

Westphalia Board of Aldermen Meeting Minutes for August 27, 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, and Jake Plassmeyer. Alderman Caitlin Berhorst was absent. Also present at the meeting were Aaron Lachowitz-sewer operator of Mid MO Operations; UD reporter-Theresa Brandt and Nikki Bax-representative for the Christmas on Main committee.

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

The August monthly expense report was reviewed. The city expenses note the amount of \$ 2,657.91, sewer system expenses in the amount of \$6,963.79, ARPA expenses in the amount of \$0.00, special road district expenses in the amount of \$579.40. City receipts in the amount of \$12,081.88, sewer system receipts in the amount of \$8,623.04, and special road district receipts in the amount of \$0.00. Total city checking account balance of \$190,542.68, total sewer system checking account balance of \$80,729.07, total special road district checking account balance of \$111,024.31, ARPA checking account balance of \$54,513.37 and total special road district savings account balance of \$5,123.56. Total city CDs in the amount of \$455,625.03, total sewer system CDs in the amount of \$540,297.26, and total special road district CDs in the amount of \$543,813.02. A motion was made by Alderman Jake Plassmeyer, and was seconded by Alderman Delbert Wieberg to approve the August monthly expense report. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, and Jake Plassmeyer-yes.

The sewer system report was next on the agenda. Mayor Massman acknowledged that a report was submitted by Mid MO Operations. Sewer operator-Aaron Lachowitz provided an update. Third quarter samples have been collected; results are pending. Sludge is planned to be hauled the second week of September by a new contracting company; Advanced Septic and Pumping. Mayor Massman noted that during the process of collecting the necessary paperwork for contract labor with Mid MO Pumping, of Columbia, MO, following last month's meeting, it was discovered that Mid MO Pumping does not carry worker's compensation coverage. Mayor Massman validated with the city's insurance company that the city would be responsible for payment of worker's compensation for the contractor and thus, solicitation for other vendors began again. Sewer operators located Advanced Septic and Pumping, of St. Thomas, MO to provide a bid for sludge hauling. A bid of \$.12 per gallon was submitted. Mayor Massman noted that council members were updated on the discoveries and the newly submitted quote from Advanced Septic and Pumping by correspondence and agreement was given to proceed with contracting with Advanced Septic and Pumping. Operators have replaced the fourth ballast this week and are working with Trojan to validate how to hook the ballast up with the new mother board. The city has one extra ballast on hand for any future failures. Additional UV bulbs will need to be ordered next year. Operators will collect pricing information. Manhole inspections will begin again late September or early October. Alderman Delbert Wieberg noted that the manhole lid on the manhole nearest the discharge line into the Maries River was in need of repair. Operators will need to order DO caps for the probe noting it will no longer take a proper reading. Lachowicz anticipated cost at a couple hundred dollars. The plant and all lift stations are noted to be running without any major issues. Alderman Wieberg questioned if the city has been able to register for 811 locates. Mayor Massman noted she had not yet completed the registration process but would continue to work to establishing it for the city. Operator Lachowicz noted he believed that once registered there is a nominal fee associated with each request for a locate. Lachowicz extended availability to assist Mayor Massman with the registration if needed.

Westphalia Board of Aldermen Meeting Minutes for August 27, 2024 (continued)

Next on the agenda was a proposal for a Christmas on Main event to be held within the city limits on Sunday, December 1, 2024, from 5:00 p.m. to 8:00 p.m. submitted by event organizer, Sue Lauberth. Mayor Massman reported that the request had previously been forwarded to the council members for review. Handouts were provided by Mayor Massman. Representative for the Christmas on Main committee-Nikki Bax discussed plans for the event and answered questions for council members. Bax noted that the event requests this year has been downsized from past years primarily due to the construction occurring on the Fatima school's campus, and limitations with parking. The event is requested to begin again at 5:00 p.m. with a parade. The path for the parade was identified. The route will be different than that of last year. The parade will begin again 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 at the intersection of East Main St., Bridge Ave., and Mill Lane. Parade entrants will then exit the parade route by their own choosing via Main Street, Bridge Ave. or Mill Lane. Approvals for use of the parking lots from the identified businesses have been granted. Event organizers plan for all business and residential contacts to be made for those whom may be affected by the parade route. Street closures and intersections for the parade will be in place by 4:45 p.m. and plans are for certain sections to reopen following the completion of the parade. The Christmas on Main committee is aware of the need for additional volunteers needed this year to assure all street closures are manned. It was further shared that due to the narrow streets and increased size of parade entries in the past, the committee is going to establish new regulations for the entries. Bax continued voicing that parade entries will be limited to motorized ATV's, 4 wheelers, golf carts, side by sides and garden tractors. A maximum length of 12-foot pull-behind trailers will be permitted. Any non-motorized entries and leashed animals are allowed. NO horses will be allowed. Following the conclusion of the parade, it is requested that a designated event area be approved for continued street closure on Main Street, beginning at the parking lot entrance of the Westphalia Inn through to the Mill Rd. and Bridge Ave intersection. The street will reopen completely by 8pm. This increased street closure will allow other Main Street businesses to plan attractions at their businesses. Parking plans were next identified. Parking in the designated event area will only be allowed on the Church side of the street. This will allow elderly people to watch the parade from a vehicle. Use of the church parking lot, Fatima high school parking lot and other off-street parking areas outside of the designated event area were noted to be available for parking. The event is denoted to continue as a family event and there is no planned outside alcohol sales associated with the event. 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 anticipated to be provided through Fred Vogle Insurance; paid for by the event organizer. Mayor Massman encouraged that the parameters for the special event coverage be aligned with the appropriate type of coverage for the planned parade and events, along with an appropriately identified number of planned attendees, so coverage is applicable. A copy of the insurance coverage was requested to be provided to the City for review prior to the event. The Christmas on Main committee requested that the city provide 2 Port a Pots for the event, anticipating that they will be placed within the event area near the Norton room. Other events planned during the street closure included: Santa Visits, Music at the Westphalia Inn-Open for business, Historical Society Museum-Open, Towne Club, Westphalia Homestead, Pizza Haus and the Norton Room-Open, Christmas Carols at the Norton Room, and a tree lighting again near the Norton Room. Alderman Stanley Heckman noted concerns that attendees, especially the kids, will want to see the big trucks, ambulances, and firetrucks; and hear the sirens and see the flashing lights. Bax acknowledged that prohibiting some of these entrants will likely give the committee some pushback with these changes. Bax was hopeful that area businesses and organizations will take lead on what events they would like to host, and plan their own draws given the request for extended street closures.

Westphalia Board of Aldermen Meeting Minutes for August 27, 2024 (continued)

A motion was made by Alderman Jake Plassmeyer, and was seconded by Alderman Delbert Wieberg to approve the 2024 Christmas on Main event on Sunday, December 1, 2024, as per the submitted proposal and discussed outlines, including the approval for 2 Port a Pots. The city will pay for the Port a Pots rental. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, and Jake Plassmeyer-yes.

Discussions for the Fall clean-up event followed. The weekend of October 5th -6th was selected for the clean-up weekend. Once dates are confirmed available by Republic Services, the city clerk will request approval from Millard Family Chapels to place 2 dumpsters on their extra parking lot area along North Maries Avenue. The city clerk will then create a flyer and produce a mailer for city residents. 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 motion was made by Delbert Wieberg, seconded by Stanley Heckman, to approve the Fall Clean-up weekend, anticipating it to be scheduled for the weekend of October 5th -6th. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, and Jake Plassmeyer-yes. Mayor Massman lastly encouraged aldermen to assist with monitoring of the dumpsters the weekend they are on-site. In years past, it was noted that signage was required to be put in place, indicating closure for the event as the dumpsters were being over-filled and contractor services were required to push in the overflow debris, which is not a practice that the city should be willing to continue to undertake for abuse of the privilege being extended. Reminders were given that this service is ONLY for RESIDENTS living within the city limits.

City Hall repairs was the next item on the agenda. The topic of City Hall repairs was revisited. Mayor Massman noted she had been in contact with local construction, electrical and HVAC contractors to inquire about interest in the project and verify availability for work this fall/winter. A scope of work was reviewed again and was discussed to include removal of the wall separating the front meeting room and the back room; creating an arched opening, mimicking the front window and doorway; to create one larger meeting room space. General demolition in order to upgrade the electrical services and HVAC systems; removing the baseboard heaters and placing a mini-split unit. Other improvement included replacements of the windows and doors, removal of the interior chimneys, preserving any existing trim and having the hardwood floors refinished. Aldermen agreed still that there was not a need for a bathroom to be created. Mayor Massman will continue to align contractors so that remodeling can begin in the coming months.

Next in other business, housekeeping topics were addressed. Mayor Massman noted that the flyers and correspondences for the car show had been produced and mailed. A copy of the special event insurance has been provided and noted to have appropriate coverage thresholds. Letters for the businesses requesting a caterer's permit for alcohol sales have been mailed out and one of the three caterer's licenses have been already provided back to the city.

Mayor Massman noted that street repairs will begin next week, beginning with the Linn Street repairs followed by the Maries Ave. off-street area. The street work on Main Street at the intersection of Main and Maries Ave is slated to occur mid-October during a couple of days when it was noted that school will not be in session. This will allow contractors to perform the concrete work necessary with lessened interruptions from street traffic.

The next city meeting date was set for Tuesday, September 24, 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 Delbert Wieberg. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, and Jake Plassmeyer-yes.