

LOWRY CITY BOARD OF ALDERMEN
REGULAR COUNCIL MEETING
Tuesday, January 21, 2025 6:00 pm
Draft Minutes

Call to Order and Pledge of Allegiance:

On Tuesday, Jan. 21, 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 and City Clerk John Farrell. 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 December 17, 2024. Langston moved and Cutler seconded to approve the minutes. The motion carried by a unanimous vote.
- B. The board reviewed the closed session minutes from December 17, 2024. Cone moved and Edmunds seconded to approve the minutes. The motion carried by a unanimous vote.

Bills

Monthly bills: Farrell noted the bills included a bill from Clerk Books for \$500 for a five-hour block of support time. On a motion from Langston and a second from Edmunds the board unanimously approved the bills for December.

Financial Reports:

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

Old or Unfinished business:

- A. ***Employee paid day off in lieu of Christmas bonus:*** After discussion regarding eight hours of paid time usually given to employees in lieu of a Christmas bonus, Langston moved for approval of eight-hours of paid time off for each employee noting it is in recognition of the city employees' hard work. Edmunds seconded the motion and it passed unanimously.
- B. ***Amend Lowry City Employee Handbook:*** At last month's meeting it was suggested to change Section D Part iv. to state "Employees are allowed to bank one week of vacation each year up to four weeks of time off." After discussion, Cutler moved and Edmunds seconded a motion approving a change to the employee handbook. The motion carried unanimously.
- C. ***Amend Ordinance 09-02 Regulations to Cemetery:*** Bill 2025-01 was presented for approval. The bill amends Section 8 of Ordinance 09-02 adding the statement "One vault and two urns allowed on each purchased plot." Langston moved and Cutler seconded to have the first reading of the bill. The vote was unanimous.

There was discussion concerning the wording of the bill. SECTION 8 was amended to read "No person shall bury any corpse on any other than his own site, without the written permission of the Mayor or Board of Aldermen. All burials will be required to have a concrete or steel

burial vault to house the casket. Each purchased plot is allowed one vault and two urns.” Langston moved to approve the bill as amended. Edmunds seconded the motion and the vote was unanimous.

Cutler moved to have the second reading of the bill by title only. Langston seconded the motion and the vote was unanimous. Landes read the bill by title only. Cone moved to accept the second reading. Langston seconded the motion and the vote was unanimous. Langston moved to adopt the bill as Ordinance 2025-01. Cutler seconded the motion and it passed unanimously by roll call vote.

D. *Purchasing policy:* Two new purchasing policies were presented for review. Farrell said one is identical to the policy Osceola has in place the other is a generic from a law office online for a municipality. No action was taken on the matter.

E. *Outfitting new police car:* It was noted request for bids was offered to two companies and they are currently working on them. No action was taken.

New Business:

A. *Fireworks 2025:* It was noted Aaron Mayfield, from AM Pyrotechnics, LLC (the same company that produced last year’s fireworks show) sent correspondence regarding the date and budget for the show this year and also next year due to 2026 being the 250th anniversary of the U.S.A.

On a motion from Cutler and a second from Edmunds the board unanimously agreed to schedule this year’s show for Friday, July 4, 2025 and next year’s show on Saturday, July 4, 2026. The motion included making a \$2,800 payment (80%) by Feb. 1 and paying the final \$700 (20%) or before June 1st the year of the display.

B. *City website:* Farrell presented pricing information from three companies for creating and hosting a website for the city. The bids were as follows: Municipal Impact-Arlington, Texas. Build (One-time fee)- \$499, hosting is \$737 annually. Civic Plus-Manhattan, Kansas. Build (One-time fee)- \$590, hosting is \$2,958 annually. Cerberus Development, Windsor, Mo. Build (One-time fee)- \$1,000, extra fee to add option to pay utilities \$2,500 and hosting is \$1,680 per year. On a motion from Langston and a second from Edmunds the board unanimously agreed to have Municipal Impact-Arlington, Texas, build and host the city’s website.

Lowry City resident Larry Sites asked if the website will have postings of upcoming meetings. Farrell responded in the affirmative and noted the website eventually will also have the minutes from the meetings along with other material regarding the city. He also requested updates concerning the water system be posted.

Lowry City Community Betterment (LCCB) update: The annual LCCB Spring Craft Fair is set for May 9-10, 2025.

Citizen input:

A. Donneita Offield asked about city police. It was noted there is an applicant for police chief the board is planning to discuss in closed session.

B. Larry Walters had a question in reference to a stop sign at the corner of Main and 1st Street. There was discussion regarding the placement of the sign. Walters questioned why a dead-end street did not have to stop, but a through street does. Langston requested to view the

ordinance in place and see what it would take to move the sign. No action was taken at this time.

- C. Cutler reminded Muller of a two-page list of street signs that missing throughout the city that she assisted in creating.
- D. It was noted candidate filing for the April 2025 election ended December 31, 2024. Filings certified to St. Clair County Clerk Holly Fletcher included: Patricia Landes, mayor for a one-year term. Sean Langston, west ward alderman for a two-year term and Charles Cone, east ward alderman for a two-year term.
- E. Farrell reported receiving a letter from Daniel Dysart notifying the city of his resignation as the municipal prosecuting attorney effective February 14, 2025. He noted his responsibilities as prosecuting attorney for St. Clair County and Hickory County as his reason for resigning.

Department reports

Fire Department-Fire Chief Justin Norris was absent from the meeting, but left a report for the board. The report noted an alternator issue with truck 4462 has been repaired. The alternator, tensioner pulley and serpentine belt were replaced. Norris reported the department will be ordering 400-foot of hose. He asked for approval to have the cascade air system serviced and tested. On a motion from Langston and a second from Edmunds the board unanimously agreed to spend up to \$1,000 to have the machine serviced. Norris' report advised two to three checks are expected from insurance companies for response to vehicle accidents and he reported fire dues are still coming in from those in the area.

Public Works: Muller reported he has completed classes and successfully passed his test for his DSIII certification for the Department of Natural Resources. He is currently waiting for it in the mail.

He explained a need for a mechanic to work on the city's backhoe. Muller said in the summer time, the coolant line stated leaking and the heater was bypassed to temporarily repair the issue. He explained there is currently no heat. John Stewart's name was mentioned and the mayor suggested to contact him to see if he is interested in making the repairs.

Muller explained an oil pressure line for the sewer jet had to be ordered and installed due to it cracking. Also, a motor for the salt spreader and a heater control for the one-ton truck was ordered and installed by Walker. He noted city crews have kept busy clearing snow, spreading salt, picking up brush and he is in the process replacing an electrical line in the office at city hall. Appreciation was given to City of Osceola crews for assisting taking down the Christmas lights Friday Jan. 17th. He noted he will be attending the Missouri Rural Water Conference March 4-6 in Branson and he is waiting on prices to rebuild pump one at the south lift station.

Muller reported a water leak was repaired on Jan. 20 in the alleyway of Main Street. He said during the event, there was a mechanical issue with the city's trash pump and one had to be rented. He submitted pricing information gathered from three companies for a Honda WT20 2" trash pump. USA Blue Book-\$1,299, Grainger-\$1,536, and Electric Generator Depot-\$1,299. It was noted the city has an account set up with USA Blue Book. Muller noted there will be some additional costs along with the pump. He referenced the need of a suction hose, discharge hose and quick couplers and estimated the cost to be under \$400. On a motion from Langston and a second from Edmunds the board unanimously agreed to purchase the pump and additional items through USA Blue Book. Muller also requested the city purchase two pairs of chest waders, and rain jackets at a total cost of \$362.56. The board mutually agreed to allow the purchase.

Mayor's notes: Landes asked if the city had a generator to power the civic center or city hall in case of emergency. Cutler said the generator was to be used at the lift station and wells if there were an

emergency power outage. It was noted city hall has a heater in the hallway and restrooms that does not require electricity.

Adjourn to closed session:

Langston moved and Cone seconded to adjourn to closed session pursuant to RSMo 610.021.(3) Hiring, firing, promoting or discipline of a specific employee. The motion passed unanimously by a roll call vote. The motion passed unanimously by a roll call vote.

Time clock:

On a motion from Cutler and a second from Edmunds the board unanimously agreed to purchase a time clock to be placed in the break room at city hall. Employees will be required to clock their time in and out. Langston suggested adding this to the employee handbook.

Adjournment of regular open session:

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

{Seal}

Patricia Landes, Mayor

Attest:

John Farrell, City Clerk