

Westphalia Board of Aldermen Meeting Minutes for May 28, 2024

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 Curtis Wheat-sewer operator of Mid MO Operations; and UD reporter-Theresa Brandt.

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

The May monthly expense report was reviewed. The city expenses note the amount of \$2,706.97, sewer system expenses in the amount of \$7,409.37, ARPA expenses in the amount of \$0.00, special road district expenses in the amount of \$369.40. City receipts in the amount of \$8,567.68, sewer system receipts in the amount of \$8,693.75, and special road district receipts in the amount of \$284.24. Total city checking account balance of \$185,861.17, total sewer system checking account balance of \$77,596.12, total special road district checking account balance of \$103,922.98, ARPA checking account balance of \$54,513.37 and total special road district savings account balance of \$5,121.65. Total city CDs in the amount of \$452,888.41, total sewer system CDs in the amount of \$535,446.91, and total special road district CDs in the amount of \$539,247.63. A motion was made by Alderman Delbert Wieberg, and was seconded by Alderman Stanley Heckman to approve the May 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 reported to the council that they are awaiting sludge to be hauled by Mid Mo Environmental once weather allows. The ground appears to have dried out so operators have been in contact with Shawn-Mid Mo Environmental to request that sludge be removed from the plant for land application. Routine maintenance at the plant will begin in June on the blowers, gear boxes, (oil changes and lubes) and replacement of rubbers and scrapper arms. The UV lights are continuing to be monitored. Operators have noted that 2 bulbs are now out which have been replaced with new bulbs; it is believed that the ballast is bad and will need to be replaced. Mayor Massman and operators have set up an account with Trojan UV and will place an order for a new ballast if pricing is not noted to be costly. Wheat noted that test Bac-T samples are continuing to pass, but recommended replacement of the ballast to return functionality of all UV lights. Wheat lastly noted that sludge and soil samples were collected in April and the results all looked good. Concerns were noted that operations have had struggles with getting the analyzed samples information from Engineering Survey & Services (ES&S) and have been in contact with them to share concerns, it was reported that new staff are now in place and issues should resolve. Mayor Massman shared that she as well was having issues with invoicing, but it seemed to be getting better as well. Weed killer has been sprayed at the plant. Some grease was reported to be coming into the plant in clumps. Operators will continue to monitor this. Mayor Massman further noted an invoice had been received from Schaefer Electric for repairs to the dusk to dawn light. Alderman Wieberg noted that as he was continuing to solicit bids from contractors for replacements of the air header manifolds, noting he has not had much success in receiving quotes nor coordinating visits with contractors at the plant. Wheat noted they run into this same issue with obtaining bids for projects.

Westphalia Board of Aldermen Meeting Minutes for May 28, 2024 (continued)

Alderman Wieberg next reported he attempted contact with the Missouri 811 utility locate system, to ensure that the City of Westphalia is registered for locates and has a point of contact identified. Wieberg noted he has left several voice messages for a return call and has sent a correspondence via email for assistance, and has not received any reply. Today, Wieberg reported he personally presented to local office in Jefferson City and the information requested was taken down by the receptionist, and Wieberg will update the council if a reply is received. Wieberg noted he had spoken with members of the Public Water District, Sue Feltrop and Marty Buscher for advisement, believing they were active members with MO 811. It was noted that this entity was struggling also to have their point of contact updated with the MO 811 system. Mayor Massman volunteered to look online to evaluate if there is a registration link that the city could register for the service via MO 811 website. Wheat additionally volunteered to inquire with other operators, believing that the system was believed to be automated online.

Mayor Massman continued the meeting with the next agenda item-Insurance renewal. Mayor Massman noted that a renewal quote had been received from MO PERM reflecting the amount of \$6,846.00 for the annual renewal of general liability coverage. It was noted that last year's MO PERM premium was \$5,885.00 + \$396.00 for MEM worker's compensation, totaling \$6,281.00. The increase in premium renewal was primarily noted to be attributed to inflation increases. Mayor Massman voiced that the annual renewal for workers compensation through MEM is also being negotiated. An invoice from MEM is anticipated as well in the coming weeks. General liability insurance renewal premiums would be required to be paid prior to the July 1st renewal. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Delbert Wieberg to approve paying the annual insurance premium renewals. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes.

Next, Mayor Massman provided an update for street repairs, noting she has only one quote thus far to share from Verslues Construction. Mayor Massman voiced she has been struggling to coordinate meetings with contractors to obtain bids. Mayor Massman is planned to meet with Kyle Berendzen Construction this week and hopeful to have a bid to share by early next week. Mayor Massman reported that Verslues Construction provided individual estimates for each area, with a total estimate of \$107,050.00. Areas for street repairs and gutter work improvements were identified as the area of Main Street at the intersection of Main Street and Maries Avenue, a section of Linn Street, the off street/gutter area of South Maries Avenue stretching from Main Street to Hwy 63, and driveway/gutter repairs at Andy Rehagen's residence. The area of off-street parking and guttering along Linn Street including a sidewalk, below the Millard Funeral Home, was recommended by Verslues Construction to be addressed during improvements of the North Maries Avenue off street/gutter repairs project, as the drainage issues and culvert work could be integrated better during one project. Alderman Stanley Heckman offered to inquire with a contractor from Advanced Concrete to see if there was interest in bidding the project. If interest and availability to perform the work was present, Heckman would provide contact information to Advanced Concrete for Mayor Massman, to meet and go over the areas being considered. Aldermen agreed to allow for bids one additional week in order to obtain two bids, acknowledging a meeting with Mayor Massman was anticipated this week from Berendzen Construction. Mayor Massman will report further bid results to board members via email, including UD reporter, Theresa Brandt, once received and request authorization to secure a contractor at that time for project initiation. Verslues was noted to be able to start and complete the projects over the next 2-3 months, working them in while they are in the area working on the Fatima school project.

Westphalia Board of Aldermen Meeting Minutes for May 28, 2024 (continued)

Next in other business, housekeeping topics were addressed. Mayor Massman reported that she had received a visit from residents of 146 East Main Street with complaints that the grass and weeds were not being maintained again this year at the storage sheds located behind their residence. It was noted that the storage units are owned by TMD Properties; Tom and Melody Buersmeyer. Mayor Massman suggested and offered to send out a letter from the city requesting maintenance of the property, as has been done in the past, informing of the violation of an ordinance that is in place for lawn maintenance. Aldermen agreed that a letter informing the owner of the concerns voiced, and requesting maintenance to the property was the appropriate place to start. Mayor Massman will proceed with sending a correspondence to the TMD Property owners.

Alderman Wieberg inquired if the survey was complete at the Senior Housing Complex. Mayor Massman shared that survey markers that are noted to be in place at the Senior Housing Complex are complete. A report on the findings and final markings was sent to the city from Central Mo Professional Services. It was noted that the area in question along Linn Street that is city property, included a minimal portion off the edge of the pavement. The larger area of the ditch was not on city property. Aldermen discussed and concluded that maintenance of the ditch would not be the responsibility of the city. Maintenance of property is the responsibility of the property owner. It was further noted that driveway entrances are extensions of a property and the responsibility of the property owners. They allow property owners access to a public roadway. The driveway entrance off of Linn Street leading to the back Senior Housing apartment building, was noted to include portions of area that was not considered to be the property of the Senior Housing Complex. The culvert at this entrance, was further noted to be contributing to the direction of water flow and development of the ditch. No motion was made by board members to further attend to the driveway entrance nor ditch area on the property of the Senior Housing Complex. Board members did agree that the culvert under Linn Street was in need of repairs, and was the responsibility of the city. Alderman Wieberg noted that he has spoken with an individual that was willing to assist with repairs of the culvert under Linn Street, as part of a community service project, billing the city only for the materials. Alderman Stanley Heckman made a motion, seconded by Alderman Jake Plassmeyer to approve Wieberg's contact-individual for community service work, donating labor to perform work to the culvert that runs under the Linn Street roadway, billing the city for material only. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Mayor Massman voiced ability to sign off on any community service hours for the individual on behalf of the city. Alderman Wieberg will inform the individual to forward any documentation requiring signatures for proof of community service hours to Mayor Massman.

The next city meeting date was set for Tuesday, June 25, 2024 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.