

VILLAGE OF WESTPHALIA
COUNCIL MEETING
March 4, 2024

The meeting of the Westphalia Village Council was called to order by President Tim Fandel at 7:00 p.m. and opened with the Pledge of Allegiance given to the flag.

Council Members in Attendance:

Tim Fandel, President	Kevin Krzeminski	Phil Smith	Jim Pivarnik
David Boswell, Clerk	Bill Schmitt	Steve Miller	Tanner Droste

Minutes & Agenda: Member Miller made the motion, supported by Member Smith, to approve the minutes of the previous meeting as presented and the Agenda for the February meeting. Motion carried.

Appointments: There were no appointments.

Guests: Guests in attendance included:

Alex Hanses, DPW Supervisor

Dave Pohl, Clinton County Commissioner:

provided the Council with an update of activities for Clinton County, including: approval of contracts with material handlers for THE Clean Community events; approval of policy amendments for Courthouse Access and operations; improvements to be made at the Public Safety Facility and the Juvenile Facility; engagement of Maner Costerisan to provide assistance to the County Treasurer.

Water: DPW Supervisor Hanses provided the Council with an update on the water main improvement project and the State inspection of the Village water system.

- Water Main Improvement Project:
 - The electrical aspects of the project are almost completed – the generator has been installed and is awaiting the contractor to perform the initial start-up.
 - Nashville Construction Company (the contractor for the Water Main Improvement Project) submitted Application for Payment No. 7. The Council reviewed the application. Member Pivarnik, supported by Member Schmitt, made a motion to approve the application. Motion carried.
- State inspection: The inspector raised no concerns regarding water quality or distribution. The inspector has recommended an upgrade to the ventilation of the Village water tower. The inspector has also requested additional documentation regarding various aspects of the water system and an updated copy of the Village's Wellhead Protection Plan.

Sewer: During the recent heavy rains, the Village DPW, the County Drain Commissioner and the contractor evaluated the function of the relief drain that was installed as part of the Thome & Wieber drain, on the east side of town. It was determined that the inlet to the relief drain should be lowered approximately 18 inches to improve the functionality of the drain and the benefit to the Village.

Financial: Expenditures made during the previous month were presented and reviewed. A motion to approve all invoices was made by Member Schmitt and supported by Member Krzeminski. Motion carried.

Member Schmitt presented recommendations for amendments to the 2023 – 2024 Operating Budget. Council reviewed all recommendations. Member Schmitt made a motion, supported by Member Krzeminski, to amend the budget as presented. Motion carried.

Member Smith, supported by Member Pivarnik, made a motion to adopt the amended budget as the initial operation budget for fiscal year 2024 – 2025. Motion carried.

Due to regulations governing the Village's selection/use of audit firms, the Village will be researching and selecting a new audit firm for its upcoming audit of fiscal year 2023 – 2024.

Planning Commission: In conjunction with its ongoing evaluation of improvements at Droste Park, the Planning Commission invited Village Council member Jim Pivarnik and Mr. Chuck Nelson to attend its February meeting. Mr. Nelson is a former MSU professor with duties that included teaching park management for 42 years, has worked in developing local park and recreation plans with many local units, and has served as Chairman of the Clinton County Parks and Greenspace Commission. Mr. Nelson shared his experience and made recommendations to the Planning Commission of how it can proceed with evaluation of the need for improvements at Droste Park. The initial step is to obtain feedback from village and Township residents about their use of the park and improvements they would like the Village to consider. The sub-committee established to lead the park improvements project is taking Mr. Nelson's recommendations under consideration and proceeding with the project.

The next Planning Commission meeting will be held on Monday, March 4, 2024, at 6:00 pm.

Building & Zoning: Application for Plot Plan Approval #24-002, for covering a deck at 209 Gutha Drive, was presented and reviewed. The application meets the requirements of the Village's Zoning Ordinance. Member Pivarnik made a motion, supported by Member Miller, to approve the application. Motion carried.

Streets: The Village will again assist Clinton County in the storage of materials for chip-seal projects in the vicinity of the Village. The County provided the Village with a quote for completing chip-seal on Village streets. The Village will assess the condition of streets and the need for chip-seal.

Community Service: No new business.

Parks and Recreation: Discussions continue regarding the potential upgrades to the facilities at Droste Park. Please refer to the summary under "Planning Commission".

DPW: No activity.

Administrative Issues: The Village is in the process of developing/updating its personnel policy to clarify requirements, duties, and benefits of Village employees.

Discussion continues regarding the benefits that the Village and residents would receive from the installation of security cameras at various locations throughout the Village.

The Village reviewed the contract from Hometown Decoration and Display, LLC, the supplier of holiday decorations to the Village. Member Smith made a motion, supported by Member Pivarnik, to approve the contract. Motion carried.

The Village has received updated information from the Township regarding burn permits. Anyone in need of a burn permit should go to the Westphalia Township webpage/home page and click on the "Burn Permit Form" button near the bottom of the page. This will provide you with the regulations regarding burning within the Township and allow you to submit your request for a burn permit.

Next Council Meeting: Regular Meeting: Monday, March 4, 2024, at 7:00 p.m.

Adjournment: Motion to adjourn made by Member Smith, supported by Member Pivarnik. Motion carried.