

## **Westphalia Board of Aldermen Meeting Minutes for February 28, 2023**

The Westphalia Board of Aldermen meeting was called to order by Mayor Tammy Massman. Aldermen present at time of roll call were Stanley Heckman, Jake Plassmeyer and Lori Asel. Others present at the meeting were Curtis Wheat and Aaron Lachowicz of Mid Mo Operations, and Theresa Brandt-UD reporter. Alderman Delbert Wieberg later presented and participated.

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

The February monthly expense report was reviewed. The city expenses note the amount of \$2,672.14, sewer system expenses in the amount of \$6,362.38, special road district expenses in the amount of \$369.40. City receipts in the amount of \$10,746.37, sewer system receipts in the amount of \$9,935.23, and special road district receipts in the amount of \$14,287.97. Total city checking account balance of \$170,468.90, total sewer system checking account balance of \$56,974.58, total special road district checking account balance of \$49,082.75, and total special road district savings account balance of \$5,113.84. Total city CDs in the amount of \$440,910.78, total sewer system CDs in the amount of \$523,787.84, and total special road district CDs in the amount of \$523,329.74. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Lori Asel to approve the February monthly expense report. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes, and Lori Asel-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 reported to the council, that the plant and all lift stations are currently running well. Wheat continued, stating that soil and sludge samples have been collected this month in preparation for land application. Once results are returned and the weather and fields are favorable for application, operators will coordinate sludge hauling with Shawn York-Mid Mo Environmental. Wheat and Lachowicz voiced York again can provide the service at the cheapest cost. The UV light system will be checked in mid-March. Operators thought that there was a bolster issue with one of the lamps at the end of last season. If repairs are necessary, operators will perform repairs and re-install the lights prior to April 1, in accordance with permit regulations. Wheat further reported that there was an issue with a float at the Devin Lane lift station. A spare float was available and was installed to fix the issue. Operator Lachowicz cleaned the grease out of the Devin Lane station while the repair was being completed. Mayor Massman reported that the dusk to dawn light has been repaired. Operators expressed appreciation for having it repaired.

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 2023-2024, 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 to date, the income and expenses reflect only 11 complete months. Discussions for projects: sidewalk improvements, roadway projects, sewer repairs and building improvements were explored for the upcoming year. Sewer operators will continue to assist in collaborations and recommendations for potential use of ARPA funds. Mayor Massman shared that annual reporting updates to the Treasury are due again in the month of April with relation to the ARPA reporting requirements. It was noted at present that the draft budget is reflecting a positive balance. No considerations were built in as yet by Massman, for any larger street repair projects. Numbers were added in the repairs/maintenance-city line item, for recently suggested repairs to the city hall building. Mayor Massman highlighted that no expense was denoted for trash and recycling due to the newly negotiated contract revisions with Allied Waste. Mayor Massman educated the aldermen that the budget

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is considered a working document and will be presented again during the March meeting for approval and passage, noting the city's fiscal year ends March 31<sup>st</sup>.

Alderman Jake Plassmeyer suggested an increase to the proposed city buildings repair line, voicing that the city salt shed building at the corner of East Main St. and Bridge Ave. could also benefit from some roofing upgrades. An extra \$10,000 was recommended. Alderman Heckman voiced that the main areas of leakage on the city hall building appear to be in and around the existing chimneys and along the front where the stone columns are. It was suggested that the chimneys be removed and the roofing area resealed, especially considering that the chimneys are not functional and will likely never be again. Aldermen agreed that attending to the roofing issues would need to be completed before upgrades and renovations occur to the structure's interior.

Alderman Lori Asel introduced a suggestion that a new position, a city maintenance worker be created. This being a part-time, paid position that would keep their eyes on things, bring proposals to the board, such as assisting with soliciting bid proposals for driveway projects and sewer related issues, referencing what Alderman Wieberg does per say during the council meetings. Mayor Massman clarified and reminded the council, that when speaking of the driveway assistance program, it is the requirement of the property owner to solicit bid proposals and provide them to the city for consideration and approval for financial assistance only, as long as there is adherence to the recently modified program details, depicting specification requirements in order to participate in the driveway assistance program. Alderman Asel continued, exemplifying that Alderman Wieberg provides much of what she is suggesting that this person would do and further would recommend that Alderman Wieberg fill this position, if interested, but only after he would agree to give up his post as alderman, so as not to be in a conflict of interest. Asel continued stating Wieberg would then be able to guide the council as an employee. Alderman Asel was asked by reporter, Theresa Brandt, to clarify if this position would be filled by Alderman Wieberg. Asel stated "Delbert" would be her suggestion, if he would agree, or another person like him could be, if the board agreed they were a good candidate. Alderman Heckman questioned again, a city maintenance worker or inspector is what you are wanting? Asel said yes, exactly what Alderman Wieberg is already doing; presenting ideas to the council, assisting to look at projects and offer opinions, and attend to and complete any repairs if he can perform the task as part of his job duty, etc. Mayor Massman voiced that typically, most projects are bid as contract labor by contractors that specialize in the work the city is requiring after discussions and an agreement by the council members is reached, with an approved motioned to move forward with a project. Massman continued that she then contacts specialized contractors to obtain bid proposals and review them with the council, and then award the project following board approvals. Massman continued, noting that our sewer operators, here present are an example of this. They are contracted with the city to provide a specialized service for monitoring, reporting, performing repairs, supervising and inspecting work, and advising the council for all sewer related matters at a contracted rate for services. This happens also with concrete work and asphalt projects, as well as others, and will need to be for the roofing repairs and updates to the city buildings or equipment. Mayor Massman noted that in some other cities, there are employed inspectors that follow jobs and ensure city codes are being upheld, but they themselves are not performing the work. All considerations, changes and authorizations for city projects are required to come before this council for approval. Mayor Massman voiced she did not feel that the creation of a paid position that Alderman Asel was proposing, would not be beneficial for the city given that all projects discussed as examples are already being performed by specialized contract laborers.

Alderman Wieberg then arrived and took his seat and the meeting continued. Mayor Massman informed Wieberg that the council was currently discussing budget proposals and requested that Alderman Asel share with Wieberg her suggested proposal. Alderman Asel reiterated some of the above discussions. Alderman

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Wieberg stated we just need observant people and noted he had brought his list for the meeting. Alderman Heckman added, realistically we can all be doing that, be observant and listen to what others in the community are bringing to us as issues to discuss at council meetings. Alderman Heckman agreed with Mayor Massman that this is something that would not require creating a paid position. Alderman Wieberg concurred.

The meeting continued with other business. Alderman Wieberg questioning if anyone had been informed of the street name sign being down at the corner of North Maries Ave. and Main Street. Both Mayor Massman and Alderman Heckman acknowledged awareness voicing it had blew off during the heavy winds Monday evening. Mayor Massman has collected the sign and will have it reinstalled.

Next, Alderman Wieberg shared with council members pictures of the chimneys and other leakage areas on the roof of the city hall building he had taken. Alderman Wieberg recommended the council needs to consider repairs to the roof and his first suggestion would be to have the chimneys removed and sealed off. Mayor Massman updated Wieberg that earlier in the meeting the same discussions were held. Mayor Massman educated the council members additionally, that prior inspections, replacing the rubber roofing, reinforced flashing applications, caulking and water sealing have all been performed. Massman noted that sealing the porous limestone that is also rough and jagged has been said by roofers to be almost impossible to seal, which is contributing to ongoing seepage. The council was reminded that a bid proposal was presented last year for a type of spray-on rubberized sealant by Rudy's Roofing as an option, but board members could not come to an agreement on that application. Alderman Plassmeyer questioned of the rubberized coating would be out of the question for consideration. Alderman Wieberg voiced he did not like it and thought it required additional applications every 3 years, which then adds weight to the structure. Alderman Wieberg noted having worked with a company before, All Seasons Roofing and thought they may be able to offer further recommendations. Council members were aware that both Kloeppel roofing and Schwartz roofing have looked at and attempted improvements previously. Alderman Heckman felt that the sooner some attention could be given, the better, noting rainy season was upon us. All members again noted agreement that the roofing issues would need to be fixed before updates and improvements to the interior should occur. Alderman Wieberg made a motion, seconded by Alderman Heckman, to solicit a recommendation and bid from All Seasons Roofing. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Lori Asel-yes.

Next, Alderman Wieberg voiced he had received concerns and even specifically ones from the Westphalia Fire Department Chief-Jim Roark, about the new AK Hiit entrance/exits, noting that there are not defined driveways especially along North Maries Ave which are causing safety concerns with regard to traffic flow, on and off the Hwy 63 and onto North Maries Ave. Mayor Massman noted she had also received similar concerns voiced. Patrons of the gym are entering and exiting at all points along the property facing the North Maries Ave roadway. Mayor Massman noted that when the new building project was first presented for review and code adherence, specified driveways were identified on the plans. Mayor Massman questioned that work may not yet be completed in the parking and driveway areas. Mayor Massman again reiterated that driveways are extensions of the property and owners responsibility to install and maintain. Mayor Massman will follow up with the owners of AK Hiit and report concerns discussed. A request will be made that a specified driveway entrance and exit be fabricated to resolve the issues.

Mayor Massman reported that Corey Jaegers-Elite Landscaping is performing maintenance and clean up of the city's snow plow truck and bobcat currently. Both pieces of equipment will be returned to the city maintenance shed for summer storage upon completion.

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Mayor Massman reported that all business license renewal invoices have been mailed out. Current business licenses are only valid thru March 31, 2023. Request for renewal payments were requested to be received prior to March 15 for processing. Second notice letters will be issued to businesses that have not paid renewal fees by this date. As businesses return payments to the city, new business licenses will be issued. Mayor Massman noted having received some returned payments already.

The next city meeting is scheduled for Tuesday, March 28, 2023 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 Delbert Wieberg. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Lori Asel-yes.