter report, operator- Aaron Lachowicz contacted the city's DNR representative to also disclose the oversight. The DNR representative believed that the entity should be okay, so long as another issue did not arise from the report. Operator Wheat noted, that moving forward they plan to collect quarterly samples on a different day from samples collected weekly. If an issue with the quarterly report does arise, operators will assist in addressing it so that the city sewer system is noted to be back in compliance. The UV light system is planned to be turned off after 10/31/2024 as allowed by permit. Yearly manhole inspections will begin again next month. Operators are hoping to inspect these during wet weather events. The plant and all lift stations are noted to be running without any issues. Wheat noted that treatment plant's permit expires in December 2025 and that work on renewal paperwork will need to begin after first of the year, as renewals are typically preferred to be submitted about 180 days prior to renewal. Mayor Massman offered availability to assist with the application and submission. Wheat was hopeful to request and be granted a lessened sampling frequency, given the plants consistency with producing successful lab results over the past years. Mayor Massman noted that she had spoke with Jeremy at IEI regarding invoicing for the sewer upgrades. It was validated that IEI contractors had completed the project and that invoicing should be received in the coming weeks. Wheat did note that one of the diffusers by the overflow basin and sludge holding area needs to be adjusted some; voicing it keeps filling up the sludge holding basin, which requires operators to decant clear water more. Operators will make an adjustment to the diffuser; the task will require more than one operator. Mayor Massman reminded the council members that the remaining ARPA funds will be utilized to pay a portion of the project, and the other outstanding balance will be paid for from the sewer account. Wheat informed the council that a colleague, PJ (Paul Jr.) will be attending the November council meeting to provide a report, as Wheat and Lachowicz will not be present.

Westphalia Board of Aldermen

Meeting Minutes for October 24, 2024 (continued)

Next, City Hall repairs were discussed. Mayor Massman provided updates for City Hall repairs following meetings to discuss a scope of work with the general contractor, HVAC contractor and electrician. It was noted that all disciplines declined providing bids for the project given the building's age and inability to determine an inclusive scope of work. Instead, the city would be billed for time and materials. Rough costs for materials could be provided by the contractors. Mayor Massman discussed concerns noted by all contractors regarding removal of the center wall. The center wall was not thought to be load bearing, but it would not be able to be determined completely until the ceiling was removed and the structural integrity could be unveiled. Secondly, it was noted that the entire wall could not be removed due to the wall around the safe being a concrete wall. The HVAC contractor noted concern that an arched opening would affect airflow, more so than just removing the center wall and keeping the opening as flush to the ceiling as possible. Mayor Massman noted that the general contractor would be removing all the ceilings and lower chimney sections; proposed studding up new walls around all the exterior walls which would allow for new wiring, HVAC access and insulation to be installed easier, and likely be the most cost effective. Aldermen agreed. The front wall and window, including the entry door was determined at this time to just be cleaned up as much as possible, but otherwise left alone. The front of the building's exterior work would also be further negotiated at a later time. Contractors did recommend wrapping the exterior sections with metal around the two windows on the building's side and rear, along with rear doorway. Estimates for two replacement windows were provided. A vinyl window option, including two windows, was quoted at a cost of \$936.07, while an aluminum window option was quoted at \$3,068.77 for two windows. A new electrical service upgrade and panel was estimated to be around \$3,200.00; other electrical materials, lights and labor would be at a time and material cost basis. HVAC options followed, including a traditional system with duct work installation estimated at \$10,000-\$15,000; a larger, single mini-split installed on the rear wall at an estimated cost of \$5,000-\$6,000; or two smaller mini-splits installed on the side walls at an estimated cost of \$3,000-\$4,000 each. Mayor Massman noted that insulation recommendations and estimates are pending. Aldermen noted that spray foam would likely be a reasonable option for insulating the building. Aldermen continued to express interest in preserving as much wood working and flooring as could be. Contractors were open to doing their best to preserve what could be with respect to woodwork, doors and flooring. Following further discussions, Alderman Jake Plassmeyer conceded his initial arch proposal and noted that removal of as much of the center wall that could be removed, would open up the room, and be a dramatic enough change. Alderman Stanley Heckman made two motions, both seconded by Alderman Jake Plassmeyer to approve electricians to proceed with the new electrical service and panel upgrades, and remove all old electrical components. Secondly, to proceed with ordering the vinyl windows. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Next, Alderman Jake Plassmeyer made a motion, seconded by Caitlin Berhorst to remove the center wall, squaring it up to the newly constructed ceiling. If the wall is determined to be load bearing, a beam was authorized to be installed to support the opening. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Alderman Jake Plassmeyer made a motion, seconded by Stanley Heckman to approve the single mini-split HVAC system to be installed on the buildings rear wall. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Mayor Massman will follow up with contractors to alert of the approved upgrades so that materials can be ordered and work commenced as soon as contractors are ready to proceed. Mayor Massman will plan to obtain insulation recommendations and estimates for the November meeting.

The Annual Christmas Home Decorating Contest was the next item on the agenda. Mayor Massman questioned aldermen if it was their intent to again host the Christmas Home Decorating Contest. The standard contest parameters were reviewed, noting that in the past there has been monetary awards for the 1st, 2nd, 3rd, and 4th place winners and recognition of 3-4 additional honorable mentions. Aldermen agreed that they would like to see

Westphalia Board of Aldermen
Meeting Minutes for October 24, 2024 (continued)

the event hosted again this 2024 year. Dates for the event were explored. A motion was made by Jake Plassmeyer, seconded by Caitlin Berhorst, to host the Annual Westphalia Home Decorating Contest on Sunday, December 22, 2024, with judging to be conducted at 6:00 p.m. following the same parameters of past years. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Aldermen agreed that posting the event on the city's website and noting the event during the November meeting, can serve as notification of the event being held. An ad in the Unterrified Democrat was not approved.

In other business, housekeeping topics were addressed. Alderman Stanley Heckman noted that the gutter area along North Maries Avenue is undermining and will need to be considered for repairs and improvements during the next cycle of concrete projects considered next year. This area would also include the need for discussions with property owners for driveway replacements along North Maries Avenue. Mayor Massman noted that the gutter areas along Linn Street could also be further explored for street repairs at that time.

Alderman Stanley Heckman will address having the City plow truck serviced and tires repaired.

The next city meeting date was set for Tuesday, November 26, 2024 at 6:00 p.m. at City Hall. If repair work begins at City Hall prior to the next meeting, and hosting the meeting at City Hall is not feasible, Mayor Massman will provide an update on the meeting location change.

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