

## **Westphalia Board of Aldermen Meeting Minutes for January 28, 2025**

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 was sewer operator-Aaron Lachowicz of Mid Mo Operations, UD reporter-Theresa Brandt, Conditional use applicant-Angela Stuecken, and residents Mary Jane Massman and Henry Winkleman.

Mayor Massman acknowledged the public hearing held prior to the regular council meeting to address a conditional use permit application that had been received. Documented meeting minutes for the public hearing are provided separately.

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

The January monthly expense report was reviewed. The city expenses note the amount of \$27,805.67, sewer system expenses in the amount of \$6,429.52, special road district expenses in the amount of \$7,509.55. City receipts in the amount of \$12,311.90, sewer system receipts in the amount of \$8,831.58, and special road district receipts in the amount of \$27,024.22. Total city checking account balance of \$154,073.92, total sewer system checking account balance of \$65,576.65, total special road district checking account balance of \$63,151.06, and total special road district savings account balance of \$5,127.38. Total city CDs in the amount of \$457,364.71, total sewer system CDs in the amount of \$542,613.50, and total special road district CDs in the amount of \$546,682.93. A motion was made by Alderman Jake Plassmeyer, and was seconded by Alderman Stanley Heckman to approve the January monthly expense report. Aldermen votes: Delbert Wieberg-yes, Stanley Heckman-yes, Jake Plassmeyer-yes and Caitlin Berhorst-yes.

The Conditional Use Permit application was next on the agenda. Aldermen discussed the requested permit, reviewing prior discussions during the public hearing portion, giving special attention to the previously suggested implementation of a review period for the permit. Following discussions, it was unanimously agreed by Aldermen, that there was not a need to defer to legal counsel regarding a desire to add a re-review period for the application. The conditions recommended to be attached to the permit, as per the Planning and Zoning Commission were also reviewed. Alderman Stanley Heckman made a motion, seconded by Alderman Jake Plassmeyer to approve the conditional use permit application, including the attachment of the 7 stipulated conditions that will follow the permit, as per the Planning and Zoning Commission recommendation. 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 Lachowicz provided an update. The plant and lift stations are functioning properly. Sludge hauling will need to be arranged again once the weather and ground surfaces allow. Inventory for the UV system has been reviewed. New ballasts are in place. New bulbs will need to be ordered and changed prior to the start of the recreation season beginning April 1. As part of regular maintenance, one blower is due for an oil change. All 4<sup>th</sup> quarter and year end reports were completed and submitted to DNR by Mayor Massman. Lachowicz noted the only concern he had was that trash pickup has not occurred the past two weeks at the sewer plant, likely due to the recent winter weather and road conditions. Mayor Massman noted she would forward an email to Republic Services if trash was not collected this week. Operators will alert Mayor Massman accordingly.

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Next, in other business, housekeeping topics were addressed. Mayor Massman provided an update on City Hall repairs. The project is noted to be nearing completion, aside from some exterior maintenance. Mayor Massman indicated that next month's monthly council meeting will be able to be held in city hall. Flooring has been laid, all interior trim work is complete, lighting and outlets have been installed. Alderman Wieberg inquired about expenses. Mayor Massman noted that invoices are being received and that an expense report specific for the project will plan to be made available at next month's meeting. Possible upgrades to furniture will be considered at the next council meeting. Alderman Heckman noted he had been questioned why multiple bids were not entertained for HVAC contractors. Mayor Massman noted that during prior meetings, confirmed by Alderman Plassmeyer, that it was decided by aldermen to allow the general contractors to utilize sub-contractors per their preference or as per the availability of sub-contractors in order for the project to keep progressing. Mayor Massman noted that any contractor that would have reached out to the city or expressed an interest in performing work for the project, would have been encouraged to submit a proposal for consideration. Aldermen noted that moving forward, they would be more conscientious for solicitation of bids.

Alderman Wieberg next introduced the topic for potential sale of the special road district's skid steer. Aldermen Wieberg and Heckman voiced desire to sell the city's skid steer. Discussions continued regarding the potential to also sell the city's plow truck, noting anticipated plans to continue to use contracted labor for snow removal services. The city at present does not have a city employee that operates the city equipment nor one that is insured to do so. Alderman Plassmeyer voiced agreement that utilizing contracted labor during upcoming winter seasons; to provide snow removal would be feasible as he believed there were several contract providers offering these services in the surrounding communities. Mayor Massman acknowledged that special public notices and likely sealed bids would be required in order to place a piece of city equipment up for sale. Aldermen agreed unanimously, that services with the city's current contractor, Elite Services, will remain in place through the remainder of this winter season. Plans for new contracting services and for the topic of equipment sales will be readdressed during the April monthly meeting.

The next city meeting date was set for Tuesday, February 25, 2025 at 6:00 p.m. The meeting will be held back at City Hall.

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