

LOWRY CITY
REGULAR BOARD OF ALDERMEN MEETING
Tentative Agenda
Tuesday, March 18, 2025 6:00 pm
Lowry City Hall Board Room

1. **Call to order**
2. **Pledge of Allegiance**
3. **Roll Call**
 - A. East Ward Alderman Jackie Cutler
 - B. East Ward Alderman Charles Cone
 - C. West Ward Alderman Shirley Edmonds
 - D. West Ward Alderman Sean Langston
 - E. Mayor Patricia Landes
4. **Minutes Approval**
 - A. Regular session minutes from February 25, 2025
5. **Approve bills list:**
 - A. *Worker's compensation renewal-30% increase from last year*
6. **Financial reports**
 - A. Reports for month ending February 28, 2025
7. **Old or unfinished business:**
 - A. Purchasing procedures-Bill 2025-02-*Two new purchasing procedure ordinances have been created for review or approval*
 - B. Budget Amendment-Bill 2025-03-*Amend budget to include police car outfitting expense of \$15,492.*
 - C. Advertise for summer help
8. **New business-**
9. **Lowry City Community Betterment update:**
10. **Citizen input-comments or questions:**

(Please state name for the minutes of the meeting and limit comments to three minutes.)
11. **Department reports**
 - A. **Police Department**-by *Police Chief Charles Hodges*
 - B. **Fire Department Report** by *Fire Chief Justin Norris*
 - C. **Public Works Department Report** by *Public Works Supervisor Josh Muller*
12. **Mayor's Notes:**
13. **Adjournment:**

On March 17, 2025 a copy of this notice was posted on the city's public board by the city clerk pursuant to RSMo. 610.02. A copy was also emailed to the St. Clair County Courier by Lowry City Clerk John Farrell.

In compliance with the American Disabilities Act, persons needing special accommodations to attend please contact city hall at least 48 hours in advance of the meeting and communicate your needs.

Copies of related reports, minutes or bill/ordinances may be obtained by contacting city hall prior to 3p.m. the day of the meeting. All other records may be obtained during regular business hours.

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:

John Farrell, City Clerk

City of Lowry City

Workers' Compensation Renewal Comparison

Employers Liability
Bodily Injury by Accident
Bodily Injury by Disease
Bodily Injury by Disease

Limits:
\$1,000,000 each accident
\$1,000,000 policy limit
\$1,000,000 each employee

Class Code	Description	2024/25 Expiring			2025/26 Renewal		
		Payroll	Rate	Premium	Payroll	Rate	Premium
5506	Street or Road Construction: Paving or Repaving	\$ 28,138	\$ 8.13	\$ 2,288	\$ 35,518	\$ 8.29	\$ 2,944
7520	Waterworks Operation & Drivers	\$ 56,278	\$ 3.74	\$ 2,105	\$ 74,894	\$ 3.81	\$ 2,853
7711	Firefighters & Drivers - Volunteer	\$ 35,360	\$ 8.71	\$ 3,080	\$ 33,280	\$ 8.88	\$ 2,955
7720	Police Officers & Drivers	\$ 7,047	\$ 5.21	\$ 367	\$ 5,676	\$ 5.31	\$ 301
8810	Clerical Office Employees NOC	\$ 55,425	\$ 0.22	\$ 122	\$ 63,210	\$ 0.22	\$ 139
9015	Building or Property Management	\$ 6,309	\$ 5.25	\$ 331	\$ 10,228	\$ 5.36	\$ 548
9220	Cemetery Operations & Drivers	\$ 5,687	\$ 6.91	\$ 393	\$ 7,006	\$ 7.05	\$ 494
	Total Payroll	\$ 194,244			\$ 229,812		
	Manual Premium			\$ 8,686			\$ 10,234
	Experience Mod	0.94		\$ 8,165	0.95		\$ 9,722
	Deviation Factor	0%		\$ -	10%		\$ 972
	Deviated Premium			\$ 8,165			\$ 10,694
	Expense Constant			\$ 200			\$ 200
	Missouri 2nd Injury Fund Surcharge			\$ 251			\$ 327
	Premium Tax			\$ 125			\$ 163
	Total Premium and Missouri Second Injury			\$ 8,741			\$ 11,384

Increase Decrease

656
748
125
66
17
217
101
1548
1557
972
2,529
76
38

I have attached the workers' compensation comparison spreadsheet for the City of Lowry City. As discussed, the city's overall payroll increased from \$194,244 to \$229,812, an increase of \$35,568 (18.3%) The estimated payroll figures are derived from the 2023/24 audit and can be changed upon your request.

The overall premium for the renewal is \$11,384, which is an increase of \$2,643 (30%) over the expiring premium of \$8,741. Your policy has most likely been debited 10% by the Trust due to the following two claims:

Date of Loss: 4/13/2024

Volunteer firefighter overheated while working a brush fire. Seen by EMT's on the ambulance from CMH on location.

Date of Loss: 9/14/2024

Employee struck by vehicle while assisting on an emergency. Taken to ER due to injuries sustained to back, face, and head.

These losses are not reflected on your 4/1/2025 experience modification factor, but will be contemplated on your 4/1/2026 experience modification factor.

Balance Sheet
As of February 28, 2025

ASSETS									
Current Assets									
Checking/Savings									
01-1001 - Operating Checking	366,495.31	428,395.31	411,686.43	412,630.08	414,760.88	506,488.76	539,469.08	546,153.19	
01-1002 - General Fund Savings	616.06	616.06	616.69	616.69	617.04	617.31	617.31	617.31	
01-1003 - General Hawthorn Checking	919.78	919.78	919.78	919.78	919.78	641.08	907.96	795.30	
02-1001 - Water & Sewer Checking	278,023.90	211,073.65	223,094.29	238,425.79	244,402.53	256,696.85	247,183.76	255,310.03	
02-1002 - Water & Sewer Surplus Savings	6,539.59	6,539.59	6,546.33	6,546.33	6,550.06	6,552.93	6,552.93	6,552.93	
02-1003 - Water & Sewer Revenue Savings	129,428.08	129,428.08	129,561.41	129,561.41	129,635.24	129,692.07	129,692.07	129,692.07	
02-1004 - Water Meter CD	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
02-1005 - Water & Sewer Revenue CD	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
03-1001 - Streets Checking	94,032.73	104,688.64	107,323.91	99,982.57	86,164.76	88,504.14	90,155.54	91,061.88	
04-1001 - Fire Dept Checking	18,660.14	19,663.48	21,926.40	22,046.42	33,835.87	34,456.30	34,456.30	34,456.30	
04-1002 - Fire Dept Savings	25,303.82	25,303.82	25,329.89	25,329.89	27,064.04	27,065.15	27,065.15	27,065.15	
05-1001 - Police Dept Checking	637.48	637.48	637.48	586.27	586.27	586.27	586.27	586.27	
05-1002 - Police L.E.T. Savings	3,100.23	3,100.23	3,103.42	3,103.42	3,105.19	3,106.55	3,106.55	3,106.55	
06-1001 - Cemetery Checking	65,121.57	65,743.75	67,976.31	68,221.55	72,336.83	72,736.83	73,055.26	79,291.31	
06-1002 - Cemetery Land Purchase Savings	8,069.88	8,069.88	10,078.20	10,078.20	9,183.38	9,187.40	9,187.40	9,187.40	
06-1003 - Cemetery Savings	17,404.31	17,404.31	17,422.24	17,422.24	17,432.17	17,439.81	17,439.81	17,839.81	
06-1004 - Cemetery Land Purchase CD1	6,404.00	6,404.00	6,404.00	6,404.00	6,404.00	6,404.00	6,404.00	6,404.00	
06-1005 - Cemetery Land Purchase CD2	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	
06-1006 - Cemetery Land Purchase CD3	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
06-1007 - LC Cemetery CD	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
06-1008 - Cemetery Trust Fund CD1	3,726.00	3,726.00	3,726.00	3,726.00	3,726.00	3,726.00	3,726.00	3,726.00	
06-1009 - Cemetery Trust Fund CD2	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
06-1010 - Cemetery Trust Fund CD3	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	
06-1011 - Cemetery Trust Fund CD4	5,029.00	5,029.00	5,029.00	5,029.00	5,029.00	5,029.00	5,029.00	5,029.00	
06-1012 - Cemetery Trust Fund CD5	18,650.00	18,650.00	18,650.00	18,650.00	18,650.00	18,650.00	18,650.00	18,650.00	
06-1013 - Cemetery Trust Fund CD6	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	
06-1014 - Cemetery Trust Fund CD7	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
11-1001 - FY 22 Police Vehicle	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00	0.00	0.00	0.00	
Total Checking/Savings	1,173,961.88	1,181,193.06	1,185,831.78	1,194,334.65	1,224,403.59	1,299,587.98	1,328,463.96	1,351,324.50	
Liabilities									
Accounts Receivable									
1201 - Accounts Receivable	30,307.17	31,445.66	32,468.70	30,274.28	30,509.64	-98.55	30,077.13	26,199.50	
Total Accounts Receivable	30,307.17	31,445.66	32,468.70	30,274.28	30,509.64	-98.55	30,077.13	26,199.50	
Other Current Assets									
Undeposited Funds	3,539.67	2,625.44	2,658.68	528.53	1,650.30	515.23	531.29	1,511.84	
Total Other Current Assets	3,539.67	2,625.44	2,658.68	528.53	1,650.30	515.23	531.29	1,511.84	
Total Current Assets	1,207,808.72	1,215,264.16	1,220,959.16	1,225,137.46	1,256,563.53	1,300,004.66	1,359,072.38	1,379,035.84	
TOTAL ASSETS	1,207,808.72	1,215,264.16	1,220,959.16	1,225,137.46	1,256,563.53	1,300,004.66	1,359,072.38	1,379,035.84	
LIABILITIES & EQUITY									
Liabilities									
Current Liabilities									
Other Current Liabilities									
3002 - Accrued Payroll Taxes	6,585.80	4,304.18	3,876.13	4,326.81	3,609.42	0.00	3,600.57	3,686.51	
3004 - Sales Tax Payable	1,240.91	1,434.82	1,627.20	1,795.44	1,963.89	-0.43	166.86	295.81	
Total Other Current Liabilities	7,826.71	5,739.00	5,503.33	6,122.25	5,573.31	-0.43	3,767.43	3,982.32	
Total Current Liabilities	7,826.71	5,739.00	5,503.33	6,122.25	5,573.31	-0.43	3,767.43	3,982.32	
Equity									
5001 - Fund Balances	1,200,662.33	1,210,205.48	1,216,136.15	1,228,445.53	1,261,420.54	1,300,103.21	1,300,103.21	1,300,103.21	
zzzzzz0 - Retained Earnings	-680.32	-680.32	-680.32	-680.32	-680.32	0.00	0.00	0.00	
Net Income	0.00	0.00	0.00	-8,750.00	-9,750.00	-98.12	55,201.74	74,950.31	
Total Equity	1,199,982.01	1,209,525.16	1,215,455.83	1,219,015.21	1,250,990.22	1,300,005.09	1,355,304.95	1,375,053.52	
TOTAL LIABILITIES & EQUITY	1,207,808.72	1,215,264.16	1,220,959.16	1,225,137.46	1,256,563.53	1,300,004.66	1,359,072.38	1,379,035.84	

Lowry City
Profit & Loss by Fund
February 2025

Ordinary Income/Expense		01 General	02 Water...	03 Streets	04 Fire	05 Police	06 Ceme...	Unclassif...	TOTAL
Income									
01-7008 · Gen Fuel (Dept Reim)		788.05	0.00	0.00	0.00	0.00	0.00	0.00	788.05
01-7015 · Gen Interest		638.31	0.00	0.00	0.00	0.00	0.00	33.17	671.48
01-7026 · Gen Rental Civic Center Bldg		200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
01-7030 · Gen Tax-City Property		1,319.78	0.00	0.00	0.00	0.00	0.00	0.00	1,319.78
01-7032 · Gen Tax-Franchise		11,547.74	0.00	0.00	0.00	0.00	0.00	0.00	11,547.74
01-7033 · Gen Tax-Local Sales Tax		15,887.15	0.00	0.00	0.00	0.00	0.00	0.00	15,887.15
01-7034 · Gen Tax-Local Use		2,378.14	0.00	0.00	0.00	0.00	0.00	0.00	2,378.14
02-7015 · WS Interest		0.00	114.61	0.00	0.00	0.00	0.00	0.00	114.61
02-7020 · WS Meter Deposits		0.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00
02-7023 · WS Other Revenues		0.00	30.00	0.00	0.00	0.00	0.00	0.00	30.00
02-7044 · WS Water-Primacy Fee		0.00	76.70	0.00	0.00	0.00	0.00	0.00	76.70
02-7046 · WS Water-Sales		0.00	6,554.61	0.00	0.00	0.00	0.00	0.00	6,554.61
02-7047 · WS Sewer Sales		0.00	4,441.15	0.00	0.00	0.00	0.00	0.00	4,441.15
03-7035 · ST Tax-Motor Vehicle Fuel		0.00	0.00	2,117.86	0.00	0.00	0.00	0.00	2,117.86
03-7039 · ST Tax-Vehicle Sales		0.00	0.00	559.69	0.00	0.00	0.00	0.00	559.69
03-7042 · ST Vehicle Fee		0.00	0.00	265.22	0.00	0.00	0.00	0.00	265.22
04-7004 · FD Dues		0.00	0.00	0.00	349.50	0.00	0.00	0.00	349.50
04-7033 · FD Tax-Local Sales Tax		0.00	0.00	0.00	1,653.05	0.00	0.00	0.00	1,653.05
06-7015 · Cem Interest		0.00	0.00	0.00	0.00	0.00	3,915.70	0.00	3,915.70
06-7024 · Cem Plots, Digging		0.00	0.00	0.00	0.00	0.00	2,825.00	0.00	2,825.00
Total Income		32,759.17	11,367.07	2,942.77	2,002.55	0.00	6,740.70	33.17	55,845.43
Gross Profit		32,759.17	11,367.07	2,942.77	2,002.55	0.00	6,740.70	33.17	55,845.43

Lowry City
Profit & Loss by Fund
February 2025

Expense	01 General	02 Water...	03 Streets	04 Fire	05 Police	06 Ceme...	Unclassif...	TOTAL
01-9001 · Gen-Ad	87.75	0.00	0.00	0.00	0.00	0.00	0.00	87.75
01-9004 · Gen-Computer	230.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00
01-9008 · Gen-Equip	475.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
01-9011 · Gen-Fuel	1,575.86	0.00	0.00	0.00	0.00	0.00	0.00	1,575.86
01-9013 · Gen-Insurance	1,580.27	0.00	0.00	0.00	0.00	0.00	0.00	1,580.27
01-9014 · Gen-Insurance-Health	1,460.40	0.00	0.00	0.00	0.00	0.00	0.00	1,460.40
01-9021 · Gen-Mayor-Council	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
01-9022 · Gen-Membership	1,964.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.00
01-9030 · Gen-Repairs & Maintenance	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
01-9032 · Gen-Supplies	1,037.26	0.00	0.00	0.00	0.00	0.00	0.00	1,037.26
01-9034 · Gen-Taxes-FICA	425.17	255.66	161.63	0.00	111.89	9.65	0.00	964.00
01-9039 · Gen-Utilities-Phone elect tr...	1,765.94	0.00	0.00	0.00	0.00	0.00	0.00	1,765.94
01-9040 · Gen-Utilities-Propane	422.82	0.00	0.00	0.00	0.00	0.00	0.00	422.82
01-9041 · Gen-Utilities-Street Lights	1,426.26	0.00	0.00	0.00	0.00	0.00	0.00	1,426.26
01-9043 · Gen-Wages	4,688.94	0.00	0.00	0.00	0.00	0.00	0.00	4,688.94
01-9045 · Hawthorne Debit Card Char...	0.00	0.00	0.00	0.00	0.00	0.00	112.66	112.66
02-9008 · WSS-Equip	0.00	1,332.65	0.00	0.00	0.00	0.00	0.00	1,332.65
02-9011 · WS-Fuel	0.00	318.15	0.00	0.00	0.00	0.00	0.00	318.15
02-9028 · WS-Postage	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00
02-9032 · WS-Supplies	0.00	2,808.13	0.00	0.00	0.00	0.00	0.00	2,808.13
02-9039 · WS-Utilities-Phone elec trash	0.00	1,407.90	0.00	0.00	0.00	0.00	0.00	1,407.90
02-9043 · WS-Wages	648.21	2,950.50	0.00	0.00	0.00	0.00	0.00	3,598.71
03-9008 · ST-Equip	0.00	0.00	782.45	0.00	0.00	0.00	0.00	782.45
03-9011 · ST-Fuel	0.00	0.00	391.12	0.00	0.00	0.00	0.00	391.12
03-9030 · ST-Repairs & Maintenance	0.00	0.00	114.09	0.00	0.00	0.00	0.00	114.09
03-9032 · ST-Supplies	0.00	0.00	748.77	0.00	0.00	0.00	0.00	748.77
03-9043 · ST-Wages	237.15	433.58	2,150.25	0.00	0.00	0.00	0.00	2,820.98
04-9011 · FD-Fuel	0.00	0.00	0.00	78.78	0.00	0.00	0.00	78.78
04-9030 · FD-Repairs & Maintenance	0.00	0.00	0.00	1,174.36	0.00	0.00	0.00	1,174.36
04-9032 · FD-Supplies	0.00	0.00	0.00	97.51	0.00	0.00	0.00	97.51
04-9039 · FD-Utilities-Phone elect trash	0.00	0.00	0.00	31.47	0.00	0.00	0.00	31.47
05-9043 · PD-Wages	0.00	0.00	0.00	0.00	1,462.50	0.00	0.00	1,462.50
06-9008 · Cem-Equip	0.00	0.00	0.00	0.00	0.00	104.65	0.00	104.65
06-9043 · Cem-Wages	0.00	0.00	0.00	0.00	0.00	128.48	0.00	128.48
Total Expense	18,530.03	9,906.57	4,348.31	1,382.12	1,574.39	242.78	112.66	36,096.86
Net Ordinary Income	14,229.14	1,430.50	-1,405.54	620.43	-1,574.39	6,497.92	-79.49	19,748.57

Lowry City
Profit & Loss Budget vs. Actual
July 2024 through February 2025

Ordinary Income/Expense	Jul '24 - Feb ...	Budget	\$ Over Budget	% of Budget
Income				
01-7007 · Gen Fireworks Fund Donati...	0.00	3,500.00	-3,500.00	0.0%
01-7008 · Gen Fuel (Dept Reim)	6,656.89	16,000.00	-9,343.11	41.6%
01-7011 · Gen Health Ins. Employee ...	0.00	4,363.20	-4,363.20	0.0%
01-7012 · Gen Insurance-Vehicle	22.00	0.00	22.00	100.0%
01-7015 · Gen Interest	2,016.49	300.00	1,716.49	672.2%
01-7016 · Gen License-Building Permit	0.00	45.00	-45.00	0.0%
01-7017 · Gen License-Dog	5.00	10.00	-5.00	50.0%
01-7018 · Gen License-Business, Liq.	600.00	1,200.00	-600.00	50.0%
01-7022 · Gen Misc	10,168.89	0.00	10,168.89	100.0%
01-7023 · Gen Other Revenues	10.00	100.00	-90.00	10.0%
01-7026 · Gen Rental Civic Center Bldg	1,325.00	1,500.00	-175.00	88.3%
01-7030 · Gen Tax-City Property	48,444.62	52,000.00	-3,555.38	93.2%
01-7032 · Gen Tax-Franchise	40,884.98	41,000.00	-115.02	99.7%
01-7033 · Gen Tax-Local Sales Tax	100,363.77	155,000.00	-54,636.23	64.8%
01-7034 · Gen Tax-Local Use	19,076.53	33,000.00	-13,923.47	57.8%
01-7036 · Gen Tax-Sales	13,310.83			
01-7040 · Gen Transfer of Funds	40,000.00	17,500.00	22,500.00	228.6%
01-7045 · Hawthorn checking deposit	2,362.80			
02-7015 · WS Interest	787.11	600.00	187.11	131.2%
02-7020 · WS Meter Deposits	-235.00	2,500.00	-2,735.00	-9.4%
02-7022 · WS Misc	5,136.99			
02-7023 · WS Other Revenues	90.00	5,090.60	-5,000.60	1.8%
02-7025 · WS Pump Sales	259.25	500.00	-240.75	51.9%
02-7027 · WS Rental-Tower Space	0.00	9,000.00	-9,000.00	0.0%
02-7036 · WS Tax-Sales	0.00	2,000.00	-2,000.00	0.0%
02-7040 · WS Transfer of Funds	639.77			
02-7043 · WS Water-Late Charges	2,679.88	4,500.00	-1,820.12	59.6%
02-7044 · WS Water-Primacy Fee	620.08	1,000.00	-379.92	62.0%
02-7045 · WS-Water-Reconnect Fees	250.00	100.00	150.00	250.0%
02-7046 · WS Water-Sales	65,791.99	12,000.00	53,791.99	548.3%
02-7047 · WS Sewer Sales	43,494.13	80,000.00	-36,505.87	54.4%
02-7049 · WS Water-Disconnect Fees	0.00	100.00	-100.00	0.0%
03-7022 · ST Misc	31,510.30			
03-7035 · ST Tax-Motor Vehicle Fuel	16,735.33	20,000.00	-3,264.67	83.7%
03-7039 · ST Tax-Vehicle Sales	4,671.49	6,500.00	-1,828.51	71.9%
03-7040 · ST Transfer of Funds	0.00	49,300.00	-49,300.00	0.0%
03-7042 · ST Vehicle Fee	1,850.92	3,000.00	-1,149.08	61.7%

Lowry City
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul '24 - Feb ...	Budget	\$ Over Budget	% of Budget
04-7004 · FD Dues	17,001.25	19,020.60	-2,019.35	89.4%
04-7005 · FD Fire Calls	2,120.00	2,000.00	120.00	106.0%
04-7015 · FD Interest	51.61			
04-7022 · FD Misc	1,147.00			
04-7033 · FD Tax-Local Sales Tax	12,838.11			
04-7036 · FD Tax-Sales	1,709.72	18,000.00	-16,290.28	9.5%
04-7040 · FD Transfer of Funds	0.00	5,491.52	-5,491.52	0.0%
05-7005 · PD Fines	0.00	200.00	-200.00	0.0%
05-7006 · PD LET	0.00	50.00	-50.00	0.0%
05-7015 · PD Interest	6.32			
05-7024 · PD POST	0.00	500.00	-500.00	0.0%
05-7040 · PD Transfer of Funds	0.00	45,937.00	-45,937.00	0.0%
06-7003 · Cem Donations	100.00			
06-7015 · Cem Interest	12,852.54	18,000.00	-5,147.46	71.4%
06-7024 · Cem Plots, Digging	9,550.00	3,500.00	6,050.00	272.9%
06-7038 · Cemetery Savings - Land	1,900.00			
11-7001 · Direct Deposits	30,000.00			
Total Income	548,806.59	634,407.92	-85,601.33	86.5%
Gross Profit	548,806.59	634,407.92	-85,601.33	86.5%

Lowry City
Profit & Loss Budget vs. Actual
July 2024 through February 2025

Expense	Jul '24 - Feb ...	Budget	\$ Over Budget	% of Budget
01-9001 · Gen-Ad	746.04	1,200.00	-453.96	62.2%
01-9002 · Gen-Audit	7,400.00	7,700.00	-300.00	96.1%
01-9004 · Gen-Computer	440.00	1,000.00	-560.00	44.0%
01-9007 · Gen-Election	1,322.31	300.00	1,022.31	440.8%
01-9008 · Gen-Equip	475.00	3,869.00	-3,394.00	12.3%
01-9010 · Gen-Fireworks	2,800.00	3,500.00	-700.00	80.0%
01-9011 · Gen-Fuel	8,878.74	17,000.00	-8,121.26	52.2%
01-9013 · Gen-Insurance	2,939.29	16,131.00	-13,191.71	18.2%
01-9014 · Gen-Insurance-Health	11,637.73	2,400.00	9,237.73	484.9%
01-9016 · Gen-Insurance-Work Comp	961.00	1,500.00	-539.00	64.1%
01-9018 · Gen-Legal-Acct	344.00	1,000.00	-656.00	34.4%
01-9021 · Gen-Mayor-Council	2,800.00	4,100.00	-1,300.00	68.3%
01-9022 · Gen-Membership	4,790.68	3,000.00	1,790.68	159.7%
01-9024 · Gen-Misc	19,271.74	1,000.00	18,271.74	1,927.2%
01-9027 · Gen-Petty Cash	40.73	150.00	-109.27	27.2%
01-9028 · Gen-Postage	146.00	400.00	-254.00	36.5%
01-9030 · Gen-Repairs & Maintenance	3,431.07	3,496.00	-64.93	98.1%
01-9032 · Gen-Supplies	4,249.84	3,000.00	1,249.84	141.7%
01-9034 · Gen-Taxes-FICA	4,235.75	26,500.00	-22,264.25	16.0%
01-9035 · Gen-Taxes-Quarterly	0.00	5,000.00	-5,000.00	0.0%
01-9036 · Gen-Training-Meeting	500.00			
01-9037 · Gen-Transfer of Funds	7,350.12	95,237.00	-87,886.88	7.7%
01-9039 · Gen-Utilities-Phone elect tr...	9,899.57	14,000.00	-4,100.43	70.7%
01-9040 · Gen-Utilities-Propane	3,874.66	3,500.00	374.66	110.7%
01-9041 · Gen-Utilities-Street Lights	11,235.58	16,000.00	-4,764.42	70.2%
01-9043 · Gen-Wages	40,861.03	80,000.00	-39,138.97	51.1%
01-9045 · Hawthorne Debit Card Char...	10,741.43			
02-9001 · WS-Ad	50.00	300.00	-250.00	16.7%
02-9005 · WS-Annual Sewer Fee	0.00	250.00	-250.00	0.0%
02-9008 · WSS-Equip	1,915.12	8,000.00	-6,084.88	23.9%
02-9011 · WS-Fuel	2,493.27	4,000.00	-1,506.73	62.3%
02-9013 · WS-Insurance	0.00	3,500.00	-3,500.00	0.0%
02-9016 · WS-Insurance-Work Comp	0.00	3,000.00	-3,000.00	0.0%
02-9017 · WS-Lagoon Water Testing	1,445.00	2,200.00	-755.00	65.7%
02-9019 · WS-Loan-Principal	31,974.22	32,000.00	-25.78	99.9%
02-9020 · WS-Loan-Interest	4,582.50	4,582.50	0.00	100.0%
02-9021 · WS-Locates	51.30	450.00	-398.70	11.4%
02-9022 · WS-Membership	300.00			

Lowry City
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul '24 - Feb ...	Budget	\$ Over Budget	% of Budget
02-9023 · WS-Meter Deposit Refunds	0.00	2,000.00	-2,000.00	0.0%
02-9024 · WS-Misc	1,356.82	500.00	856.82	271.4%
02-9026 · WS-Paying Agent Fees	1,293.70	1,400.00	-106.30	92.4%
02-9027 · WS-Petty Cash	52.84	200.00	-147.16	26.4%
02-9028 · WS-Postage	1,600.00	2,000.00	-400.00	80.0%
02-9029 · WS-Primacy Fees	1,890.31	2,000.00	-109.69	94.5%
02-9030 · WS-Repairs & Maintenance	5,616.55	5,000.00	616.55	112.3%
02-9032 · WS-Supplies	6,173.29	5,000.00	1,173.29	123.5%
02-9034 · WS-Taxes-FICA	2,565.94	8,000.00	-5,434.06	32.1%
02-9035 · WS-Taxes-Quarterly	0.00	2,500.00	-2,500.00	0.0%
02-9036 · WS-Training-Meeting	2,384.92	1,200.00	1,184.92	198.7%
02-9039 · WS-Utilities-Phone elec trash	12,319.55	15,000.00	-2,680.45	82.1%
02-9040 · WS-Utilities-Propane	0.00	300.00	-300.00	0.0%
02-9043 · WS-Wages	40,991.39	80,000.00	-39,008.61	51.2%
02-9044 · Savings Account Expense	0.00	42,008.10	-42,008.10	0.0%
03-9008 · ST-Equip	1,212.77	500.00	712.77	242.6%
03-9011 · ST-Fuel	2,455.76	5,000.00	-2,544.24	49.1%
03-9013 · ST-Insurance	1,000.00	1,700.00	-700.00	58.8%
03-9016 · ST-Insurance-Work Comp	0.00	2,500.00	-2,500.00	0.0%
03-9026 · ST-Paving	46,334.60	150,000.00	-103,665.40	30.9%
03-9030 · ST-Repairs & Maintenance	4,096.23	7,000.00	-2,903.77	58.5%
03-9031 · ST-Rock	212.06	500.00	-287.94	42.4%
03-9032 · ST-Supplies	1,328.83	1,500.00	-171.17	88.6%
03-9034 · ST-Taxes-FICA	1,151.09	3,100.00	-1,948.91	37.1%
03-9040 · ST-Utilities Propane	102.81			
03-9043 · ST-Wages	21,118.36	42,000.00	-20,881.64	50.3%
04-9008 · FD-Equip	3,706.69	11,797.00	-8,090.31	31.4%
04-9011 · FD-Fuel	1,233.72	3,000.00	-1,766.28	41.1%
04-9013 · FD-Insurance	0.00	6,269.00	-6,269.00	0.0%
04-9014 · FD-Insurance- Aflac	107.28	1,400.00	-1,292.72	7.7%
04-9015 · FD-Insurance-Vehicle	0.00	6,269.00	-6,269.00	0.0%
04-9016 · FD-Insurance-Work Comp	0.00	3,000.00	-3,000.00	0.0%
04-9022 · FD-Membership	0.00	180.00	-180.00	0.0%
04-9028 · FD-Postage	420.00	450.00	-30.00	93.3%
04-9030 · FD-Repairs & Maintenance	6,600.31	13,157.52	-6,557.21	50.2%
04-9032 · FD-Supplies	664.30	2,000.00	-1,335.70	33.2%
04-9036 · FD-Training-Meeting	1,560.00	1,500.00	60.00	104.0%
04-9037 · FD-Loan Payment to W/S	5,090.60	5,090.60	0.00	100.0%
04-9039 · FD-Utilities-Phone elect trash	1,067.25	1,400.00	-332.75	76.2%

Lowry City
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul '24 - Feb ...	Budget	\$ Over Budget	% of Budget
04-9040 · FD-Utilities-Propane	561.94	600.00	-38.06	93.7%
05-9008 · PD-Equip	430.20	2,500.00	-2,069.80	17.2%
05-9011 · PD-Fuel	51.21	2,500.00	-2,448.79	2.0%
05-9013 · PD-Insurance	0.00	2,887.00	-2,887.00	0.0%
05-9018 · PD-Legal-Acct	0.00	100.00	-100.00	0.0%
05-9027 · PD-Petty Cash	55.00	100.00	-45.00	55.0%
05-9030 · PD-Repairs & Maintenance	0.00	1,200.00	-1,200.00	0.0%
05-9032 · PD-Supplies	0.00	500.00	-500.00	0.0%
05-9036 · PD-Training-Meeting	0.00	500.00	-500.00	0.0%
05-9043 · PD-Wages	1,462.50	36,400.00	-34,937.50	4.0%
06-9008 · Cem-Equip	186.22	5,000.00	-4,813.78	3.7%
06-9011 · Cem-Fuel	365.22	1,500.00	-1,134.78	24.3%
06-9013 · Cem-Insurance	0.00	140.00	-140.00	0.0%
06-9016 · Cem-Insurance-Work Comp	0.00	500.00	-500.00	0.0%
06-9024 · Cem-Misc	48.00			
06-9027 · Cem-Petty Cash	0.00	200.00	-200.00	0.0%
06-9030 · Cem-Repairs & Maintenance	1,429.96	1,760.00	-330.04	81.2%
06-9032 · Cem-Supplies	121.73			
06-9034 · Cem-Taxes-FICA	261.79	400.00	-138.21	65.4%
06-9043 · Cem-Wages	3,995.30	12,000.00	-8,004.70	33.3%
Total Expense	388,860.76	874,473.72	-485,612.96	44.5%
Net Ordinary Income	159,945.83	-240,065.80	400,011.63	-66.6%
Other Income/Expense				
Other Expense	84,995.52			
Fund Balance Transfer				
Total Other Expense	84,995.52			
Net Other Income	-84,995.52	0.00	-84,995.52	100.0%
Net Income	74,950.31	-240,065.80	315,016.11	-31.2%

AN ORDINANCE SETTING PURCHASING PROCEDURES FOR THE CITY OF LOWRY CITY, MISSOURI.

Be it ordained by the board of aldermen of the city of Lowry city, Missouri that these PURCHASING PROCEDURES are hereby adopted as:

CITY OF LOWRY CITY PURCHASING PROCEDURES

Petty Cash:

The City Clerk shall maintain a Petty Cash fund of \$100.00. This fund will be kept in the locked file room. City personnel only will be permitted to spend funds. The amount will be noted in the Petty Cash fund. Upon completion of the purchase, city personnel shall fill out a Petty Cash slip (see attachment #1) and attach the original invoice for documentation of the purchase. The City Clerk will reconcile the Petty Cash on a weekly basis. Funds will be reimbursed to the Petty Cash from the funds purchasing items. Checks to reimburse the City's Petty Cash fund will be issued to the custodian payee or the receptionist. This will insure proper disbursement and adequate tracking of such funds.

Local Charge Accounts:

Employees may charge daily incidental purchases at local stores. City employees to are allowed to charge at the following stores: Do It Best Hardware and Peery's Auto. These items are typically as needed basis and all tickets must be turned in immediately to the City Clerk.

Employees are not allowed to use any City account and/or services for their personal use.

Purchase Orders:

Purchase orders are required for all large purchases, with the exception of daily incidental purchases and regular monthly bills including monthly utility bills, telephone bills, etc.

Purchases up to \$100 – may be authorized by the City Clerk

Purchases Up to \$500 – may be authorized by the Mayor

Over \$500 – bids must be taken, three if possible, and approved by the Board of Aldermen

Bidding Process:

As a general rule, wide competition leads to lower prices. By securing competitive bids, the city will be assured it is receiving the "best" for the "lowest" price.

The first step in this process will be preparing a specification of services, equipment or item. Secondly this will be reviewed with the Mayor and/or City Clerk to insure that this purchase adequately meets the needs of the City and the budget. This

procedure shall be in place unless an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is trivial or when the service or item could be obtained by only one vendor. Should this purchase be over \$500 for any one item , the Mayor must contact the Board of Aldermen for their approval.

Advertising

Any purchase of \$5,000 or larger or on a case-by-case basis must be advertised for bids. This must be advertised in the "Legal Classified" section of at least two newspapers. This advertisement will also be listed on the city's website for potential bidders to review. While advertising for bids can be expensive, advertising large purchases is justified as a safeguard against the deliberate limitation of competition and also a protection for the City against charges of discrimination or collusion.

Telephone Bids

For small purchases or purchases that must be completed quickly, the common practice is to secure bids by telephone. This procedure makes it possible to hasten the award and is relatively inexpensive. Telephone bids should be recorded on a special form.

Request for Quotation

The most satisfactory method of securing competition is to solicit bids by mail through the use of a request for quotation (rfq). Due to the expense of this procedure and to utilize it effectively, it is essential that potential responders be confined to responsible and interested bidders.

Clear and concise written instructions to bidders are a must. The instructions will cover the following topics:

1. Duration of contracts,
2. Qualifications of bidders,
3. Bid security,
4. Completion of work,
5. Delivery and penalties for finishing a contract.

Invitation for Bid

The invitation for bids is restricted for larger or more expensive items in the amount of \$20,000 and up. These bids require a formal bidding procedure. The invitation for bids method requires that all bids be returned sealed in a specially marked envelope that will be opened in public at a stated time. This public ceremony insures

that

all bidders will be treated fairly and in the same equitable manner. Absolutely under no circumstances will any bid or bids be opened prior to the date and time specified. All late bids will be disregarded. Should the invitation for bid not return any bids or the city receives only one bid, the Board of Aldermen will intervene to make a determination of how the city should proceed.

Sureties

Any bond, certified check or cash will be required only if the City of Lowry City is working with a federal, state or local funding source to provide construction of new facilities and/or renovations to existing city facilities. Should a surety be required and the vendor defaults on their quotation or bid, they will be disqualified from any future bids with the city.

Tabulating Bids

A simple system of using a columnar pad will be used to list all bids or quotes and tabulate their bid as each bid is opened. This summary of bids will be signed off by those tabulating and the opening verifying the date, time and witness to the tabulation of bids.

Selecting the Best Bid

In the process of developing the competitive bids process, the city must state, "awards shall be made to the Lowest Responsible Bidder". In order to make a fair determination, the following standards will be considered in addition to price:

- The ability, capacity and skill of the bidder to perform the contract or provide the service(s) required.
- The ability of the bidder to perform the contract or provide the service promptly or within the specified time.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
- The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- The quality, availability and adaptability of the supplies or contractual service to the particular use required.
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- The number and scope of conditions attached to the bid.

By using these standards, the city can make a reasonable decision.

Awarding the Order

The City of Lowry City will strictly adhere to §105.450-105.482 RSMo, regulating conflict of interest. These sections regulate and offer public officials' guidance on the correct to handle business operations with the City of Lowry City.

Specifically: Generally, an official may provide/perform services for, or sell, rent or lease property to, the city in an amount over \$500 per transaction or \$5,000 per year, ONLY IF, public notice and competitive bidding occurred AND the awarded bid (if to the official) is the lowest bid received.

Rejection of Bids

The City of Lowry City will always reserve the right to reject any and all bids when such action in the best interest of the City and its citizens. This provision is to protect the city against accepting the lowest bid, which may not be the lowest responsible bid, or for some reason is not the best obtainable bid. Furthermore, if the city suspects collusion, even though such collusion cannot be proved, it should have the power to reject all bids.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere should be prepared and filed with the other papers relating to the transaction. This explanation must be noted on the summary or tabulation sheet.

Sole Source Bids

In the event that there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this policy shall be waived by the City. Whenever an employee determines that he must purchase goods or services from a "sole source vendor", it must be documented why only one company or individual is capable of providing the goods or services required. This documentation will be attached with the purchase order.

Prevailing Wages and Insurance Coverage:

Any company, corporation or proprietorship that pays wages to any workmen employed on public works projects must meet all provisions and requirements as set forth in Chapter 290 of the RSMo.

Any company, corporation or proprietorship must provide a current copy of their Certificate of Insurance for workmen compensation and if necessary liability insurance.

Preference for Local Vendors:

Any preferences to local vendors must be limited to instances in which price, quality and services are comparable. Documentation of the City's attempt to locate additional vendors in this type of situation will limit any allegations of collusion.

Payments and Record keeping:

Office staff will track the payment of all invoices. City personnel will code and approve all invoices upon their arrival. Checks will be processed for their payment. All checks require two signatures. Invoices paid are filed in Accounts Payable for the

appropriate program year. Two program years of these files will remain in the appropriate file drawers. Upon the beginning of the third year rotation, the oldest program year's records will be removed to the storage room.

Abatement Procedures

If a person fails to retrieve his personal property that has been impounded by the City of Lowry City specifically the following procedures shall be exercised:

1. Storage, Redemption and Sale. Items having any apparent monetary value, beyond salvage value, removed during a specific offense or non- payment of fees, shall be transported to a salvage area or lot at the expense of the owner or person in custody thereof. The property shall be stored for period of at least thirty (30) days and the person entitled to possession thereof may redeem the property by payment to the City the actual cost of removal and a reasonable storage (\$1.00 per day) and administrative processing fee (\$25.00). If any item is unredeemed after the expiration of the thirty (30) day period, the Mayor, or his designee, may sell it to the highest bidder, or if it has no sale value, may otherwise dispose of it. Any money received from the disposal of any item shall be applied to the costs charged to the owner or person in charge thereof.

2. Notice of Sale. Prior to the sale of any such property obtained during a specific offense, the Mayor, or his designee, shall cause to be posted in City Hall, and in at least one (1) other public place in the City, a notice of sale stating:

- a. That the City is selling abandoned property;
- b. The color, make, year, model number and serial number, if applicable, and any other information necessary for an accurate identification of the property;
- c. The terms of the sale;
- d. The date, time and place of the sale.

3. Disposition of Abatement Cost. If the City receives any revenue as a result of the abatement of any impounded property, that revenue shall be deposited in and credited to the fund account of the department that initially advanced the costs for the enforcement. If any revenue received by the City in the abatement of the impounded item cannot first be credited to such department's fund account, then the revenue received shall be deposited in and credited to the General Fund.

Disposal of City Real Property

The Mayor of Lowry City shall make recommendations regarding the disposal of any City real property. Once the Board of Aldermen has completed its discussion and before formal action is taken, the notice of the real property will be presented publicly to allow citizen input.

a. Except as otherwise provided in this section, real property owned by the City may be sold, traded or leased only when authorized by resolution and only after competitive bids have been obtained. The real property may be sold, traded or leased only to the person submitting the highest and best bid, or

b. City property may be sold, traded or leased without competitive bids, but value received for the property should be based on a certified appraisal.

(1) To any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location size or use;

(2) To any adjacent property owner at fair market value as determined by appraisal;

(3) When use of the property is limited to public purposes specified by the Board of Aldermen;

(4) When the Board of Aldermen determines that is in the public interest to sell, trade or lease the property to a particular person.

c. City property may be donated to a qualifying recipient entity.

Inventory

Staff shall maintain an inventory of all property owned by the City that was purchased at a price of \$500 or more. If the original value is unknown, then an appraised value should be used. Property shall be classified by building structure, machinery, equipment, land, etc. Each piece of property is tagged with an identification number. If the property cannot be physically tagged, then a number is assigned to it.

An annual inventory is conducted to verify the accuracy records and the actual existence of the property.

This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Read the first time this 18th day of March 2025

Read the second time and passed and approved this 18 day of March 2025

(SEAL)

ATTEST:

Patricia Landes, Mayor

John Farrell, City Clerk

AN ORDINANCE SETTING PURCHASING PROCEDURES FOR THE CITY OF LOWRY CITY, MISSOURI.

Be it ordained by the board of aldermen of the city of Lowry city, Missouri that these PURCHASING PROCEDURES are hereby adopted as:

CITY OF LOWRY CITY PURCHASING PROCEDURES

Section 1. The purchasing agency shall be appointed with the approval of Mayor and City Council. The purchasing agent, when authorized, shall procure for the city the bids for all supplies and contractual services needed by the city in accordance with the procedures prescribed by this ordinance.

Section 2. Duties Generally. In addition to the purchasing authority conferred in the preceding section, and in addition to any other powers and duties conferred by this, the purchasing agent shall:

- a. Act to procure for the city the highest quality for all supplies and contractual services at the least expense to the city;
- b. Exploit the possibilities of buying “in bulk” so as to take full advantage of discounts;
- c. Inspection or supervise the inspection of all deliveries with regard to quantity, quality, and conformance to the specifications.

Section 3. Gifts and Rebates. The purchasing agent and every other officer and employee of the city are expressly prohibited for accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase or contract is or might be awarded, any rebate, fit, money, or anything of value whatsoever, except where given for the use and benefit of the city.

Section 4. Purchases of \$500 or Less. The purchasing agent, Mayor, and Superintendent of Water & Maintenance is authorized to purchase items that cost \$500 or less without City Council approval.

Section 5. Purchase in Excess of \$500. Mayor and City Council must approval all purchases in excess of \$500.

Section 6. Bidding.

- a. If the consideration is not more than \$2,000, bids shall be solicited in the most expedient manner with due regard for competitive prices and quality.
- b. If the consideration is for more than \$2,000 but less than \$10,000 at least two (2) bids shall be solicited by mail or telephone require from two (2) prospective vendors, from which the lowest responsible bidder (Refer to Section 9), with proper qualifications shall be accepted. A record of

quotations shall be maintained. The purchase shall be approved by the Mayor and City Council.

- c. If the consideration is for more than \$10,000, the inviting bids shall be published one time only in an official newspaper at least two weeks preceding the last day set for the receipt of bids. The bid shall be awarded to the lowest responsible bidder (Refer to Section 9), with proper qualifications. The inviting bid shall include a general description of the articles to be purchased, shall state where bid blanks and specifications may be secured, and the time and place of opening bids. The purchase shall be approved by the Mayor and City Council.
- d. For all supplies and contractual services estimated to cost in excess of \$3,500, a written contract should be obtained from the qualified bidder. The Mayor and City Council shall award the contract for supplies and contractual services.

Section 8. Bid Opening Procedure. Bids shall be submitted sealed to the city and shall be identified as “bids” on the envelope. They shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be posted for public inspection and a tabulation report on file.

Section 9. Lowest Responsible Bidder. The city reserves the right to reject any and all bids. Contracts shall be awarded to the lowest responsible bidder. In determining “lowest responsible bidder,” in addition to price, the following shall be considered:

- a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly, or without delay or interference;
- c. The character integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. The quality of performance of previous contracts or services; and,
- e. Based on discretion of the Board.

Section 10. Justification of Award. When the award is not given to the lowest responsible bidder, a full and complete statement of the reasons for placing the order elsewhere shall be completed and kept on file.

Section 11. Tie bids. If all bids received or the lowest bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a bidder approved by the Board.

Section 12. Build America Buy America Act (BABA). It is the purchasing agent’s responsibility to ensure contractors and subcontractors are compliant to the Build America Buy America Act which can be found in federal regulations 2 CFR part 184. Further details regarding BABA can be found in the Admin Manual Chapter 9.3.4.

This policy approved by the Lowry City Board of Aldermen on this 18 day of March 2025.

Patricia Landes, Mayor

Attest:

John Farrell, City Clerk

AN ORDINANCE AUTHORIZING AMENDMENTS TO BUDGETED AMOUNTS IN THE FISCAL YEAR 2024-2025 OPERATING BUDGET FOR THE CITY OF LOWRY CITY, MISSOURI FOR UNFORESEEN CIRCUMSTANCES IN ESTIMATED EXPENDITURES AND IN CONFORMANCE WITH RSMO 67.040

WHEREAS, The City of Lowry City Operating Budget for the Fiscal Year 2024-2025 has been approved and adopted by the Board of Aldermen pursuant to the statutes of the State of Missouri; and

WHEREAS, Section 67.040 RSMo provides that after a budget is approved no increases in the revenues or expenditures from any fund shall be made unless the governing body adopts a resolution setting forth the facts and reasons making the increases necessary and adopts an order, motion, resolution or ordinance to authorize the revenues and expenditures; and

WHEREAS, Unforeseen circumstances have necessitated an amendment in the appropriations for estimated revenues and expenditures in the following funds: **GENERAL** and **POLICE DEPARTMENT**.

WHEREAS, Cash balances in the funds amended are sufficient to allow for the revised revenue and expenditure amounts.

NOW, THEREFORE, Be it ordained by the Board of Aldermen of the City of Lowry City, Missouri, as follows:

Section 1. Unforeseen circumstances necessitate changes in the appropriations for estimated revenues and expenditures for the **GENERAL** and **POLICE DEPARTMENT** for the Fiscal Year 2024-2025 Operating Budget, which are set out in Exhibit A, attached to and made a part of this Ordinance.

Section 2. This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the mayor.

Section 3. All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Read the first time this 18 day of March 2025

Read the second time and passed and approved this 18 day of March 2025

ATTEST:

Patricia Landes, Mayor

John Farrell, City Clerk

GENERAL FUND REVENUES
TOTAL INCREASE \$15,492

	Original Budget	Adjustment	Adjusted Budget
TRANSFER OF FUNDS (from checking account)		15,492	\$110,729

POLICE DEPARTMENT FUND EXPENSES
TOTAL INCREASE \$15,492

	Original Budget	Adjustment	Adjusted Budget
POLICE DEPARTMENT FUND (Equipment)		15,492	\$17,992

GENERAL FUND EXPENSES
TOTAL INCREASE \$15,492

	Original Budget	Adjustment	Adjusted Budget
GENERAL FUND		15,492	\$326,975