

Westphalia Board of Aldermen Meeting Minutes for February 25, 2025

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 sewer operator-Aaron Lachowicz of Mid Mo Operations and UD reporter-Theresa Brandt.

The meeting minutes from the January public hearing meeting were reviewed. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Delbert Wieberg, to approve the January public hearing minutes considering a conditional use permit. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. The meeting minutes from the regular January monthly meeting were next reviewed. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Delbert Wieberg, to approve the January meeting minutes. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.

The February monthly expense report was reviewed. The city expenses note the amount of \$21,617.34, sewer system expenses in the amount of \$6,485.55, special road district expenses in the amount of \$369.40. City receipts in the amount of \$11,920.19, sewer system receipts in the amount of \$9,176.96, and special road district receipts in the amount of \$168.40. Total city checking account balance of \$144,376.77, total sewer system checking account balance of \$68,268.06, total special road district checking account balance of \$62,950.06, and total special road district savings account balance of \$5,127.38. Total city CDs in the amount of \$459,916.06, total sewer system CDs in the amount of \$542,978.57, and total special road district CDs in the amount of \$546,935.49. A motion was made by Alderman Delbert Wieberg, and was seconded by Alderman Caitlin Berhorst to approve the February 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 by Mid MO Operations. Sewer operator-Aaron Lachowicz provided an update. First quarter samples are being collected this week. Annual sludge samples will also be collected. Operators continue to decant as much as can be done; sludge hauling will need to be arranged once the weather and ground surfaces allow for land application. New UV bulbs will need to be ordered and changed prior to the start of the recreation season beginning April 1. A new Trojan Supply account will be required to be created, given the establishment of a new US branch location for the company, prior to ordering parts. Lachowicz noted he will assist with setting up the account and forward the account details to Mayor Massman for final review and approval. The plant and lift stations continue to be running well.

Mayor Massman continued the meeting with the next agenda item-Budget. Mayor Massman provided a handout with a proposed draft budget template for the upcoming fiscal year 2025-2026, including each account separately and a combined template for the city, sewer and special road district. Mayor Massman reviewed and discussed the items on the proposed budget providing explanations for revenue and expenses. It was noted that to date, the income and expenses reflect only 11 months; and specifically interest income reflecting only 10 months to date. Each account was reviewed individually. Council members explored potential projects for the upcoming fiscal year; including potentials for sidewalk improvements and roadway/guttering projects. No major sewer repairs were anticipated for the upcoming year by sewer operator-Aaron Lachowicz; given the recent completion of the upgrades to the infrastructure at the main plant. It was noted that the draft budget presented reflects positive and negative balances for accounts, citing that during the prior fiscal year extra funds were utilized beyond budget expectation to cover expenses for projects within the past year for sewer system upgrades, street projects, and city hall repairs. The extra expenses were able to be covered within each respective revolving checking accounts; without need to access any funds from reserves. Mayor Massman

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voiced that this would continue to be her ongoing recommendation for future projects; to work within the revolving checking accounts, direct cash flow, and safeguard access to reserve accounts for emergencies only; noting that it would take a very long time; if even possible to replace reserve funds. Aldermen agreed that when looking at annual revenue income to expenditures, that there is not much extra and maintaining current reserves was reasonable; noting accessing reserves should be preserved for emergencies only. Mayor Massman reminded aldermen that the budget template is considered a working document. The 2025-2026 budget will be presented again during the March meeting for approval and passage, noting the city's fiscal year ends March 31st, 2025.

Next, in other business, housekeeping topics were addressed. Further discussions continued among aldermen to proceed with planning for street projects for the upcoming year. The area of interest was voiced to be for the North Maries Avenue and Linn Street area. Mayor Massman will begin bid solicitations.

City Hall repairs and expenditures to date were reviewed. Aldermen voiced that they are pleased with the ongoing restorations. Alderman Wieberg voiced he would like to see some additional funds, small nominal expenses, be spent to finish up some of the interior furnishings and décor including adding some pictures, rugs, flags, clock and other small ticket items. Aldermen unanimously agreed. The need for new furniture; desks or additional chairs was tabled at this time. Mayor Massman will obtain the additional nominal expense items aldermen requested. Considerations for redoing the decaling to the front window was discussed as a possible project for the high school art club. Mayor Massman will reach out to the school district. Updated aerial photos as framed art was also entertained. Mayor Massman noted that the remaining exterior improvements to the front window and entryway were to be completed when the weather became more favorable. Current project totals were next discussed. Two invoices (an HVAC and debris hauling invoice) were noted to be outstanding. Current expenditure total was \$36,331.72. Mayor Massman reported that the total did not include the previous year's repair expense for the tuckpointing and roof repairs that would add roughly an additional \$20-\$22,000. Once all invoicing was received, a complete project total would be provided.

Mayor Massman reported that all business license renewal invoices have been mailed out. A total of 37 invoices had been mailed. Current business licenses are valid only thru March 31, 2025. Renewal payments were requested to be received prior to March 15th for processing. Cost for a renewal license is \$25. New business licenses are assessed at \$50. As businesses return payments to the city, new business licenses will be issued. Mayor Massman addressed a concern related to the increased number of applications for variances and conditional use permit considerations for non-conforming businesses, noting that the current application fee set at \$100, does not even cover the amount for required advertisement cost to host public hearings for the topics, pointing out that advertising alone for the recent conditional use hearing totaled \$142; thus, passing additional costs on to the city to be responsible for and not the applicant. Mayor Massman encouraged aldermen to consider raising the application rates for variance and conditional use permits. Mayor Massman will verify if the current application rates are built into an ordinance, that would be required to be modified, if application rates were motioned and approved for an increase. Application fees will be discussed at a later meeting.

Alderman Heckman introduced the topic of selling the city's plow truck and skid steer again; questioning if any contractors had been contacted to consider pricing for snow removal services. Mayor Massman noted that time did not allow for her to initiate contacts to other vendors especially given the two recent snow events and other prep work required this month for budget preparation. Mayor Massman encouraged aldermen to provide her with potential contractor names that provide snow removal services so that solicitation for services could be

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initiated. Mayor Massman voiced that an additional load of salt was required this month. Invoicing is outstanding for the additional salt and contract labor for snow removal services in February. Mayor Massman has alerted the city's current contractor, Elite Services, of the possible changes for snow removal practices next season; and the potential for upcoming sealed bid processes pertaining to the sale of the city's equipment. Ongoing discussions for contracting snow removal services and the topic of city equipment sales will be readdressed during the April monthly meeting.

Alderman Wieberg noted he had received complaint, from city resident, Glen Bock, regarding snow removal at the Stonebridge Retirement Center. Wieberg shared that Bock had informed him that wind rows of snow were being left behind on Hwy 63 as plow truck drivers for the Stonebridge property were exiting and entering onto the Stonebridge property. The practice has caused personal vehicle damage for Bock. It was further reported that Bock had reached out to MoDOT with his concern and was informed that it was a private property issue and not a concern to be attended to by state road maintenance. Bock questioned Alderman Wieberg if the city had any authority for governance. Council members agreed that the concern was not a matter for city officials to address. It was encouraged that Bock reach out directly to Stonebridge management or the facility's snow plow contractor directly.

The next city meeting date was set for Tuesday, March 25, 2025 at 6:00 p.m. at City Hall.

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.