# LOWRY CITY BOARD OF ALDERMEN REGULAR COUNCIL MEETING Tuesday, February 25, 2025 6:00 pm Draft Minutes

# Call to Order and Pledge of Allegiance:

On Tuesday, Feb. 25, 2025 Mayor Patricia Landes called the regular session of the Lowry City Board of Aldermen meeting to order at 6 p.m. in the council room at city hall. Board members also attending included West Ward Aldermen Sean Langston and Shirley Edmunds and East Ward Aldermen Charles Cone and Jackie Cutler. City employees attending the meeting included Maintenance Worker Kenny Walker, Water and Wastewater Superintendent Josh Muller, Police Chief Charles Hodges and City Clerk John Farrell. Several people from the community also attended. Notice of the meeting was given pursuant to RSMo. 610.020.

The Pledge of Allegiance was led by Landes.

### **Approval of Minutes:**

- **A.** The board reviewed the regular session minutes from January 21, 2025. Langston moved and Cone seconded to approve the minutes. The motion carried by a unanimous vote.
- **B.** The board reviewed the closed session minutes from January 21, 2025. Cutler moved and Langston seconded to approve the minutes. The motion carried by a unanimous vote.
- **C.** The board reviewed the closed session minutes from February 10, 2025. Langston moved and Cutler seconded to approve the minutes. The motion carried by a unanimous vote.

#### **Bills:**

*Monthly bills:* A list of bills was presented for approval. On a motion from Langston and a second from Edmunds the board unanimously approved the bills presented.

# **Financial Reports:**

**Reports:** Financial reports for the month ending January 31, 2025 were presented and reviewed. Cone moved and Edmunds seconded to accept the financial reports. The motion carried by a unanimous vote.

#### Old or Unfinished business:

**A.** Amend Lowry City Employee Handbook: After a decision to add a time clock was made at last month's meeting, changes were needed to include it in the employee handbook. Farrell presented what the employee handbook currently states and proposed changes to include time card procedures. After discussion and changes in wording Langston moved and Cutler seconded to approve the changes to the handbook. The vote was unanimous.

The "Time Sheet/Record Keeping Requirements" section of handbook now reads: Hours worked must be recorded on time sheets accurately and signed by the employee before being submitted to the City Collector for payroll preparation.

All employees are required to punch in when working utilizing the time clock located in the kitchen at city hall. Hours worked must be recorded on a time card accurately and signed by the employee before being submitted to the City Collector for payroll preparation. (Employees are required to note hours worked in each department on card) Employees punch the time on said card when the shift begins and post the time if he/she leaves for any reason, i.e. lunch breaks or end of shift. Failure to keep accurate time sheets may result in disciplinary measures and/or termination.

- **B.** *Purchasing policy*: The board discussed a new purchasing policy presented for review. On a motion from Langston and a second by Edmunds the board unanimously agreed to table the policy that was presented and bring it back to the board as a bill at the next board meeting.
- C. Outfitting new police car: Two bids were presented to outfit the city's 2024 Dodge Durango police vehicle with lights, sirens, a cage, decals and a radio. One bid was from Nroute and Premier Communications. The bid totaled \$17,810 including a radio. A bid from Pursuit Specialties and A &W Communications totaled \$15,492. After discussion, Langston moved to accept the bid from Pursuit Specialties and A &W Communications. Edmunds seconded and the motion was approved unanimously. Langston noted the budget will have to be amended at next month's meeting to include the purchase.

#### **New Business:**

- A. Quilt Guild Lease Agreement-A one-year lease agreement between the city and The Quilt Guild was presented for approval. The agreement is for use of a room at city hall. Last year the rate was \$100 for the year. There was discussion regarding possibly lowering the rate. On a motion from Cone and a second from Cutler the agreement was approved unanimously at a rate of \$100 per year.
- **B.** Ordinance on stop signs: The city's ordinance regarding stop sign placement was discussed briefly. The board mutually agreed to leave the ordinance as is.
- C. City Attorney: The board discussed hiring a new city attorney due to the resignation of Daniel Dysert as the city's prosecutor. Information received from Collins & Jones and Lauber Municipal Law was presented for review. After a brief discussion regarding rates, Langston moved and Cone seconded to utilize Collins & Jones as prosecutor for the city at a rate of \$150 per hour. The motion was approved unanimously.

**Lowry City Community Betterment (LCCB) update:** No representative attended and no updates were presented.

Citizen input: There were no comments for citizen's input

## **Department reports:**

**Police Department-**Police Chief Charles Hodges introduced himself and reported he has set up a reporting system in the computer and started on crime reports mandated by the state. He noted while he has been busy with the administrative duties, the two officers have also been busy. He said officers made 12 stops, one felony arrest and issued three tickets on state traffic violations. **Fire Department-**Fire Chief Justin Norris reported response by volunteers to numerous medical calls and a few motor vehicle accidents during the month.

He mentioned pump testing for the fire trucks that is going to be conducted at the same time as the testing of the cascade air system. He said he was unsure of the cost. Norris reported the woman's auxiliary is making progress with the remodel of the training room. He also mentioned an issue with people utilizing the water hydrant near the fire house to fill bottles and RV tanks. He offered to place a lock on the hydrant to reduce water loss there. It was mutually agreed he would place a lock on the hydrant and give a key to the city.

**Public Works:** Muller reported he and Walker have been organizing the city shed. He stated he has been exercising the gate valves at the lagoons and noted the city hasn't had any discharge for most of the month. He was able to close the lagoons down so there was no flow exiting the fourth cell. Due to no discharge, the city did not have to take any monthly sewer samples per Department of Natural Resources (DNR). Muller said the monthly BAC-T water sample came back coliform positive. Required repeat samples were taken per DNR and all five passed. He noted it could have been dust that altered the previous sample. No further action was needed at this time.

He mentioned two rounds of snow and said he and Walker kept busy with removal and salting the roads. Muller said new plow skids for both plows were ordered due to wear. He mentioned the plow for the Silverado needs a new cutting edge and rubber blade. After discussion, he stated he will contact John Stewart in reference to the cutting edge. On a motion from Langston a second from Edmunds the board unanimously agreed to purchase a new rubber blade for the plow at a cost of \$608. The board mutually agreed to replace a tankless water heater at the shop. The cost was estimated at under \$200. Approval was also given to purchase a new Stihl 420 concrete saw from Do It Best, Osceola. The cost was estimated at \$1,300. Muller explained mechanical issues with the current saw and costs to rebuild it. On a motion from Langston and a second from Edmunds the board unanimously agreed to the expense.

## Mayor's notes:

Landes stated she had nothing to add.

## **Adjournment:**

Cone moved and Langston seconded to adjourn the meeting. The vote was unanimous and the meeting adjourned.

[Seal]
Patricia Landes, Mayor
Attest:
ohn Farrell, City Clerk