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Cindy Hoffman  
Recorder of Deeds

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**Cindy Hoffman  
Osage County Recorder of Deeds  
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**AN ORDINANCE OF  
THE CITY OF WESTPHALIA, MISSOURI**

**ORDINANCE NO. 25-09**

**An Ordinance requiring the approval by the City of Westphalia Board of Aldermen prior to the placement and installation of a mailbox or bank of mailboxes at new locations along city streets within the city limits of the City of Westphalia.**

**WHEREAS**, the City of Westphalia has an interest in ensuring that the mailboxes of its residents are placed in locations that ensure the safety and convenience for traffic flow, pedestrians, and the mail carrier.

**WHEREAS**, the Ordinance will require the written approval by the City of Westphalia Board of Aldermen before the placement and installation of a mailbox or bank of mailboxes at any location along a city street or roadway within the city limits of the City of Westphalia where a mailbox or bank of mailboxes did not exist in the past.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN, OF THE CITY OF WESTPHALIA, WESTPHALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** Prior to the construction and erection of any mailbox or bank of mailboxes along City owned or maintained streets, a request shall initially be submitted to the Postmaster General for consideration, and also must be submitted to the City of Westphalia Board of Alderman that provides a description of the mailbox or bank of mailboxes and proposed location for the erection of the same. The City of Westphalia Board of Alderman will have 45 days from receipt of the request to either approve or deny the request. If the request is denied and the mailbox or bank of mailboxes is still erected, or a mailbox or bank of mailboxes is erected without complying with the approval process of this Ordinance, all costs and fees associated with the removal of said mailbox or bank of mailboxes will be charged to the individual or individuals that utilize or plan to utilize the mailbox or bank of mailboxes. If left unpaid, the City of Westphalia may assert a lien against the property owner or owners that improperly erected the mailbox or bank of mailboxes.

**Section 2.** Any mailbox or bank of mailboxes constructed and erected prior to the date of the enactment of this Ordinance is hereby “grandfathered” and is not subject to application and approval process set forth within this Ordinance.

**Section 3.** The City of Westphalia Board of Alderman will consider factors relating to the safety of vehicular traffic, pedestrian safety, mail carrier safety, as well as impact on traffic flow patterns when considering requests relating to this Ordinance.

**Section 4.** This Ordinance shall take effect and be in force from and after its passage and approval.

DULY PASSED on this 30th day of September, 2025.

Delbert Wieberg

Delbert Wieberg  
Mayor Pro Tem, City of Westphalia  
Westphalia, Missouri

ATTEST:

Tammy Massman

Tammy Massman  
City Clerk, City of Westphalia  
Westphalia, Missouri

Aaron Lachowicz

Aaron Lachowicz  
Witness

(SEAL)



STATEMENT OF THE AYES AND NAYS:

APPROVED on this 30th day of September, 2025.

First Reading: 4 Ayes 0 Nays

Second Reading: 4 Ayes 0 Nays

Third Reading: 4 Ayes 0 Nays

Delbert Wieberg

Delbert Wieberg  
Mayor Pro Tem, City of Westphalia  
Westphalia, Missouri

ATTEST:

Tammy Massman

Tammy Massman  
City Clerk, City of Westphalia  
Westphalia, Missouri

Aaron Lachowicz

Aaron Lachowicz  
Witness

(SEAL)



STATE OF MISSOURI )

) ss.

COUNTY OF Osage )

On this this 30 day of September, 2025, before me appeared Delbert Wieberg to me personally known who, being by me duly sworn did say that he is the Mayor Pro Tem of the City of Westphalia, Osage County, Missouri, and that the seal affixed to the foregoing instrument is the official seal of the City of Westphalia and that said instrument was signed and sealed in behalf of said City by proper authority of its Board of Alderman and said Delbert Wieberg acknowledged said instrument to be the free act and of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in said county on the day and year first above written.

Tammy Massman  
Notary Public

My Commission Expires:

TAMMY MASSMAN  
Notary Public, Notary Seal  
State of Missouri  
Osage County  
Commission # 06426938  
My Commission Expires 09-06-2026

