

Westphalia Board of Aldermen Meeting Minutes for July 30, 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 Aaron Lachowitz-sewer operator of Mid MO Operations; and UD reporter-Theresa Brandt.

The meeting minutes from the June monthly meeting were reviewed. A motion was made by Alderman Stanley Heckman and was seconded by Alderman Jake Plassmeyer, to approve the June meeting minutes. Aldermen votes: Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Alderman Delbert Wieberg abstained, given his absence during the June meeting.

The July monthly expense report was reviewed. The city expenses note the amount of \$2,746.01, sewer system expenses in the amount of \$7,453.05, ARPA expenses in the amount of \$0.00, special road district expenses in the amount of \$504.78. City receipts in the amount of \$11,759.19, sewer system receipts in the amount of \$9,236.09, and special road district receipts in the amount of \$26.87. Total city checking account balance of \$181,118.71, total sewer system checking account balance of \$79,069.82, total special road district checking account balance of \$111,603.71, 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 \$452,888.41, total sewer system CDs in the amount of \$535,446.91, and total special road district CDs in the amount of \$540,168.99. A motion was made by Alderman Stanley Heckman, and was seconded by Alderman Jake Plassmeyer to approve the July 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-Aaron Lachowitz provided an update. During the time of the random sampling collected by DNR, it was noted that there had been a failure with the UV lights system. There was a high E coli level denoted by the DNR lab, even though the samples reported by Engineering Survey and Services indicated passing values. A Letter of Warning was received by the city from DNR. Labs were collected again and noted to be in good standing. A response acknowledging and clarifying the failure with the UV system; along with indication that repairs have been made was submitted and accepted by DNR. The city has returned to compliance and labs and again within normal limits. Operators replaced 3 ballasts on the UV system and ordered 2 additional ballasts. Operators will replace a fourth ballast this week as it was observed that another light was out. The city will have one ballast on hand for any future failures. Lachowitz noted that operators will collect a process control sample and run an E. coli test before collecting quarterly samples, which is planned for early August. The rubber scraper arms have been replaced on the clarifier. A provider for sludge pumping has been located. Lachowitz noted that Mid MO Pumping, out of Columbia, had submitted a bid for sludge removal and hauling at a price of \$.17 per gallon. Mayor Massman requested Lachowitz inform Bryan of Mid MO Pumping, that all tax documents and proofs of insurance will need to be received by the city prior to initiation of services. Lachowitz will follow up and request Mid MO Pumping reach out to the city via email with the requested documents for further review. Aldermen noted agreement with this plan for services, given the limited options for hauling and lift station cleaning services. Mayor Massman noted that a bid was received from IEI for replacements of the air header manifolds. Discussions regarding this bid was provided by Alderman Delbert Wieberg. Wieberg noted that several other businesses did not express interest in providing a bid and that the one submitted by IEI is likely to be the only bid proposal received. The scope of work was reviewed noting that the plan is to mimic the air header system existing in the inside of the basin to extend over to the outside. It will operate exactly the same. The scope of work outlined that IEI will provide labor and materials for a new 4" x 4" x 3/16" galvanized air line with galvanized supports around the waste water plant. Connection and isolation of new line to the existing air line. Connection of seven existing drop pipes to new air lines with stainless steel fittings. Fabrication of two new stainless steel drop pipes with connection to new air

Westphalia Board of Aldermen
Meeting Minutes for July 30, 2024 (continued)

line. Connection of three existing flexible air lines. Fabrication and installation of new diverter box. Lachowitz noted the amount of time to shut down plant and have the inside rebuilt is truly difficult and setting up this build on the exterior will be much more viable and inexpensive. The bid proposal received from IEI totaled \$73,605.00. Mayor Massman requested clarification that the new build will be within the perimeter of the plant's fencing. Wieberg and Lachowitz confirmed that it would. Wieberg noted that IEI would like to start this project, if accepted, within the next 2-3 months while weather was still favorable. Lachowitz voiced that he and other sewer operator partners, approve this plan and scope of work for improvements to the city's sewer plant. Mayor Massman and Lachowitz confirmed that the remaining \$54,513.37 in the ARPA account could be utilized as an allowable expense. The remaining \$19,100.00 to reimburse IEI, was suggested to be paid out of the sewer checking account. The current balance in the sewer checking account was reported by Mayor Massman as \$79,069.82. Alderman Jake Plassmeyer made a motion, seconded by Alderman Delbert Wieberg to accept the bid proposal submitted by IEI to perform the scope of work for the addition of a new air header manifold system. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes.

Next on the agenda was a consideration request for a car show to be held on Friday, September 6, 2024, from 5:00 p.m. to 11:30 p.m. by event organizer, Chris Stuckenschneider within the city limits. Rain out date was requested for the following Friday, September 13, 2024. Mayor Massman reported that she had reviewed event parameters from the prior year with the organizer and no changes were requested. Mayor Massman reviewed the event parameters being requested for the council. The event area would stretch from the corner of West Main Street and North Maries Avenue to the corner of East Main Street and Bridge Avenue/Mill Street. The organizer will post all flyers and banner/notifications publicly and prominently prior and during the event. The organizer will be responsible for closing and monitoring Main Street from North Maries Avenue and West Main Street to the intersection of Bridge Avenue, Mill Street, and East Main Street intersection; additional closures at Mill Street by the Post Office and the church parking lot entrances. This entire stretch of Main Street will remain closed from 5:00 p.m. until 11:30 p.m., which would make the spectator traffic going in and out of the church and school parking lots from the back entrance via Bridge Avenue through Holterman's lower driveway instead of via Main Street. The organizer will obtain permission for the church parking lot to be used for parking and obtain permission for the entry and exit to the church parking lot be through the Holterman property. If there is inclement weather before or during the event, the organizer will rope off the grass area behind the church to prevent vehicles from parking in that area. Show cars entering and/or exiting the event area are to be directed to travel East only. Cars are to Enter the event area at the West Main Street and North Maries Avenue intersection and Exit at the corner of East Main Street and Mill Street/Bridge Avenue. All show cars are to be removed from the street by 11:30 p.m. when Main Street will be reopened and barricades removed. Additionally, the organizer will request for mutual aid support of law enforcement to issue tickets for any violations. The organizer will be responsible for setting up and taking down the barricades, helping with traffic control, ensure there are no conflicts with the church and schools schedules, informing all car shows and spectators that NO burnouts are allowed, arranging for rental of port-a-pots, make verbal contacts with business owners and others in the area of the upcoming car show event, and include these specifications on their flyers, as well as their Facebook and other social media posts. It is to be noted that the city is not sponsoring this event and any of the coordinating, advertising, and overseeing of the event is the responsibility of the organizer. The organizer is aware and has agreed to obtain special event insurance. A copy of the policy denoting the city as additionally insured will be required to be provided to the city by the organizer for policy review, in advance of the event to ensure activation and ample coverage is applied for by the organizer. The organizer is aware that payment of the special event insurance is the responsibility of the organizer. It is anticipated that the cost of the special event insurance will be solicited by organizer through donations and/or fundraising efforts. Mayor

Westphalia Board of Aldermen Meeting Minutes for July 30, 2024 (continued)

Massman continued discussions alerting the board that special approval will be needed for alcohol consumption within the closed venue area. Mayor Massman noted that Division of Alcohol and Tobacco does have specific guidelines and permit requirements that active liquor license holders do need to abide by, identifying that a special “caterer’s” permit was required for sales and consumption to occur off-premise for the local restaurants. The business owners with active liquor licenses would need to individually contact the city to request for permission of alcohol sales outside of their premise, on the date of the event, within the specified event venue area, and only during the time frame that the event has been approved to occur. Without the city’s permission and without the acquisition of a special caterer’s license from Division of Alcohol and Tobacco, the businesses would be in violation of State liquor laws and be subject to revocation of their state and local licenses. Mayor Massman noted that in the prior year, there was approval for six port-a-pots, spaced out along the venue, with the city paying the expense for the port a pots. Belief was that the cost for the port-a-pots was about \$100.00 each. Cleanup efforts that evening after the end of the event, and a double check cleanup effort the following morning are the responsibility of the organizer and that of the businesses. Discussions about the event parameters, roles and special requirements continued among board members. Aldermen Stanley Heckman, Delbert Wieberg and Jake Plassmeyer, all individually expressed agreement that the event was well intended for the community and can be an event enjoyed by all, but that if any occurrences that jeopardize public safety are displayed again this year that they will not be voting to approve the event in the future. Aldermen acknowledged that these occurrences are not to be considered any negative reflection on the organizer; that he provides due diligence in all efforts to making the event family friendly and an asset for the community. Mayor Massman and Aldermen unanimously agreed that any person in attendance; or resident in the community that feels public safety is compromised, can and should initiate a call for mutual aid support from local law enforcement to assist. Collectively all council members did not want to see anyone get hurt or seriously injured, knowing they had voted to approve the event, being aware of previous unacceptable behaviors and actions of a select few. Considerations for the need of multiple motions were reviewed. Alderman Jake Plassmeyer made a motion to approve the request by organizer, Chris Stuckenschneider to have a car show on September 6, 2024, rain out date September 13, 2024, during the timeframe of 5:00 p.m. to 11:30 p.m., located in Westphalia, MO, from the corner of West Main Street and North Maries Avenue to the corner of East Main Street and Mill Street/Bridge Avenue; including previously outlined organizer’s parameters; that proof of special event insurance would be secured and provided to the city clerk, listing the city as additionally insured prior to the event; to approve providing a “letter of consent” for outside liquor sales; issued by the city; if formally requested; to those businesses that currently hold an active liquor license; specified for the date, time frame and within the planned car show event area, that would enable the said business to then obtain a caterer’s license from the Division of Alcohol and Tobacco, for state adherence of liquor laws allowing alcohol sales and consumption off the business premise for the same said date, time frame specified and within the identified event venue area only; for temporary business licenses to be provided for qualifying vendors, for sales requested during the specified timeframe of the event and within the event venue boundaries. The motion was seconded by Alderman Delbert Wieberg. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. A motion was then made by Alderman Delbert Wieberg, seconded by Alderman Jake Plassmeyer, to approve the organizer to obtain six port-a-pots for the event with expenses to be paid by the city. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes. Mayor Massman will send out correspondences to those residents and businesses/organizations directly affected; being within the event area, to alert them of the approval of the event alongside a flyer as provided by the organizer.

City Hall repairs was the next item on the agenda. The topic of City Hall repairs was introduced during the June meeting and Mayor Massman requested Aldermen to gather thoughts on what improvements they would

Westphalia Board of Aldermen Meeting Minutes for July 30, 2024 (continued)

like to pursue for the city hall building. Alderman Plassmeyer proposed that the wall separating the front meeting room and the back room be opened up; utilizing the two current doorways and creating an arched opening, mimicking the front window and doorway; to create one larger meeting room space. Remodel ideas were discussed. Mayor Massman volunteered to begin soliciting an evaluation by a general contractor for demolition and rebuild for the remodel project, alongside subcontractors for upgrades to electrical services and HVAC systems, looking at removing the baseboard heaters and placing a mini-split unit. Other improvement included replacement of the windows and doors, removal of the interior chimneys, preserving any existing trim and having the hardwood floors refinished. Aldermen agreed that there was not a need for a bathroom to be created. Preference for use of local contractors was noted. During the remodel, use of the meeting room at the city storage building could be utilized. A motion was made by Alderman Delbert Wieberg, seconded by Alderman Jake Plassmeyer, to approve Mayor Massman to begin solicitations for the scope of work discussed for City Hall repairs and improvements. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes, and Caitlin Berhorst-yes.

Next in other business, housekeeping topics were addressed. Mayor Massman noted that current liquor licenses will expire tomorrow on July 31, 2024, and that 7 of the 8 renewal invoices have been received. Mayor Massman will follow up with the single business that has not yet rendered payment to ensure compliance with the city's liquor license ordinances.

Alderman Stanley Heckman acknowledged that weeds have been sprayed throughout the city limit and that the remaining weeds will have a second application applied to them. Weeds down by the sewer plant and recycle bin will also be addressed.

Mayor Massman highlighted that a notification of a water break was received, that has placed a boil order in effect for the residents along Bridge Avenue, anticipating that the boil order will be lifted on August 1, 2024.

Mayor Massman noted that a concern was expressed by a PWSD member that during heavy rains, water enters the drop box slot on the city hall door, where water bills are deposited, soaking the envelopes and checks inside. A photo was shared with council members relative to this concern. It was requested that a new faceplate be installed. Alderman Plassmeyer noted that these mailbox faceplates were fairly inexpensive and he could assist with locating a new one for installation

The next city meeting date was set for Tuesday, August 27, 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.