

Westphalia Board of Aldermen Meeting Minutes for September 30, 2025

The Westphalia Board of Aldermen meeting was called to order by Mayor Pro-tem/Alderman Delbert Wieberg. Roll call was taken by city clerk-Tammy Massman. Members present were Pro-tem/Alderman Delbert Wieberg, Aldermen Stanley Heckman, Jake Plassmeyer, Caitlin Berhorst and city clerk-Tammy Massman. Others present at the meeting were sewer operator-Aaron Lachowicz of Mid Mo Operations, UD reporter-Theresa Brandt, and other community residents including Mary Neuner, Jenny Stephen, Jamie Kleffner, Abby Havens and Glen Bock.

The meeting minutes from the August Public Hearing (setting the 2025 tax rate levies) were reviewed first. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Delbert Wieberg, to approve the August Public Hearing minutes. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Next, the meeting minutes from the August monthly meeting were reviewed. A motion was made by Alderman Delbert Wieberg and was seconded by Alderman Jake Plassmeyer, to approve the August meeting minutes. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.

The September monthly expense report was provided by city clerk-Tammy Massman. The city expenses note the amount of \$17,197.85, sewer system expenses in the amount of \$7,052.89, special road district expenses in the amount of \$423.11. City receipts in the amount of \$13,341.39, sewer system receipts in the amount of \$9,134.46, and special road district receipts in the amount of \$14,103.73. Total city checking account balance of \$152,370.44, total sewer system checking account balance of \$77,538.53, total special road district checking account balance of \$95,956.57, and total special road district savings account balance of \$5,133.14. Total city CDs in the amount of \$462,920.83, total sewer system CDs in the amount of \$548,373.84, and total special road district CDs in the amount of \$552,407.49. A motion was made by Alderman Jake Plassmeyer, and was seconded by Alderman Stanley Heckman to approve the September 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. A report was submitted by Mid MO Operations. Sewer operator-Aaron Lachowicz provided an update. Lachowicz reported that follow up electrical work has been completed. The limit switch on the clarifier has been replaced along with 2 other relays in the main panel. ESA, Inc has assisted with adjustments and calibrations for the limit switch and relays. Mid MO Operations will be billed for ESA services. Sludge hauling is slated for October. Operators will coordinate sludge hauling with contractor. Fourth quarter samples will be collected in October. Infrared inspections were completed on the lift station panels and a switch was replaced at the City View station. The replacement switch was available in the city's back stock of parts. The treatment plant and lift stations are all running well.

Next on the agenda was Christmas on Main. Jenny Stephen-event organizer, presented a proposal for a Christmas on Main event to be held within the city limits on Sunday, November 30, 2025, from 1:30 p.m. to 8:00 p.m. A handout was provided to council members. Stephen shared that the outline was "pretty much the same as last year". It was highlighted during review and discussions that the parade time had been adjusted, parade entrants allowed were broadened, that the area requested for street closure was modified and increased in length and time, and that the number of requested port-a-pots was increased from the previous year's approval. As per the proposal handout provided, the event is requested to begin at 2:00 p.m. with a parade. Street closures will begin at 1:30 p.m. The path for the parade was identified. The parade route will begin 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 as entrants make a left into the Fatima High School parking lot. From there, entrants will then exit the parade route by their own choosing. Parade entries will include vehicles with and without trailers, motorized ATV's, 4-wheelers, golf carts and garden tractors. Any non-motorized entries and leashed animals will be allowed.

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Approvals for use of the parking lots from the identified businesses and high school are reported to have been granted. Street closures for the parade will be in place by 1:30 p.m. The section of South Maries Avenue and the only the section of Main Street to the east beyond Mill Lane and East Main Street are to be reopened following the completion of the parade. The section of Main Street from the intersection of South Maries Avenue and Main through to the intersection of Mill Lane and Main Street are to remain closed and is identified as the designated event area until the conclusion of the event at 8:00 p.m. The Christmas on Main committee is aware of the need for additional volunteers needed to ensure all street closures are manned. All remaining city streets will reopen by 8 p.m. This designated event area defined is noted to allow other Main Street businesses opportunity to plan attractions at their businesses. Parking plans were next identified. Parking will not be allowed on either side of the street within the designated parade route. Parking will only be allowed in the Fatima High School and St. Joseph Church/School parking lots. The event will not include outside alcohol sales. Businesses with active liquor licenses may choose to sell alcohol within their normal business parameters. Special event insurance listing the City of Westphalia as additionally insured is acknowledged as being required. Event organizers are responsible for obtaining and providing the city with a copy of the special event insurance coverage; allowing ample time for review by the city's insurance carrier prior to the event. Event organizers are planned to request sponsorship from the Lions Club and financial support for the required special event insurance. The Christmas on Main committee requested that the city cover the expenses for 4 port-a-pots for the event. No outside vendors are requested. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Jake Plassmeyer to approve a 2025 Christmas on Main event on Sunday, November 30, 2025, as per the submitted proposal and discussed outline above, including the approval for the city to cover the expense of 4 port-a-pots. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Community residents Jenny Stephen, Jamie Kleffner and Abby Havens exited the building.

Next on the agenda was SRD equipment sales. Mayor Pro tem Wieberg and city clerk Massman reported that 3 sealed bids had been received for the city's snow plow truck. The sealed bids were opened by Wieberg. A bid from Stanley Deeken in the amount of \$4,250 was submitted, a bid from Elite Landscaping-Corey Jaegers in the amount of \$5,100 was received and a bid from Quaker Windows in the amount of \$9,250 was reported. City clerk Massman noted that the minimum bid requested by the city for the city's plow truck was \$4,000. A motion was made by Alderman Delbert Wieberg, and was seconded by Alderman Jake Plassmeyer to accept the sealed bid of \$9,250 submitted by Quaker Windows for the city's snow plow truck. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. City clerk-Massman will alert bid submitters of the accepted/rejected bid submissions and assist in the acquisition of payment, transfer of title and pick up of the truck.

Winter preparedness was next on the agenda. Alderman Jake Plassmeyer reported that he has requested bid submissions from Struempfler Lawn Care, Elite Landscaping, WestCo and Live Well-Hoelscher. It was noted that bids are pending at present; given contractors are awaiting their anticipated costs for materials from their suppliers. Hourly rates were anticipated to be the primary proposal format. Bid submissions from contractors were requested by Alderman Plassmeyer to be submitted to the city prior to the October council meeting for consideration. Plassmeyer has discussed with the potential contractors the availability of the city's remaining loose-bulk salt supply for use and the possibility for the city to purchase further bulk bag salt supplies independently; and providing storage of bag salt supplies as a potential consideration to deter costs. Snow removal proposals to be revisited again at the October meeting. Further discussions tabled.

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Next on the agenda was the city maintenance building repairs. It was reported by Pro tem Wieberg that an additional bid for roofing repairs was received. Clerk Massman noted that the bid was received by the city prior to article released in the *Unterrified Democrat* regarding the city's August meeting discussions. Bids for roofing repairs was discussed. A bid of \$28,500 by PMF (Professional Metal Fabricators) and a bid of \$26,860.96 from Luecke's Roofing were submitted. A difference of about \$1,640 separated the two bids to replace the metal roof and repair any damage caused by water leaks; the scopes of work were read aloud by Wieberg. Wieberg noted concern that he had not met with a member of Luecke's Roofing to review the project and that some of the noted scope of work on the bid proposal was not applicable. Alderman Heckman shared that he had met and discussed the scope with the contractor and that the scope identified was standard metrics as part of their standing bid proposals. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Jake Plassmeyer to accept the bid of \$26,860.96 submitted by Luecke's Roofing for the city's maintenance building roof repair. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. City clerk-Massman will alert contractors of the accepted/rejected bid submissions and assist in contract finalization and obtaining the copies of the w-9 and certificates of insurance prior to work commencing. Clerk Massman will appraise aldermen of tentative start date for repairs to begin once confirmed with Luecke's Roofing.

Discussions for the Fall clean-up event and pricing updates as per Republic Services followed as the next agenda item. The weekend of October 11th - 12th was confirmed by city clerk Massman as the clean-up weekend with availability and permissions granted by both Millard Funeral Home and Republic Services. There is no extra cost to the city for the annual clean-up event; as this service is included in the City's contract with Republic Services. A flyer outlining the event has been distributed by mailer to city residents. Mayor Pro tem Wieberg next read aloud a correspondence received by Republic Services that noted the planned implementation of an annual 4% rate increase as per the solid waste contract in place with the city. The customer rate increase for solid waste services will become effective on 11/1/2025 as per the contract's anniversary date. City clerk Massman will validate the date for expiration for the city's current contract in place and calculate the anticipated rate increase annually for customers; following up with the details by email correspondence to aldermen and UD reporter-Theresa Brandt.

Ordinance 25-09; pertaining to mailboxes within the city limits was discussed as the next agenda item. City clerk Massman provided a copy of the proposed Ordinance 25-09 for review. Mayor Pro tem Wieberg discussed that the ordinance that is being considered is 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. City clerk Massman informed council members that the ordinance has been reviewed and vetted by the city's attorney and is ready for consideration of passage. Discussion followed regarding recent erections of mailboxes along Castle Rock Road that were noted to have been approved by the Postmaster General only; given the city has not prior, had an ordinance in place establishing the need for Board of Aldermen approvals for new mailbox installations. Public safety concerns related to the safety of vehicular traffic flow, pedestrian safety, mail carrier safety and well as the impact on traffic flow patterns were considered. Following discussions, aldermen unanimously agreed to enact Ordinance 25-09. Current boxes in place are noted to be grandfathered. Mayor Pro tem Wieberg read the first reading of Ordinance 25-09; title only. The approval of the first reading of Ordinance 25-09; title only, with a statement of 4-ayes and 0-nays was recorded. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Mayor Pro tem Wieberg read Ordinance 25-09; title only, a second time. Approval of the second reading of Ordinance 25-09; title only with a statement of 4-ayes and 0-nays was recorded. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and

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Caitlin Berhorst-yes. Mayor Pro tem Wieberg read the third and final reading of Ordinance 25-09; title only. Approval of the third and final reading of Ordinance 25-09; title only with a statement of 4-ayes and 0-nays was recorded. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Ordinance 25-09 was adopted, approved, and duly passed by the Board of Aldermen and signed by Mayor Pro tem Delbert Wieberg, attested and notarized by city clerk Tammy Massman on this meeting date of September 30, 2025. Aaron Lachowicz of Mid MO Operations served as witness to all readings, votes and signatures for Ordinance 25-09. The city clerk will proceed with filing and recording Ordinance 25-09 with the Osage County Recorder's office and will additionally provide a copy to the Postmaster General office for their records and implementation of notification requests to the City of Westphalia related to future requests.

In other business, city clerk Tammy Massman reported that following the recording of the warranty deed, whereby the city returned ownership of the building known prior as the city salt shed, at the corner of East Main Street and Bridge Ave. to Anne Steele, insurance coverage under the city's annual renewal policy was requested to be removed effective 09/02/2025. A refund payment of \$200 was received from the city's insurance carrier-MO Perm.

An invitation for MRPC's annual dinner slated to be held on October 23rd in Salem, MO was shared by city clerk Massman. Participation was encouraged. Any board member interested in attending the event is requested to notify city clerk Massman before October 9th in order to RSVP. Clerk Massman next shared that an invoice from MRPC was received in order to maintain membership with the Meramec planning commission. An annual fee of \$408 is noted as cost for continued membership, which does include 15 membership service hours of support from the commission. A motion was made by Alderman Delbert Wieberg, and was seconded by Alderman Stanley Heckman to approve the renewal of the MRPC annual membership in the amount of \$408. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes. Clerk Massman will render payment of membership fees and assist with return of the technical support contract. Lastly, Massman noted that MRPC had forwarded a request to complete a 2026 State Legislative survey which is used to collect issues to develop the commission's state legislative priorities. Clerk Massman will circulate the survey via email to all aldermen for further advisement.

The next city meeting date was set for Tuesday, October 28, 2025, at 6:00 p.m. at City Hall.

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