

## **Westphalia Board of Aldermen Meeting Minutes for April 29, 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 were sewer operator-Curtis Wheat of Mid Mo Operations and UD reporter-Theresa Brandt.

The first order of business was the administration of the Oaths of Office to unopposed board members- Mayor Tammy Massman, Alderman Delbert Wieberg and Alderman Jake Plassmeyer, as recorded as the official results for the April 8th election.

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

The April monthly expense report was reviewed. The city expenses note the amount of \$3,928.20, sewer system expenses in the amount of \$6,853.63, special road district expenses in the amount of \$1,704.55. City receipts in the amount of \$11,199.78, sewer system receipts in the amount of \$9,371.53, and special road district receipts in the amount of \$278.54. Total city checking account balance of \$141,808.99, total sewer system checking account balance of \$73,278.36, total special road district checking account balance of \$69,221.87, and total special road district savings account balance of \$5,129.30. Total city CDs in the amount of \$459,916.06, total sewer system CDs in the amount of \$544,817.15, and total special road district CDs in the amount of \$549,054.35. A motion was made by Alderman Delbert Wieberg, and was seconded by Alderman Caitlin Berhorst to approve the April 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-Curtis Wheat provided an update. The renewal application for the Wastewater Operating Permit is continuing to be prepared and should be ready for submission in the coming weeks. Operators have asked for a variance to remove the weekly testing requirement which will assist the city in saving a couple thousand dollars each year for testing. First quarter reports have been submitted to DNR via the EDMR by Mayor Massman and have been accepted and approved. Second quarter samples and annual sludge and soil samples have been collected; in preparations for land applications. The results for E. Coli have been noted to be high, so operators will resample in order to have results within a passing level. Operators did collect a process control sample the day after they installed and turned on the UV system which noted a 4.1 result for E. Coli, yet the lab reported a 242 result on the sample. Operators are working with the lab to determine why there was such a large discrepancy. Operators have been in contact with Advance Septic and Pumping-the sludge hauler to coordinate schedules for land application. Sludge hauling is tentative for next week if the fields are dry enough. Operator Wheat reported that the lift station at Massman Lane was clogged; it was cleaned and is operating again without issues. Operator Wheat requested weed killer for the treatment plant to spray weeds. Mayor Massman will obtain the chemical for operators from Meta MFA. The main plant and other lift stations are running well. Mayor Massman noted that the required annual ARPA reports have been completed and submitted; denoting full use of all ARPA funds being allocated. Mayor Massman educated the board that continued reporting on use of ARPA funds will continue to be required for several years even though the city has used up all funds. Reporting is noted to be quite an undertaking.

Alderman Wieberg inquired if the city has been able to request membership with the MO 811 system. Mayor Massman reported that she has been working with a representative of the MO 811 system and is establishing the city as a member. Membership and locate fees are noted to be nominal. Mayor Massman validated that she has requested that operators of Mid Mo Operations assist with calls requesting locates within the city limit.

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Operators were in agreement to assist. Contact information for both the city and operators will be established with MO 811.

Mayor Massman continued the meeting with the next agenda item-Westphalia Hills annual fireworks display. Mayor Massman reported that a representative from Westphalia Hills Retirement Center had contacted the city to inform of plans for the 2025 Independence Day Celebration which is planned for June 27, 2025, beginning at 5:00 p.m. The Retirement Center has requested permission to have its traditional fireworks display in the city limits of Westphalia at dark. A motion was made by Alderman Stanley Heckman, seconded by Alderman Jake Plassmeyer, to approve the fireworks display utilizing discretion for public safety if burn warnings or dry conditions are present. No alternate date was provided. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Mayor Massman will forward a correspondence to the facility noting the approval for a fireworks display.

Next on the agenda was the topic of SRD equipment. Aldermen discussed again the sale of the city's plow truck and skid steer. Mayor Massman provided information relative to what annual costs for maintenance on the equipment, purchase of salt and contracted labor fees for snow removal have been in the past two years; noting an averaging cost of about \$10,000-\$11,000 per year. This did not include insurance coverage for the vehicles, which was reported to add an additional \$700-\$750 annually. Council members were reminded that at this time, the city cannot evaluate costs for snow removal services utilizing a contractor independently, without use of city equipment; noting that Mayor Massman has been informed that bids could not be solicited for new customers until the fall or early winter; voicing material costs cannot be figured ahead of the season. Mayor Massman noted concern that without city equipment being utilized, that the city could see an increased cost for winter snow removal in the coming years, noting that the city would be at the mercy of independent contractors; especially those that would be utilizing their own salt and treatment supplies. Following further discussions, Aldermen agreed that selling the equipment and accepting sealed bids for sale of the city's plow truck and skid steer would be the least costly way to handle the situation. Advertising the equipment for sale will be via public notice posted in the *Unterrified Democrat* and on the city's website. Sealed bids will be accepted until Monday, June 23, 2025, with plans for the sealed bids to be opened at the June council meeting on June 24, 2025. Aldermen further agreed to have the equipment available for viewing on Saturday, June 14<sup>th</sup> for two hours. Alderman Jake Plassmeyer made a motion, seconded by Alderman Delbert Wieberg, to sell the city's snow plow truck, skid steer and equipment attachments via sealed bids with public notifications of sales as discussed. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Mayor Massman will draft an ad to be posted and circulate it to Aldermen for approval prior to posting. Minimum bid parameters will be imposed. The city will plan to solicit snow removal bids later in the year.

Next, in other business, housekeeping topics were addressed. Mayor Massman reported as a follow up that all required quarterly and annual reports were completed and filed for the city's budget, accounting, EDMR, ARPA and to the state auditor's office. The month of April is noted to be a heavy reporting month.

Mayor Massman reported that a questionnaire had been completed for the city's insurance renewals for general liability coverage noting the policy expiration as June 30, 2025. Massman noted that she has been informed of an anticipated increase of 10% in insurance premium and a 4.5% increase related to inflation. Expenditures and upgrade information for the city hall building has been provided to the carrier, so that an adjustment could be made in coverage for the building. The newly renovated building is now valued at \$110,000. Adding the additional coverage for the city hall building at present until time of renewal at the end of June, produced an invoice of \$45.00. Mayor Massman will request that the coverages for the city's automobile and equipment

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coverage, be removed from the new policy period, given plans for sale of the snow plow truck and bobcat. The topic of insurance renewals and adjustments in premiums will be addressed again on the May agenda.

Mayor Massman reported that there was still 1 business license renewal that had not yet been received. Mayor Massman has been in contact with the business owner several times and penalty fees are continuing to be assessed. Mayor Massman is hopeful that the issue will soon be resolved, so that revocation of the business license does not have to be implemented.

Liquor license renewals will begin in June.

Alderman Stanley Heckman inquired about plans for street and gutter repairs. Mayor Massman asked that additional aldermen assist with preparations for a scope of work and meeting with contractors. Aldermen Heckman and Wieberg volunteered to assist in meeting with prospective contractors, in hopes to generate some ideas to solve some ongoing stormwater drainage issues in and around the area of North Maries Avenue and Linn Street. Mayor Massman questioned if an engineer may be needed to assist in evaluations of how to best manage the problem.

Alderman Wieberg noted that he has had several inquiries about what will happen with the mayor's seat when Mayor Massman moves out of the city limit. Mayor Massman voiced that at present she plans to remain in-seat until June 30, 2025. With plans to move out of the city limit, Massman noted that she would appoint a Mayor Pro Tem to serve until the next election cycle in April 2026; voicing that typically the interim mayor is an appointment of one of the senior aldermen to hold the seat until the next election cycle. Mayor Massman encouraged aldermen to consider holding the mayoral seat, and to express their interest if desired. City residents were also encouraged to consider running for a seat on the board during the next election filing period. Massman voiced she will continue to fulfill the obligations of the city clerk, noting that living within the city limits is not a requirement for the position. Aldermen voiced agreement with Massman maintaining her role as city clerk.

Alderman Wieberg reported that an individual asked if the city has a way to stop the Fatima R-3 School District from buying up property adjacent to the school campus. Mayor Massman reported that the entire area surrounding the school campus is appropriately zoned for a school district. Mayor Massman and aldermen agreed that sales of privately owned property are not under the discretion of the city; that it is a transaction between the mutually agreeing parties that own the property.

The next city meeting date was set for Tuesday, May 20, 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.