



CITY OF ADRIAN

16 East 5th Street, PO Box 246, Adrian, MO 64720-0246

Phone: 816-297-2659 Fax: 816-297-2888

Jeremy Bridges – North Alderman

David Hummel – North Alderman

Matt Cunningham

Mayor

Matt Sears – South Alderman

Jeff Vick – South Alderman

Notice is hereby given that the City of Adrian, Missouri, will conduct its regular monthly meeting at 7:00 p.m. on Monday September 8th, 2025 at City Hall, 16 East 5th Street, Adrian, Missouri.

Tentative agenda of this meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. PERSONAL APPEARANCES

6. DEPARTMENT REPORTS (MAY BE SUBMITTED IN WRITING)

A. CITY ADMINISTRATOR

D. EMERGENCY MANAGEMENT

G. PARK COMMITTEE

B. CITY ATTORNEY

E. FIRE

H. PUBLIC WORKS

C. CODE ENFORCEMENT

F. POLICE

I. WATER PRODUCTION

7. CONSENT AGENDA

THE ITEMS ON THE CONSENT AGENDA ARE APPROVED BY A SINGLE ACTION OF THE BOARD OF ALDERMEN. IF ANY ALDERMAN WOULD LIKE TO HAVE AN ITEM REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY, THEY MAY SO REQUEST.

A. APPROVAL OF REGULAR COUNCIL MINUTES FOR AUGUST

B. APPROVAL OF TAX LEVY MINUTES IN AUGUST

C. APPROVAL OF BILLS PAID IN AUGUST

D. APPROVAL OF ADDITIONAL RECORDS DESTRUCTION 2025

8. UNFINISHED BUSINESS

A. BILL 25-18 ORDINANCE 1210 FIREWORKS ORDINANCE - SECOND REVIEW

B. CITY HOLIDAY ADDITION – CONTINUED DISCUSSION

9. NEW BUSINESS

A. EMPLOYEE LONGEVITY RECOGNITION

B. SRO INTERGOVERNMENTAL AGREEMENT

C. BILL NO 25-21 ORDINANCE NO 1213 AMENDING ORDINANCE NO 1147 - PERSONNEL POLICY

D. FISCAL AUDIT FOR 2023-2024

10. PUBLIC COMMENTS

11. MAYOR/ALDERMAN COMMUNICATION

12. EXECUTIVE SESSION (CLOSED MEETING)

THE BOARD OF ALDERMEN MAY VOTE TO GO INTO A CLOSED MEETING FOR THE PURPOSES OF DISCUSSING THE FOLLOWING:

A. LITIGATION MATTERS AS AUTHORIZED BY 610.021 (1) RSMO

B. REAL ESTATE ACQUISITION MATTERS AS AUTHORIZED BY 610.021 (2) RSMO

C. PERSONNEL MATTERS AS AUTHORIZED BY 610.021 (3) RSMO

D. OTHER MATTERS AS AUTHORIZED BY 610.021 (4-21) RSMO

13. ADJOURNMENT

Amanda Rowland

Adrian City Clerk

September 5th 2025, 4:00 p.m.

Department Reports

A

Banking Comparison		
MOSIP		
Month	Principal	Div & Int
7/31/2025	\$4,205,247.60	\$15,039.99
8/31/2025	\$4,160,169.19	\$14,921.59
9/30/2025		
10/31/2025		
11/30/2025		
12/31/2025		
1/31/2026		
2/28/2026		
3/30/2026		
4/30/2026		
5/31/2026		
6/30/2026		
		TOTALS
		\$29,961.58

B

C

ADRIAN POLICE DEPARTMENT

Chief Christopher Dillon

16 E. 5TH St.

P.O. Box 246

Adrian MO 64720

Phone: (816) 297-2106 Fax: (816) 297-2888



Codes Enforcement

Codes Enforcement Notices Sent

8-12-2025

119 E 7th Street – mailed an official notice letter to Christopher Sisco to start the 15 day period for abatement.

8-15-2025

550 E 8th Street - remailed official notice to PO Box in regard to cleanup of junk after being returned by the Post Office.

Properties that were cleaned up

Codes Enforcement Citations Issued

None

D

E

F

Police Department Sept. 2025 Report

251 CALLS FOR SERVICE

11 INCIDENT REPORTS

13 CITATIONS ISSUED

2 ARRESTS MADE

08/03 SUICIDAL SUBJECT/ HAZEL STREET

08/05 PROPERTY DAMAGE/ 000 BLK E MAIN

08/07 THEFT/ 100 BLK N MAX STEVENS

08/11 THEFT/ 100 BLK S McCOLLUH AVE

08/15 FRAUD/ CR 31

08/16 DWI/ CR 31

08/19 JUV. CALL / SCHOOL

08/27 JUV ASSAULT' CITY PARK

08/28 THEFT/ 600 BLK N HOUSTON

08/29 JUV CALL/ 600 BLK N LEXINGTON

08/31 DWI / CR 31

The Sheriff Rodeo is coming up September 20th out at the City Park. This is a big event with a lot of spectators. We will be well staffed, and many members of The Sheriff's Department will be on hand. On 09/11 will be the usual remembrance parade for the fallen and a ceremony at the Optimist Building to follow.

G





H



CITY OF ADRIAN

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Public Works Report

Street Department

- **Road Maintenance:** Mowed along city streets.
 - **Debris & Brush Management:** Picked up brush and pushed brush at the lagoon.
 - **Trash Services:** Performed weekly trash collection.
 - **Weed Control:** Weed-eated and sprayed along Main Street and around City Hall.
 - **Road & Ditch Work:** Worked on ditches and road rehabilitation on Manor Drive.
-

Park Department

- **Arena Maintenance:** Worked on the surface of the arena.
 - **Mowing:** Mowed the golf range parking lot.
 - **Bathroom Project:** Worked on the new septic tank and laterals for the bathroom installation project by the rodeo arena.
 - **Project Planning & Coordination:**
 - Spoke with **KB Fencing** regarding the installation of fences at the golf range.
 - Talked with **Capital Materials** about rock for multiple park projects.
-

Water Department

- **Meter Services:** Read water meters and installed a meter well and meter service.
 - **Line Locates:** Performed line locates.
-

Water Plant Department

- **Pump & Water Source Management:** Checked and ran the river pump and treated the lake and reservoir.
 - **Grounds Maintenance:** Mowed around the old lake dam.
 - **Project Planning & Coordination:** Spoke with **JCI** about a repair for the river pump.
 - **Infrastructure Work:** Worked on the circle drive at the south tower to provide fire department access to the hydrant.
-

Sewer Department

- **Station Checks:** Performed bi-weekly station checks.
- **Line Locates:** Performed line locates.
- **Lagoon Maintenance:** Treated the lagoon cells and mowed the lagoon property.
- **Infrastructure Repair:** Worked on a manhole on old Highway 71 that was raised above the roadway.
- **Weed Control:** Weed-eated and sprayed around lift stations and lagoons.

Mark Griffith

Public Works Director

09/03/2025

I

Consent Agenda

A



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Phone: 816-297-2659 Fax: 816-297-2888

Jeremy Bridges – North Alderman
David Hummel – North Alderman

Matt Cunningham
Mayor

Matt Sears – South Alderman
Jeff Vick – South Alderman

REGULAR MEETING OF THE BOARD OF ALDERMEN

Monday August 11th, 2025

7:00 p.m.

Forum: Regular Meeting, Monday August 11th, 2025 in the City Hall of Adrian, Missouri.

Officiate: Mayor Matt Cunningham presided.

Presents: Alderman Vick, Alderman Hummel, Alderman Sears

Absent: Alderman Bridges

In Attendance: City Administrator Ryan Wescoat, City Clerk Amanda Rowland,
City Attorney Sydney Wilson

Visitors: Denis Menich with the Tribune and Time, Doug Mager with Mid America Live

Call to Order: Mayor Cunningham called the meeting to order at 7:01 pm.

Roll Call: Mayor Cunningham called the roll.

Alderman Vick – Present

Alderman Bridges – Absent

Alderman Hummel – Present

Alderman Sears - Present.

Pledge of Allegiance: Mayor Cunningham led members of the board and others present in reciting the pledge of allegiance to the flag of the United States of America.

Approval of the Agenda: Alderman Hummel moved to approve the agenda. Alderman Vick seconded. Motion carried 3-0.

Personal Appearances: None

Department Reports:

A. City Administrator: Ryan Wescoat shared his report with the board and answered questions.

B. City Attorney: Sydney Willson shared that she is looking forward to the city code finally being finished.

C. Code Enforcement: Report submitted.

D. Emergency Management: Nothing to report.

E. Fire Department: Nothing to report.

F. Police Department: Police Chief Dillon submitted a written report.

G. Park Committee: City Administrator Ryan Wescoat showed the board new park entrance signs and a matching rule sign for the volleyball courts. Alderman Hummel also discussed grants the park board is researching for park improvements. In a separate discussion, Alderman Vick shared that a citizen had asked about using funds donated years ago for a city pool to instead build a splash park. City attorney Sydney Willson agreed to investigate the legalities of this request. Finally, Mayor Cunningham presented a sample of turf for the golf range and explained that a dirt mound, built with volunteer help from Fergusons, was large enough to hold 18 tee-off boxes.

H. Public Works: Written report submitted.

I. Water Production: Written report submitted.

Consent Agenda: Alderman Sears motioned to approve the consent agenda. Alderman Hummel seconded. Motion carried 3-0.

Unfinished Business:

A. Bill 25-18 Ordinance 1210 Fireworks Ordinance

The board discussed multiple adjustments to the suggested ordinance but made no decision. The ordinance was tabled until the next meeting for further discussion.

B. Benefits for Part Time Employees – Discussion

Hummel motioned for Ryan to amend the policy and present it at the next meeting. Alderman Sears seconded. Motion carried 3-0

New Business:

A. Bill No. 25-19 Ordinance No. 1211- Conflict of Interest

Alderman Vick motioned to approve Bill No. 25-19 Ordinance No. 1211 AN ORDINANCE OF THE CITY OF ADRIAN, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. Alderman Sears seconded. Motion carried 3-0.

Alderman Vick motioned to approve Bill No. 25-19 Ordinance No. 1211 by title only, Hummel seconded. Mayor Cunningham called for a roll call vote.

Alderman Vick – Yes

Alderman Hummel – Yes

Alderman Sears – Yes

Alderman Bridges – Absent

Motion carried 3-0

B. Bill No. 25-20 Ordinance No. 1212 – 12th Street Easement for Permanent Right Away

Alderman Hummel motioned to approve Bill No. 25-20 Ordinance No. 1212 AN ORDINANCE ACCEPTING THE DEDICATION OF A ROAD EASEMENT COMMONLY KNOWN AS 12TH STREET. Alderman Sears seconded. Motion carried 3-0.

Alderman Hummel motioned to approve Bill No. 25-20 Ordinance No. 1212 by title only. Alderman Sears seconded. Mayor Cunningham called for a roll call vote.

Alderman Vick – Yes

Alderman Hummel – Yes

Alderman Sears – Yes

Alderman Bridges – Absent

Motion carried 3-0.

C. Holiday Addition Discussion

Mayor Cunningham requested the administrator to bring examples from other cities to the next meeting in September.

D. Rock Projects Discussion

City Administrator shared the projects in the park that will require multiple tons of rock costing \$60,000. After some deliberations Alderman Hummel motioned to approve the purchase and Alderman Sears seconded. Motion carried 3-0.

Public Comments: None

Mayor/ Alderman Communications: None

Adjournment: Alderman Hummel moved to close the regular session meeting. Alderman Vick seconded. Motion carried 3-0.

Mayor Cunningham adjourned the regular session meeting at 8:00 pm.

Final Approval: _____
Matt Cunningham
Mayor

Amanda Rowland
City Clerk

Date: _____

B

CITY OF ADRIAN

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Phone: 816-297-2659 Email: cityhall@cityofadrianmo.org

Mayor

Matt Cunningham

Board of Alderman

Jeremy Bridges – North Alderman

Matt Sears – South Alderman

David Hummel – North Alderman

Jeff Vick – South Alderman

Tax Levy Meeting

Monday August 11th , 2025 6:30 p.m.

Forum: Tax Levy Meeting, Monday August 11th , 2025 in the City Hall of Adrian, Missouri.

Officiate: Mayor Matt Cunningham presided.

Present: Alderman Hummel, Alderman Sears, Alderman Vick.

Absent: Alderman Bridges

In Attendance: City Administrator Ryan Wescoat, City Clerk Amanda Rowland, City Attorney Sydney Wilson.

Call to Order: Mayor Cunningham called the meeting to order at 6:35 pm.

Roll Call: Mayor Cunningham called the roll.

Alderman Bridges – absent

Alderman Vick – present

Alderman Hummel – present

Alderman Sears - present.

Pledge of Allegiance: Mayor Cunningham led members of the board and others present in reciting the pledge of allegiance to the flag of the United States of America.

Mayor Cunningham officially opened the Tax Levy Hearing.

Approval of the Agenda:

Alderman Hummel motioned to approve the agenda. Alderman Sears seconded. Motion carried 3-0.

Mayor/Alderman Communications: Discussion regarding the change in levy amounts.

Alderman Vick motioned to set the proposed tax levy for 2025 to 0.8043 per one hundred dollars valuation. Alderman Hummel seconded the motion. Mayor Cunningham called for a roll call vote.

Alderman Vick- aye

Alderman Hummel- aye

Alderman Bridges- absent

Alderman Sears-aye

Public Comments: None

Adjournment: Alderman Hummel motioned to close the tax levy meeting at 6:50 pm. Alderman Sears seconded. Motion carried 3-0.

Mayor Cunningham adjourned the regular session meeting at 6:50 pm.

Final Approval _____
Mayor Matt Cunningham

City Clerk Amanda Rowland

Date: _____

C

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 942	A & A Fire & Safety LLC					
20725	8/5/2025	8/7/2025	21 fire extinguishes annual service, 1 5lb ABC dry chemical	52201	No	\$260.50
20750	8/20/2025	8/28/2025	5-extin, 1-5lb, 2-10lb	52250	No	\$171.50
Subtotal for Vendor 942 & A & A Fire & Safety LLC :						\$432.00
Vendor: 1184	A Plus Pro Wash					
17	8/6/2025	8/7/2025	acid wash and wash bleakers, 11x\$75.00	52202	No	\$825.00
Subtotal for Vendor 1184 & A Plus Pro Wash :						\$825.00
Vendor: 14	Addleman Law Firm LLC					
8625	8/6/2025	8/14/2025	June & July billing & retainer	52226	No	\$225.00
Subtotal for Vendor 14 & Addleman Law Firm LLC :						\$225.00
Vendor: 16	Adrian Chamber of Commerce					
8525	8/5/2025	8/7/2025	Member Dues for 2025	52203	No	\$50.00
Subtotal for Vendor 16 & Adrian Chamber of Commerce :						\$50.00
Vendor: 17	Adrian Community Library Property Tax Ac					
Adrian Library-7	8/4/2025	8/7/2025	July Month Tax Collection	52204	No	\$416.42
Subtotal for Vendor 17 & Adrian Community Library Property Tax Ac :						\$416.42
Vendor: 19	Adrian Muffler Service Inc					
41038	7/7/2025	8/1/2025	oil change - 2021 Chevy Tahoe	52186	No	\$125.71
Subtotal for Vendor 19 & Adrian Muffler Service Inc :						\$125.71
Vendor: 1122	Andrew McMillin Reimb					
082525	8/25/2025	8/28/2025	HRA-pharmacy receipts	52251	No	\$103.05
Subtotal for Vendor 1122 & Andrew McMillin Reimb :						\$103.05

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 37	Barco Municipal Products Inc					
IN-252685	8/20/2025	8/28/2025	street sign posts & parts	52252	No	\$1,919.97
Subtotal for Vendor 37 & Barco Municipal Products Inc :						\$1,919.97
Vendor: 39	Bates County Bridge					
864054	8/13/2025	8/28/2025	culverts for use and resale	52253	No	\$2,530.00
Subtotal for Vendor 39 & Bates County Bridge :						\$2,530.00
Vendor: 6	BlueCross BlueShield Of Kansas City					
Blue kc Adj aug 25	8/22/2025	8/28/2025	Payroll payment adj. for Aug 2025	WIRE	Yes	(\$0.04)
PR-82020251623	8/20/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36
PR-85202512393	8/5/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36
Subtotal for Vendor 6 & BlueCross BlueShield Of Kansas City :						\$13,462.68
Vendor: 48	Brenntag Mid-South Inc					
BMS997509	8/18/2025	8/28/2025	Chlorine Gas 150# cyl	52254	No	\$1,135.30
Subtotal for Vendor 48 & Brenntag Mid-South Inc :						\$1,135.30
Vendor: 410	Casey's Business MasterCard					
470330	7/9/2025	8/7/2025	MDNR class - Jim Osborne	WIRE	Yes	\$51.25
520010	7/2/2025	8/7/2025	Dollar General - cleaning supplies - beverages	WIRE	Yes	\$97.89
566710	7/1/2025	8/7/2025	USPS - certified letter	WIRE	Yes	\$5.58
699471	7/11/2025	8/7/2025	Apple - streaming	WIRE	Yes	\$0.99
Caseys Fleet-4	7/27/2025	8/7/2025	July Monthly Fuel Card Payment	WIRE	Yes	\$2,048.49
Subtotal for Vendor 410 & Casey's Business MasterCard :						\$2,204.20
Vendor: 63	Core & Main					
W698641	7/22/2025	8/7/2025	plumbing supplies	52205	No	\$1,286.40
X123856	7/23/2025	8/7/2025	plumbing supplies	52205	No	\$165.12

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City of Adrian

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
X207408	7/11/2025	8/7/2025	pvc for new septic system by arena	52205	No	\$62.40
X207409	7/11/2025	8/7/2025	parts for new septic system by arena	52205	No	\$2,195.50
X253802	7/22/2025	8/7/2025	plumbing supplies	52205	No	\$2,499.20
X275510	7/22/2025	8/7/2025	master meter repair for water plant	52205	No	\$159.74
Subtotal for Vendor 63 & Core & Main :						\$6,368.36
Vendor: 983	Countywide Disposal					
Countywide-11	8/27/2025	8/28/2025	August Trash Service Fee (629)	52255	No	\$12,296.95
Subtotal for Vendor 983 & Countywide Disposal :						\$12,296.95
Vendor: 64	Crimestar USA LLC					
3259	8/12/2025	8/28/2025	RMS Annual product support-Laptop annual support	52256	No	\$2,400.00
Subtotal for Vendor 64 & Crimestar USA LLC :						\$2,400.00
Vendor: 68	D&F Services LLC					
7333	7/22/2025	8/1/2025	DFLOC 4084 Tote - 3000 lb tote 5 ea	52187	No	\$14,775.00
7355	8/4/2025	8/14/2025	Wilden pump - 2 ea	52227	No	\$1,164.00
Subtotal for Vendor 68 & D&F Services LLC :						\$15,939.00
Vendor: 1180	DocuOne Business Solutions					
250815	7/15/2025	8/1/2025	Ink for Epson printer PW building	52188	No	\$1,458.61
Subtotal for Vendor 1180 & DocuOne Business Solutions :						\$1,458.61
Vendor: 74	Dollar General-Regions 410526					
1001384964	7/7/2025	8/14/2025	30 quart latch	52228	No	\$10.80
1001386231	7/15/2025	8/14/2025	water 24 pk	52228	No	\$9.30
1001386543	7/17/2025	8/14/2025	water, gorilla glue	52228	No	\$40.30
1001386739	7/18/2025	8/14/2025	cleaning supplies	52228	No	\$22.40
Subtotal for Vendor 74 & Dollar General-Regions 410526 :						\$82.80

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City of Adrian

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 1185	El Caballo Dos					
8725	8/7/2025	8/7/2025	Employee lunch	52206	No	\$300.00
Subtotal for Vendor 1185 & El Caballo Dos :						\$300.00
Vendor: 78	Ethan's Auto Repair Inc					
84591	8/13/2025	8/21/2025	a/c condenser & freon	52240	No	\$1,049.60
89077	7/25/2025	8/1/2025	oil change 2020 Dodge - Durango	52189	No	\$55.91
89335	8/8/2025	8/14/2025	2021 Chevy - Tahoe, oil change	52229	No	\$79.56
89571	8/28/2025	8/28/2025	Taxi-air filter, oil change, freon	52257	No	\$344.81
Subtotal for Vendor 78 & Ethan's Auto Repair Inc :						\$1,529.88
Vendor: 127	Evergy					
Evergy Bills-27	7/30/2025	8/14/2025	July Electric Bills for City Accounts	52230	No	\$6,269.53
Subtotal for Vendor 127 & Evergy :						\$6,269.53
Vendor: 81	Family Center					
2212811	7/8/2025	8/1/2025	spray for lake spillway	52190	No	\$179.98
2214754	7/15/2025	8/1/2025	fuel caps oil dist truck	52190	No	\$33.98
2216573	7/23/2025	8/1/2025	chain for saw	52190	No	\$55.98
Subtotal for Vendor 81 & Family Center :						\$269.94
Vendor: 85	Ferguson Enterprises LLC #215					
1897333	8/19/2025	8/28/2025	1 pvc bv, for water plant	52258	No	\$2,782.93
Subtotal for Vendor 85 & Ferguson Enterprises LLC #215 :						\$2,782.93
Vendor: 1108	FirsTech Inc.					
FirsTech-7	7/31/2025	8/14/2025	July monthly payment for online bill paying	52231	No	\$379.75
Subtotal for Vendor 1108 & FirsTech Inc. :						\$379.75
Vendor: 422	Fischer Concrete Services					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
80028	8/25/2025	8/28/2025	4000 EXT w/air-patio for driving range at park	52259	No	\$1,965.50
Subtotal for Vendor 422 & Fischer Concrete Services :						\$1,965.50
Vendor: 93	GearZone Products					
92947	7/14/2025	8/1/2025	Moab 3 8" Tactical zip - Cole	52191	No	\$149.99
92977	7/17/2025	8/1/2025	name tape, duty belt -Danny	52191	No	\$31.94
Subtotal for Vendor 93 & GearZone Products :						\$181.93
Vendor: 94	George F Bruto III					
Bruto Park Mowing-6	8/1/2025	8/7/2025	July 2025 Mowing	52207	No	\$2,646.77
Subtotal for Vendor 94 & George F Bruto III :						\$2,646.77
Vendor: 112	Heritage Tractor Inc					
12898820	7/24/2025	8/7/2025	weed eater string	52208	No	\$62.00
12906115	7/29/2025	8/7/2025	gas cap for saw	52208	No	\$5.00
12926476	8/8/2025	8/14/2025	filler caps	52232	No	\$16.00
12933347	8/13/2025	8/28/2025	oil test kits for backhoes	52260	No	\$313.20
Subtotal for Vendor 112 & Heritage Tractor Inc :						\$396.20
Vendor: 847	Holliday Sand and Gravel Company					
1500792462	8/13/2025	8/28/2025	bedding for park bathrooms hauled by paul cumpton	52261	No	\$823.73
1500792923	8/14/2025	8/28/2025	1' bedding rock for park bathrooms-hauled by paul cumpton	52261	No	\$402.75
1500795261	8/20/2025	8/28/2025	1" bedding concrete for golf & park bathrooms	52261	No	\$1,197.90
Subtotal for Vendor 847 & Holliday Sand and Gravel Company :						\$2,424.38
Vendor: 941	Immense Impact LLC					
21-1006PDN	7/23/2025	8/1/2025	Muni Tier Annual Website Subscription	52192	No	\$1,045.00
Subtotal for Vendor 941 & Immense Impact LLC :						\$1,045.00

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City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 1003	Internal Revenue Service					
PR-82020251625	8/20/2025	8/21/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$8,734.91
PR-85202512394	8/5/2025	8/1/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$9,609.71
Subtotal for Vendor 1003 & Internal Revenue Service :						\$18,344.62
Vendor: 1062	iWorQ					
212880	7/1/2025	8/14/2025	community development, business license, animal license	52233	No	\$8,000.00
213306	8/6/2025	8/7/2025	Public works package-work, sign, pavement	52209	No	\$3,000.00
Subtotal for Vendor 1062 & iWorQ :						\$11,000.00
Vendor: 367	Jeff Vick					
Car wash fleet Cards-13	8/6/2025	8/7/2025	July Monthly Fleet Card Charges	52210	No	\$126.50
Subtotal for Vendor 367 & Jeff Vick :						\$126.50
Vendor: 658	Jim Osborne Reim					
081525	8/15/2025	8/21/2025	189 miles @ .70 per mile-to Carthage for test training	52241	No	\$132.30
Subtotal for Vendor 658 & Jim Osborne Reim :						\$132.30
Vendor: 1153	Kaden Shannon					
Kaden Shannon-2	8/17/2025	8/21/2025	Mowed Gun Club Grounds # times	52242	No	\$375.00
Subtotal for Vendor 1153 & Kaden Shannon :						\$375.00
Vendor: 1081	Kimball Midwest					
103588635	7/24/2025	8/7/2025	metric bolt bin and starter kit of bolts	52211	No	\$499.00
Subtotal for Vendor 1081 & Kimball Midwest :						\$499.00
Vendor: 129	Kustom Signs					
2172	8/26/2025	8/28/2025	City park signage	52262	No	\$1,830.00
Subtotal for Vendor 129 & Kustom Signs :						\$1,830.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 242	Lakeland Laboratories					
44292	7/31/2025	8/7/2025	water testing	52212	No	\$1,158.00
Subtotal for Vendor 242 & Lakeland Laboratories :						\$1,158.00
Vendor: 130	Lauber Municipal Law LLC					
Lauber Municipal Law-5	7/31/2025	8/7/2025	City Attorney Fees through July 31	52213	No	\$507.00
Subtotal for Vendor 130 & Lauber Municipal Law LLC :						\$507.00
Vendor: 133	Liberty Utility Missouri					
Liberty-5	7/17/2025	8/1/2025	July Monthly Gas Charges for City Hall, Fire Station	52193	No	\$94.84
Subtotal for Vendor 133 & Liberty Utility Missouri :						\$94.84
Vendor: 432	MetLife					
July Adj	7/25/2025	8/1/2025	July 2025 Adj	WIRE	Yes	\$37.80
metlife adj aug 25	8/25/2025	8/28/2025	Adj. made on briggs for july and aug	WIRE	Yes	\$1.62
PR-71820251604	7/18/2025	8/1/2025	Automatic Invoice From Payroll, Vendor 432	WIRE	Yes	\$386.12
PR-82020251624	8/20/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 432	WIRE	Yes	\$450.59
Subtotal for Vendor 432 & MetLife :						\$876.13
Vendor: 457	MFA Incorporated					
9864059	7/2/2025	8/7/2025	Roundup Power max 3-gallon	52214	No	\$290.00
9940427	8/1/2025	8/7/2025	remedy, spray for lagoon and old lake	52214	No	\$163.52
9947869	8/5/2025	8/7/2025	round up, buccaneer plus, lv6 spray chemicals water plant fence and spillway	52214	No	\$237.79
9956642	8/8/2025	8/21/2025	remedy-water prod old lake spillway	52243	No	\$81.76
9971666	8/14/2025	8/28/2025	posts for safety fence	52263	No	\$135.00
Subtotal for Vendor 457 & MFA Incorporated :						\$908.07
Vendor: 1121	Michelle Beckwith Reimb					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
08272025	8/27/2025	8/28/2025	HRA-dr bills	52264	No	\$1,282.82
81925	8/20/2025	8/21/2025	Mileage to MoCCFOA meeting in Blue Springs	52244	No	\$58.45
Subtotal for Vendor 1121 & Michelle Beckwith Reimb :						\$1,341.27
Vendor:	143	Micro-Comm Inc				
20513	8/5/2025	8/14/2025	repairs from lightning strike	52234	No	\$750.00
Subtotal for Vendor 143 & Micro-Comm Inc :						\$750.00
Vendor:	371	Midwest Lumber				
2507-213412	7/10/2025	8/7/2025	ice maker plumbing	52215	No	\$118.76
2508-219382	8/5/2025	8/28/2025	2 gal groundclear-volleyball courts	52265	No	\$63.98
2508-219784	8/6/2025	8/28/2025	Stihl oil cap	52265	No	\$18.00
2508-223469	8/21/2025	8/28/2025	1/2 X 20' rebar, 6" rebar ties, golf course	52265	No	\$1,267.77
2508-223598	8/21/2025	8/28/2025	5 gal linseed oil, thinner, rebar, nails	52265	No	\$2,403.54
2508-224082	8/23/2025	8/28/2025	form stakes, metal form stakes Driving range	52265	No	\$535.40
Subtotal for Vendor 371 & Midwest Lumber :						\$4,407.45
Vendor:	1181	Midwest Synthetic Turf Professionals				
AD25-01	7/25/2025	8/1/2025	Turf Materials - 30'x12' Ironwoods golf balls	52194	No	\$4,350.00
Subtotal for Vendor 1181 & Midwest Synthetic Turf Professionals :						\$4,350.00
Vendor:	125	Miller Auto Supply				
325562	7/2/2025	8/7/2025	elect fuel pump kit/etnyre	52216	No	\$93.99
325570	7/2/2025	8/7/2025	cap screw & nut/ sickle mower	52216	No	\$4.96
325571	7/2/2025	8/7/2025	performance tool inline ignition/etnyre	52216	No	\$5.58
325591	7/3/2025	8/7/2025	grease fitting/sickle mower	52216	No	\$5.49
325595	7/3/2025	8/7/2025	screw & washer/sickle mower	52216	No	\$4.96
325621	7/3/2025	8/7/2025	motor tune-up 16oz/for boat	52216	No	\$33.96
325626	7/3/2025	8/7/2025	o-rings/etnyre	52216	No	\$0.69

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
326026	7/11/2025	8/7/2025	coupling/ice maker	52216	No	\$14.44
326131	7/15/2025	8/7/2025	material assortment gaskets/etnyre	52216	No	\$12.95
326145	7/15/2025	8/7/2025	2 screwdrivers/etnyre oil dist	52216	No	\$10.65
326156	7/15/2025	8/7/2025	carburetor kit, berryman b-9 chem dip parts/ repairs to etnyre	52216	No	\$91.16
326190	7/15/2025	8/7/2025	fuel filter/repairs to etnyre	52216	No	\$8.99
326199	7/16/2025	8/7/2025	gold air filter	52216	No	\$91.19
326215	7/16/2025	8/7/2025	o-rings/etnyre	52216	No	\$0.89
326276	7/17/2025	8/7/2025	oil filter wrench	52216	No	\$55.99
326292	7/17/2025	8/7/2025	electric fuel pump, single flint striker/bomag	52216	No	\$99.98
326313	7/17/2025	8/7/2025	brake parts cleaner-72	52216	No	\$251.28
326330	7/18/2025	8/7/2025	primer bulb,shop towels, fuel line hose, hose clamp, box shop towels	52216	No	\$165.36
326350	7/18/2025	8/7/2025	tarminator tar & sap remover	52216	No	\$219.36
326485	7/22/2025	8/7/2025	be ag & industrial hardware kit/metric grease fittings	52216	No	\$36.49
326888	7/30/2025	8/7/2025	for fuse box at south tower	52216	No	\$13.49
Subtotal for Vendor 125 & Miller Auto Supply :						\$1,221.85
Vendor:	164	Missouri Department of Natural Resources				
34602600741	6/5/2025	8/7/2025	MO0112623 - Sewer connection annual fees	52217	No	\$736.20
44622507905	6/2/2025	8/7/2025	MO1010001 - Primacy Fees annual notice	52217	No	\$4,064.04
Subtotal for Vendor 164 & Missouri Department of Natural Resources :						\$4,800.24
Vendor:	72	Missouri Department of Public Safety				
B25-7057	7/3/2025	8/14/2025	certificate fee, treatment plant	52235	No	\$160.00
Subtotal for Vendor 72 & Missouri Department of Public Safety :						\$160.00
Vendor:	2	Missouri Department of Revenue - WH				
payment adj aug	8/25/2025	8/28/2025	Payment charge adj. for aug 2025	WIRE	Yes	\$0.50

Operator: rvescoat

9/8/2025 10:59:07 AM

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Report ID: APLT50

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
PR-82020251621	8/20/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,092.00
PR-85202512391	8/5/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,184.00
Subtotal for Vendor 2 & Missouri Department of Revenue - WH :						\$2,276.50
Vendor:	1063	Missouri LAGERS				
July Adj 25	8/4/2025	8/7/2025	Adj. Removing Cameron from reporting	WIRE	Yes	(\$760.78)
Lagers adj aug 25	8/28/2025	8/28/2025	Rate adj. for aug 2025	WIRE	Yes	(\$504.83)
PR-71820251606	7/18/2025	8/7/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,697.11
PR-73202518545	7/3/2025	8/7/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$5,057.54
PR-82020251626	8/20/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,550.97
PR-85202512395	8/5/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,773.54
Subtotal for Vendor 1063 & Missouri LAGERS :						\$17,813.55
Vendor:	162	Missouri State Agency Surplus Property				
85393	7/28/2025	8/7/2025	containers & packing supplies, hand tools	52218	No	\$280.00
Subtotal for Vendor 162 & Missouri State Agency Surplus Property :						\$280.00
Vendor:	158	MO Rural Services Work Comp Ins Trust				
12952	6/25/2025	8/7/2025	Audit additional for renewal 2024 4/1/24, 2nd fund. Admin/premium tax	52219	No	\$12,882.00
Subtotal for Vendor 158 & MO Rural Services Work Comp Ins Trust :						\$12,882.00
Vendor:	921	MoCCFOA Lori Lemons, Treasurer				
6763	8/5/2025	8/7/2025	MML Master Academy class zoom meeting	52220	No	\$135.00
Subtotal for Vendor 921 & MoCCFOA Lori Lemons, Treasurer :						\$135.00
Vendor:	166	Moose Electrical Construction				
25-067	7/30/2025	8/1/2025	Install 3 new led fixtures under new canopy	52195	No	\$1,014.00
Subtotal for Vendor 166 & Moose Electrical Construction :						\$1,014.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 173	Osage Valley Electric Cooperative Assn					
Osage-20	7/31/2025	8/7/2025	Pump station-river & Heritage tractor	52221	No	\$1,637.20
Subtotal for Vendor 173 & Osage Valley Electric Cooperative Assn :						\$1,637.20
Vendor: 1189	Piper Construction, LLC					
2729	8/20/2025	8/21/2025	Gravel street cut bond refund 220 E 7th St Permit #2729	52245	No	\$300.00
Subtotal for Vendor 1189 & Piper Construction, LLC :						\$300.00
Vendor: 1078	Principal					
aug adj 2025	8/18/2025	8/28/2025	Adj. for August 2025	WIRE	Yes	(\$15.84)
PR-82020251627	8/20/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$760.45
PR-85202512396	8/5/2025	8/28/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$776.05
Subtotal for Vendor 1078 & Principal :						\$1,520.66
Vendor: 256	PWSD #5					
PWSD#5-15	7/30/2025	8/14/2025	July Park Board Water Bill	52236	No	\$15.00
Subtotal for Vendor 256 & PWSD #5 :						\$15.00
Vendor: 1187	Range Servant America, Inc					
SI-1000859	6/19/2025	8/14/2025	supplies for putting range at city park	52237	No	\$15,157.16
Subtotal for Vendor 1187 & Range Servant America, Inc :						\$15,157.16
Vendor: 191	Rhodes Exterminating					
Rhodes Exterminating-1	8/25/2025	8/28/2025	Monthly Pest Control for City Hall, Public works, & Water Plant	52266	No	\$120.00
Rhodes-19	7/28/2025	8/1/2025	Monthly Pest Control for City Hall,Public works, & Water Plant	52196	No	\$120.00
Subtotal for Vendor 191 & Rhodes Exterminating :						\$240.00
Vendor: 1109	Rhyno Tire LLC					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
16669	7/17/2025	8/1/2025	4 new tires 12R22.5 Toyo M647 Prem c/s drive	52197	No	\$3,042.00
17042	8/19/2025	8/21/2025	4 Firestone tires for #404 2021 Tahoe, McMillin	52246	No	\$828.00
Subtotal for Vendor 1109 & Rhyno Tire LLC :						\$3,870.00
Vendor: 199	Schulte Supply INC					
S1228731.001	8/18/2025	8/28/2025	hydrant diffuser	52267	No	\$69.00
Subtotal for Vendor 199 & Schulte Supply INC :						\$69.00
Vendor: 86	Sparklight					
Sparklight-6	7/17/2025	8/1/2025	internet & phone - City Hall & Fire	52198	No	\$454.59
Subtotal for Vendor 86 & Sparklight :						\$454.59
Vendor: 208	Stewart Concrete Products (Nevada)					
N22280	7/31/2025	8/7/2025	1500 1 pc 1 compartment,20"X6"riser,20" riser lid, for north arena	52222	No	\$2,056.00
Subtotal for Vendor 208 & Stewart Concrete Products (Nevada) :						\$2,056.00
Vendor: 1029	Sumner One					
Sumner One-20	7/30/2025	8/1/2025	#4348109 Kyocera Monthly Lease	52199	No	\$187.78
Subtotal for Vendor 1029 & Sumner One :						\$187.78
Vendor: 6376	Sunset Law Enforcement					
0012239-IN	8/11/2025	8/21/2025	Ammo for training	52247	No	\$288.00
Subtotal for Vendor 6376 & Sunset Law Enforcement :						\$288.00
Vendor: 213	Sutherland Lumber Co.					
024100	7/7/2025	8/7/2025	MOD tr ph sds 8x1/2 - 8x3/4	52223	No	\$22.98
024183	7/10/2025	8/7/2025	tools for drilling wall for ice maker at PW shop	52223	No	\$88.88
Subtotal for Vendor 213 & Sutherland Lumber Co. :						\$111.86
Vendor: 89	The G W Van Keppel Co					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
PSO414295-1	8/6/2025	8/14/2025	Oil distributor parts	52238	No	\$1,760.94
Subtotal for Vendor 89 & The G W Van Keppel Co :						\$1,760.94
Vendor: 690	Tribune & Times					
39200	7/31/2025	8/14/2025	tax levy hearing	52239	No	\$43.12
Subtotal for Vendor 690 & Tribune & Times :						\$43.12
Vendor: 223	UMB Bank & Trust NA					
322660 trans #	8/27/2025	8/28/2025	P&I installment 2007 Aug. 2025	WIRE	Yes	\$4,641.66
Subtotal for Vendor 223 & UMB Bank & Trust NA :						\$4,641.66
Vendor: 224	Unifirst Corporation					
UniFirst Corp-29	7/7/2025	8/21/2025	#3281299976 Monthly Uniform Cleaning Bills	52248	No	\$124.32
UniFirst Corp-30	7/14/2025	8/21/2025	#3281302514 Monthly Uniform Cleaning Bills	52248	No	\$190.94
UniFirst Corp-31	7/21/2025	8/21/2025	#3281304252 Monthly Uniform Cleaning Bills	52248	No	\$120.44
UniFirst Corp-32	7/28/2025	8/21/2025	#3281306370 Monthly Uniform Cleaning Bills	52248	No	\$111.38
Subtotal for Vendor 224 & Unifirst Corporation :						\$547.08
Vendor: 933	Visa					
0485433	7/1/2025	8/14/2025	Amazon- brace brackets	WIRE	Yes	\$9.99
26480762	7/23/2025	8/14/2025	Baskin Robbins-training session	WIRE	Yes	\$14.96
2748543	7/29/2025	8/14/2025	Sams Club-beverages	WIRE	Yes	\$149.84
2764629	7/2/2025	8/14/2025	Sams Club - beverages	WIRE	Yes	\$313.19
2974659	7/18/2025	8/14/2025	Amazon-scoops for ice maker, folders	WIRE	Yes	\$65.30
3056899	7/16/2025	8/14/2025	MML-mcma annual dues, city administrator dues	WIRE	Yes	\$157.50
3100756	7/17/2025	8/14/2025	Best Western Plus-hotel for SRO annual training	WIRE	Yes	\$588.50
4610642	7/15/2025	8/14/2025	Sams Club-b-day gift cards,first aid kit	WIRE	Yes	\$132.03
5843952	7/9/2025	8/14/2025	USPS-certified letter	WIRE	Yes	\$9.68
6983534	7/11/2025	8/14/2025	Price Chopper-employee luncheon	WIRE	Yes	\$296.77

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 8/1/2025 thru 8/31/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
7993994	7/3/2025	8/14/2025	Franklin Planner-day planner	WIRE	Yes	\$134.46
8086528	7/29/2025	8/14/2025	Ferguson Enterprises-valves for water plant-Tom ordered	WIRE	Yes	\$449.56
8840554	7/1/2025	8/14/2025	Sams Club-ice machines for pw, city hall	WIRE	Yes	\$4,511.20
8884920	7/18/2025	8/14/2025	Amazon-divider folders	WIRE	Yes	\$28.70
9108488	7/17/2025	8/14/2025	IMCA-city administrator dues, annual membership fees	WIRE	Yes	\$452.00
9202012	7/10/2025	8/14/2025	Sams Club-paper towels, canned air, paper	WIRE	Yes	\$215.28
Conexon Connect-6	7/7/2025	8/14/2025	Conexon-Internet and phone service for water plant and public works	WIRE	Yes	\$451.22
Ring Central-22	7/23/2025	8/14/2025	July Monthly Phone Bill Charges	WIRE	Yes	\$295.80
Verizon-20	7/31/2025	8/14/2025	Verizon bill for July	WIRE	Yes	\$824.80
Subtotal for Vendor 933 & Visa :						\$9,100.78
Vendor: 5	Voya Institutional Trust Company					
PR-82020251622	8/20/2025	8/21/2025	Automatic Invoice From Payroll, Vendor 5	52249	No	\$40.00
PR-85202512392	8/5/2025	8/1/2025	Automatic Invoice From Payroll, Vendor 5	52200	No	\$40.00
Subtotal for Vendor 5 & Voya Institutional Trust Company :						\$80.00
Vendor: 1183	Yates Construction Co, Inc					
8092	7/24/2025	8/7/2025	emergency repairs at water plant after lighting strike	52224	No	\$3,900.00
Subtotal for Vendor 1183 & Yates Construction Co, Inc :						\$3,900.00
Vendor: 251	Zep Sales & Service					
9011524499	7/24/2025	8/7/2025	zep fast gasket black	52225	No	\$223.00
Subtotal for Vendor 251 & Zep Sales & Service :						\$223.00
Report Grand Total :						\$215,654.01

Publication of Salaries

Year to Date as of 8/31/2025

City of Adrian

Job Description		Gross Salary
Assistant City Clerk		\$4,048.00
City Administrator		\$10,416.68
City Clerk		\$4,912.50
Fire Chief		\$310.00
Mayor		\$150.00
North Alderman		\$100.00
North Alderman		\$100.00
Park Maintenance		\$37.08
Park Maintenance		\$259.56
Patrol Officer		\$3,380.00
Police Chief		\$5,373.34
Police Officer		\$3,543.03
Police Officer		\$4,784.00
Police Officer		\$3,981.60
Police Officer		\$4,095.00
Police Officer		\$1,096.43
Public Works Director		\$6,078.48
Public Works Operator		\$4,617.25
Public Works Operator		\$3,657.65
Public Works Supervisor		\$4,862.00
South Ward Alderman		\$100.00
South Ward Alderman		\$100.00
Treasurer		\$200.00
Water Plant Operator		\$4,149.00
Water Plant Operator		\$2,528.80
Water Plant Operator		\$1,565.60
Water Plant Operator		\$2,367.97
Water Plant Superintendant		\$4,582.80
Total Employees: 28		Total Salaries: \$81,396.77
		Total Benefits: \$29,118.23
		Benefit Percent of Salaries: 35.77

D

Records Destruction for 2025

Audit Books

(retaining 2 copies for each year)

1993 – 1994

Water Department Receipts & Reports

(3 years)

July 2018 – 2019

Water Fund Bank Statements

(Audit or 1 year)

1988 – 2011

Unfinished Business

A

ORDINANCE OF THE ADRIAN BOARD OF ALDERMEN

BILL NO. 25-18

ORDINANCE NO. 1210

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 587, REGULATING THE SALE AND ACT OF SHOOTING FIREWORKS, AND FIXING THE AMOUNT OF SUCH LICENSE OR PERMIT OF SELLING FIREWORKS IN THE CITY OF ADRIAN, COUNTY OF BATES, STATE OF MISSOURI.

WHEREAS, The City of Adrian, Missouri adopted its current fireworks ordinance in 1981; and

WHEREAS, The City of Adrian, Missouri has need to make updates to the adopted ordinance to reflect changes in the community.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF ADRIAN, MISSOURI, AS FOLLOWS:

SECTION 1: Permitted Use

1. Fireworks may only be used on the following dates and times:
 - a. July 3rd – 4th : Between 10:00 am and 12:00 am.
 - b. December 31st : Between 11:00 pm and 12:00 am.
2. Fireworks are prohibited on all other days unless a special permit has been issued or special permission has been granted by the City.

SECTION 2: Restrictions

1. No person under the age of 18 shall purchase or ignite fireworks without adult parental/adult supervision.
2. Fireworks may not be used:
 - a. Within 200 feet of any hospital, school, church, or senior living facility.
 - b. On public streets, sidewalks, or city parks without prior permission.
 - c. During a declared fire ban or drought emergency.

3. Fireworks must not be discharged in a manner that creates a fire hazard or endangers people or property.
4. It is illegal to discharge fireworks from a vehicle, boat, or to carry lighted fireworks on a person.

SECTION 3: Permits for Fireworks Sales

1. A permit is required for the sale of any fireworks within city limits.
2. Firework sales are allowed within city limits from June 27 – July 4.
3. Fireworks permits may be obtained from the City Clerk at City Hall.
4. All retail fireworks vendors must have current state permits and are subject to Fire Safety Inspections.
5. Permits for the sales of Fireworks are \$200.

SECTION 4: Enforcement & Penalties.

1. Violations of this ordinance are municipal infractions punishable by:
 - a. First offense: \$100 fine
 - b. Second offense: \$250 fine
 - c. Third or subsequent offenses may include confiscation of fireworks and misdemeanor charges.
2. The Fire Chief, Police Chief, Patrol Officers and Code Enforcement Officers are authorized to enforce.
3. Illegal fireworks are subject to seizure by city officials.

SECTION 5: Emergency Powers

During declared emergencies (extreme drought, high fire risk), the Fire Chief or Mayor may temporarily ban all fireworks discharge within city limits

SECTION 6: Severability

If any part of this ordinance is deemed invalid, the remainder remains in full force.

SECTION 7: Effective Date

This ordinance takes full effect upon passage and publication as required by Missouri law.

READ TWO TIMES, passed, and approved this 8th day of September, 2025,
by a roll call vote:

	Yea	Nay	Absent
Alderman Jeff Vick	_____	_____	_____
Alderman Matt Sears	_____	_____	_____
Alderman Jeremy Bridges	_____	_____	_____
Alderman David Hummel	_____	_____	_____

Matt Cunningham, Mayor

ATTEST:

Amanda Rowland, City Clerk

B

[illegible]

New Business

A

B

MEMORANDUM OF UNDERSTANDING REGARDING LAW ENFORCEMENT SERVICES

THIS MEMORANDUM OF UNDERSTANDING (the "MOU" or "Agreement"), is made and entered into this 8th day of September 2025 by the City of Adrian, Missouri and the Adrian RIII School District ("School District").

WITNESSETH:

THAT, WHEREAS, the City of Adrian Police Department (APD) provides Law Enforcement services for the City of Adrian, Missouri; and

WHEREAS, the School District has, pursuant to Missouri Revised Statutes Section 162.215, commissioned school officers as licensed peace officers,

WHEREAS, Missouri law requires the parties to execute a Memorandum of Understanding because some of the locations at which School District's officers may be required to perform their police functions are located within the jurisdiction of APD; and

WHEREAS, the parties agree and acknowledge that this MOU is intended to facilitate a clear understanding for the handling of school-related incidents, and serve the purposes contemplated by § 162.215, RSMo.;

NOW, THEREFORE, for the considerations herein expressed, it is agreed by and between the School District and APD as follows:

I. Law Enforcement in General. In accordance with § 162.215 RSMo., the School District will authorize and commission School Resources Officers ("SROs") whose authority is limited to crimes occurring on School District premises and property, on School District buses, and at School District activities.

- a. SROs shall be licensed peace officers, as defined in §590.010, 115Mo. and shall comply with the provisions of Chapter 590. The powers and duties of a peace officer shall continue throughout the SROs' tenure as a commissioned School Resource Officer. The SROs will carry a firearm as part of normal duties while on District property, buses and at school functions within the purview of this MOU.
- b. Subject to Paragraph 2 of this MOU, SROs shall have the authority to conduct any justified stop on school property and enforce any location violation that occurs on School District grounds. SROs shall have the authority to stop, detain, and arrest for crimes committed on School District property, at School District activities, and on School District's buses.
- c. SROs shall abide by School District's Board Policies, Regulations, and Procedures and all terms and conditions defined within this MOU. SROs shall consult with and coordinate activities through the School District's superintendent or the superintendent's designee.
- d. The parties acknowledge and agree that this MOU does not grant an SRO statewide arrest authority.

2. Special Cases Requiring APD Support. APD agrees to respond to, investigate, and otherwise handle all issues arising from the following types of cases on School District's premises and property, on School District's school buses, and at District's school activities located within APD jurisdiction:

- a. Felonies involving the threat or use of force;
- b. Sex offenses;
- c. Weapons offenses;
- d. Misdemeanor marijuana possession if the suspect is an adult, and any other misdemeanors that potentially involve non-students;
- e. Investigations that might result in criminal charges being filed against an SRO (including all officer-related shooting or use-of-force Incidents resulting in serious injury or death);
- f. Serious injury or fatality motor vehicle accidents;
- g. Missing persons; and
- h. Any matter mutually agreed by School District SROs and APD Command Staff (with approval by the APD Chief) to require APD involvement.

3. Request for APD Services. When any case involving one of the subject matters listed in Paragraph 2 of this Agreement arises within APD jurisdiction on School District property, the SRO responding to the case shall secure the scene, ensure the safety of persons involved (call EMT if necessary, etc.) and immediately request APD's assistance through the 911 dispatch.

4. Exchange of Data. All information, data, and reports in the School District's possession and necessary for the carrying out of the work, shall be furnished to the APD without charge, and the parties shall cooperate with each other in every way possible in carrying out the work. Nothing in this MOU shall require School District to disclose information Unprotected by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIP AA), or any other information in which the law recognizes a protection or privilege that may subject the School District to liability for unauthorized disclosure.

5. Personnel. APD represents that it will secure, at its own expense, all personnel required to perform the services called for under this contract by APD. Such personnel shall not be employees of or have any contractual relationship with the School District. All of the services required to be performed by APD hereunder will be performed by APD or under APD's direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this contract shall be subcontracted without the written approval of the School District.

6. Term. The term of this Agreement shall be from August 1, 2025 to July 31, 2026. Thereafter the Agreement shall renew annually, unless either party terminates the Agreement as provided in this Agreement.

7. Payment. No payment shall be exchanged for the services described in this Agreement.

8. Termination of Agreement. Either party shall have the right to terminate this agreement upon given written notice of intent to terminate to the other party at least 30 days prior to the date of termination. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by APD under this contract shall at the option of the School District become its property; provided, that APD shall not be relieved of liability to the School District for damages sustained by the School District by virtue of any such breach of the contract by APD.

9. Conflicts. No salaried officer or employee of the City of Adrian shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders the Agreement void.

10. Discrimination. APD agrees in the performance of this Agreement not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Contractor or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

11. Liability. APD hereby agrees to assume responsibility for the liabilities imposed by law on its employees, agencies, and institutions, including but not limited to all actions of APD police officers undertaken on School District's premises and property, on School District's school buses, and at District's school activities. The School District hereby agrees to assume responsibility for the liabilities imposed by law on its employees, agencies, and institutions, including but not limited to all actions of School District SROs. Nothing herein shall be constructed to waive any sovereign, official, qualified or governmental immunity applicable to either party, its officers, aldermen, agents or employees.

12. Notices. All notices required or permitted herein and required to be in writing may be given by First Class mail addressed to Chris Dillon, Chief of Police, Adrian Police Department, PO Box 246, Adrian, MO 64720 and to Don Lyle, Superintendent of Adrian RIII School District, PO Box 98, Adrian, MO 64720. Notice shall be deemed effective upon the earlier of actual delivery, one (1) business day after posting with such courier service, or three (3) business days after deposit with the United States Postal Service in the manner above required.

13. Jurisdiction. This Agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be litigated, venue shall be proper only in the Circuit Court of Bates County, Missouri.

14. Entire Agreement. This Agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this Agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

[signatures on following page]

Adrian RIII School District

By:

Superintendent of Schools

By:

President, Board of Education

Attested by:

Secretary, Board of Education

City of Adrian, Missouri

By:

City Administrator

By:

Mayor

Attested by:

City Clerk

C

ORDINANCE OF THE ADRIAN BOARD OF ALDERMEN

BILL NO. 25-21

ORDINANCE NO. 1213

AN ORDINANCE TO AMEND ORDINANCE 1147 CHANGING THE PERSONNEL POLICY OF THE CITY OF ADRIAN, MISSOURI TO ALLOW HOLIDAY AND FUNERAL LEAVE FOR PERMANENT, PART-TIME EMPLOYEES.

WHEREAS, The City of Adrian, Missouri has adopted a formal personnel policy;
and

WHEREAS, The Board of Aldermen of the City of Adrian, Missouri wants to recognize the value of the permanent, part-time employees of the city;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF ADRIAN, MISSOURI, AS FOLLOWS:

Section 1. That Ordinance 1147, Section XII. HOLIDAYS is hereby amended and shall hereafter read as follows:

D. All permanent, part-time employees will be eligible for holiday pay when that holiday falls on their regularly scheduled workday. To be eligible for the holiday pay, the part-time employee must work their scheduled shift and double time compensation will apply.

Section 2. That Ordinance 1147, Section XII Funeral Leave is hereby amended to include the following:

D. Permanent, part-time employees may be granted, by the City, up to three (3) days of funeral leave in the event of death of family members listed in sections A and B above.

READ TWO TIMES, passed, and approved this 8th day of September, 2025, by a roll call vote:

	Yea	Nay	Absent
Alderman Jeff Vick	_____	_____	_____
Alderman Matt Sears	_____	_____	_____
Alderman Jeremy Bridges	_____	_____	_____
Alderman David Hummel	_____	_____	_____

Matt Cunningham, Mayor

ATTEST:

Amanda Rowland, City Clerk

ORDINANCE OF THE ADRIAN BOARD OF ALDERMEN

BILL NO. 2231 RESOLUTION NO. 1147

**AN ORDINANCE AMENDING ORDINANCE NO. 1115 REGARDING
PERSONNEL POLICIES OF THE CITY OF ADRIAN, MISSOURI.**

WHEREAS, on August 10, 2020, the Board of Alderman adopted Ordinance No. 1115, an ordinance amending and updating the personnel policy of the City; and,

WHEREAS, the Board of Alderman wishes to amend and update the personnel policy of the City to reflect the changes in operations and new law ,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ADRIAN, MISSOURI AS FOLLOWS:

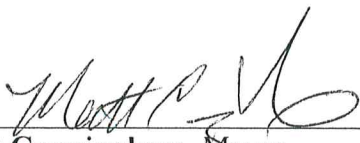
SECTION 1: That Ordinance No. 1115 is hereby repealed and the personnel policy approved by such Ordinance is no longer in affect.

SECTION 2: That the Personnel Policy, attached hereto as Exhibit A and incorporated herein, is adopted and approved.


SECTION 3: That this Ordinance shall be in full force and effective immediately upon its passage and approval.

Passed, and approved this 12 day of December, 2022, by a roll call vote:

	Yea	Nay	Absent
Alderman Jeff Vick	<u>✓</u>	<u> </u>	<u> </u>
Alderman Matt Sears	<u>✓</u>	<u> </u>	<u> </u>
Alderman Jeremy Bridges	<u>✓</u>	<u> </u>	<u> </u>
Alderman David Hummel	<u>✓</u>	<u> </u>	<u> </u>


Matt Cunningham, Mayor

ATTEST:


Evon Hall, Acting City Clerk

PERSONNEL POLICY

I. EQUAL EMPLOYMENT POLICY

Equal Employment Opportunity. It is the policy of the City of Adrian, Missouri of Bates County, to hire well qualified persons and to retain them as employees without discrimination because of race, color, gender, age, creed or religion, ancestry, or national origin, disability, political activity or lack of political activity, union or nonunion membership, pregnancy status, sexual orientation, gender identity, marital status, familial status, veterans status, or membership in any class protected under federal or state law. All aspects of personnel administration including hiring, working conditions, employment benefits and privilege, compensation, training, promotions, transfer, terminations and recalls shall be made pursuant to his policy of equal opportunity.

II. DEFINITIONS

As used in this Personnel Policy, the following words and phrases have the following meanings.

- A. "Alcohol or Alcoholic Beverage" – mean any liquid that has an alcoholic content in excess of one-half percent (.5%) by volume.
- B. "Applicant" – means any person who submits personal qualifications and/or a resume for consideration as a City employee in response to City's notice of an open position.
- C. "Board of Aldermen" or "Board" – means the governing body of the City of Adrian, Missouri.
- D. "City" – means the City of Adrian, Missouri.
- E. "Drug" – means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it.
- F. "Employee" – means any person employed by the City.
- G. "Full-Time Employee" – means any employee who regularly works forty (40) hours per week.
- H. "Illegal Drug" – means any substance or controlled substance including, but not limited to, substances controlled or prohibited by federal or state law, the sale or possession of which is illegal.
- I. "Part-Time Employee" – means any Employee who regularly works less than forty (40) hours per week or less than four (4) weeks per month.
- J. "Positive Drug Screen" – means positive identification of a drug or metabolic which has been confirmed with scientific laboratory tests by a third party.
- K. "Prescribed Drug" – means any substance prescribed for the individual consuming it by a licensed medical practitioner.
- L. "Seasonal Employee" – means any Employee who works intermittently throughout the year at the City's request. A seasonal employee is a temporary employee and not eligible for City benefits including , but not limited to, holiday pay, vacation pay, sick leave, medical insurance, and life insurance.

III. APPLICATIONS AND SELECTION OF EMPLOYEES

- A. Posting of Job Openings. All job openings shall be posted for a period of time as designated

by the Board of Aldermen. The posting shall specify the job classification and description of work, the minimum qualifications and other criteria if applicable, the open and close date of the posting and how to apply. This requirement may be waived by the Board when good cause is demonstrated.

- B. Filing Applications. The Applicant may submit such application and/or information as outlined in the official job posting.
- C. Minimum Age for Employment. No application for employment will be considered unless the applicant, at the time of commencing employment, will be at least 18 years of age. The Board of Aldermen may accept statements of age on a verified application as sufficient evidence of this requirement or may require further evidence.
- D. Citizenship. All Applicants shall be required to provide documentation of United States citizenship or appropriate work papers authorizing the individual to legally work in the United States.
- E. Factors Considered in Selection. The Board of Aldermen may, in selecting applicants for employment, consider known performance and efficiency whether ascertained through communication with former employers or by evaluation of prior City service. The selection of qualified applicants by the Board shall be based on criteria which predict job related performance or measure knowledge, skills or ability necessary for the position for which the applicant is being considered.
- F. Background Checks. Background checks including but not limited to criminal, financial, or education checks may be performed by the Board of Aldermen on all new hires and promotions. If a background check produces any information of relevance to the position, the Board of Aldermen will consult with City's General Counsel for a final determination.
- G. Offer of Employment. All offers of employment shall be in writing from the Mayor or the Mayor's designee to be considered valid.
- H. Job Description(s). Job descriptions shall specify the job classification or title and description of work, the minimum qualifications, and other relevant criteria.
- I. Relatives/Nepotism. Relatives may be employed by the City. One relative may not supervise the other relative nor may relatives work in the same department. Any public officer or employee, elected or appointed, in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree of consanguinity or affinity, shall thereby, forfeit his office or employment.
- J. Residence. Employees are not required to live within the City limits, with the exception of the Police Chief, who must live in the City, and police personnel, who must reside within 20 minutes of the City limits because they are subject to emergency call to active duty at any time. However, all Employees are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the Employee. At the time of appointment, promotion, demotion, etc., if all other factors are equal, Applicant's living within the City limits shall be given favorable preference.

IV. PRIVACY, EMPLOYEE RIGHTS

- A. Unhired Applicants. All statements and other information or records concerning Applicants not hired shall remain confidential and shall not be disclosed by any person.

B. Employee Personal Information. Personal or sensitive information about an Employee shall not be disclosed unless:

1. The Employee authorizes the specific disclosure in writing.
2. The information is relevant to a proceeding before the governing body.
3. The information is disclosed as required by law or legal proceeding.

V. **EMPLOYEE INFORMATION**

A. Employees have an obligation to keep the City informed of any changes in his or her name, address, email address, or telephone number. Employees are required to provide the City with updated information as these changes occur.

VI. **PROBATIONARY PERIOD**

- A. All new non-police Employees, regardless of position, are on probation during the first ninety (90) days from the date of hire unless otherwise waived by the Board of Aldermen.
- B. All new police Employees, regardless of position, are on probation during the first one hundred eighty (180) days from the date of hire unless otherwise waived by the Board of Aldermen.
- C. During the probationary period attendance, attitude, skill development and job performance of the Employee are closely monitored. Any problems in these areas during the probationary period may be cause for termination, demotion or reassignment of the Employee.

VII. **WORKING HOURS**

A. The City will establish shifts (fixed or variable) in accordance with operational requirements. Because operation schedules often require that shift and hours be altered, you are expected to be available to work the variable hours and shift assignment that may occur. If a change in your schedule becomes necessary, the City will notify you as soon as possible.

VIII. **ATTENDANCE**

- A. Employees shall maintain prompt and regular attendance by avoiding tardiness, absences, and early departures.
- B. Employees shall observe the legally allowed time limitations during breaks.
- C. Employee shall notify the City by telephone, in person or in writing (including email) prior to the start of Employee's scheduled shift to report any absence, including full day, tardiness, and early departure.
- D. Failure to report an absence will result in an unexcused absence and subject Employee to disciplinary action.
- E. Employee shall maintain daily contact with the City during any period of absence not related to Employee's approved absence under the Family and Medical Leave Act ("FMLA") or an approved leave of absence as defined in Section XIV below.
- F. Failure to notify the City on the first (1st) day of absence will result in an unexcused absence and will lead to disciplinary action. Failure to notify the City for two (2) consecutive days may result in termination.
- G. Employees whose attendance deficiencies exceed five (5) days in a calendar quarter will be

progressively disciplined up to and including termination.

- H. Unexcused absences are considered more serious and will result in more rapid disciplinary action up to and including termination. More than three (3) unexcused absences in a calendar quarter will result in termination of the Employee.
- I. Employees may also be required to document their absences with a doctor's certificate, as allowed by law.

IX. OVERTIME AND COMP TIME

- A. Overtime work may be necessary from time to time. Hourly Employees will be paid at the rate of time and one-half (1 ½) for approved time worked in excess of forty (40) hours per week.
- B. Compensatory time:
 - a. Based on departmental needs, an employee may receive, in lieu of overtime compensation, compensatory time off at a rate of one and one-half (1½) hours for each hour worked for which overtime compensation would otherwise be required by this section.
 - b. "Compensatory time" and "compensatory time off" mean hours during which an employee is not working but receives paid time off at the employee's regular rate.
 - c. City employees may accrue up to a maximum of 40 hours of actual overtime hours worked (accrued at time and one-half equals 60 total compensatory hours). Any hours earned in excess of the maximum limits must be paid as overtime.
 - d. Employees shall be permitted to use accrued compensatory time within a reasonable time period after it is requested if to do so would not unduly disrupt the operation of the City.
 - e. Upon termination or reclassification to a FLSA-exempt classification, ~~accrued compensatory balances will be paid to the employee. Payment will be at the hourly rate of pay being received on the date of termination or reclassification.~~
 - f. If compensatory time off has not been taken by the Employee within two (2) years, the Employee will be compensated for all outstanding compensatory time.

- C. Refusal of overtime may be cause for termination.
- D. Overtime shall not be authorized except with the approval of the Employee's supervisor. Employees may not authorize their own overtime regardless of position.

X. PAY POLICY

- A. There are 24 pay periods in each year. Employees are paid twice monthly. Employee paychecks are available at City Hall on each payday. Attached to Employee's paycheck is the stub showing your total wages, deductions and take-home pay. Other deductions, when authorized by you in writing, are also shown on this stub. The following items are withheld as required by law:

1. Social Security (FICA).
2. State income tax.
3. Federal income tax.
4. Garnishments/wage assignments.

B. Any questions regarding your paycheck should be directed to the City.

XI. VACATION AND SICK LEAVE

A. Vacation

1. Each Full-Time Employee having been employed by the City for a period of twelve (12) consecutive calendar months shall earn vacation days according to the following schedule:
2. One (1) year -- No paid vacation.
3. Starting of Second (2) year thru Sixth (6) year -- Ten (10) days (2 weeks) paid vacation per year.
4. Starting of Seventh (7) year thru Fourteenth (14) year --Fifteen (15) days (3 weeks) paid vacation per year.
5. Starting of the Fifteenth (15) year or more years -- Twenty (20) days (4 weeks) paid vacation per year.
6. Vacation leave may be taken at any time following its accumulation with the approval of the Mayor or the Mayor's designee.
7. Any unused vacation time will be compensated to the Employee at his regular hourly pay rate on December 15 of each year. Vacation leave may be carried from one year to the next, to a maximum equal to the amount which can be earned in two (2) years.
8. When a regularly scheduled holiday occurs during the period of an employee's vacation, the holiday shall not be counted as Employee's vacation day.
9. The City reserves the right, if necessary, to deny any vacation request when based upon any legitimate scheduling conflict(s).

B. Sick Leave.

1. All full-time Employees shall earn sick leave with full pay at the rate of one-half workday for each calendar month of service.
2. Sick leave shall accrue from the date of employment, but shall not be taken until the successful completion of the probationary period except with the permission of the Mayor or his/her designee.
3. Any unused sick leave will be compensated to the Employee at his regular hourly pay rate on December 15 of each year or Employee may allow it to accumulate up to twelve (12) days.
4. An Employee may be eligible for sick leave for the following reasons:
 - a. Personal illness or physical incapacity.
 - b. Quarantine of any Employee by physician.

c. Illness in the immediate family requiring Employee to remain at home.

d. As an approved personal day up to three (3) days.

An employee who is unable to report for work because of the above reasons shall report the reason for his absence to his/her Supervisor or Department Head within four (4) hours from the time he or she is expected to report to work. Sick leave in excess of three (3) working days shall be allowed only after presenting a written statement by a physician certifying that the Employee's condition prevented Employee from appearing for work unless the Board of Aldermen otherwise approves.

5. An Employee leaving the City shall not be allowed the use of sick leave in the last two (2) calendar weeks of employment. If Employee resigns in good standing, he or she will be paid half of the accrued sick days; however, if an Employee is terminated he or she will not be compensated for any unused sick days.
6. Abuse of this sick leave privilege can result in dismissal.
7. Pregnancy or pregnancy related conditions shall be treated the same as any other illness or short-term disability.

XII. HOLIDAYS

- A. All Full-Time Employees will be granted fourteen (14) holidays per year plus one (1) personal holiday. Employees that work on holidays will be paid double time. To receive compensation for the holiday pay, the Employee must work the day before and the day after a holiday, unless they have vacation scheduled for either day or it is their regularly scheduled day off.
- B. Full-Time Employees that have completed their preliminary probationary period of ninety (90) days will be eligible for holiday pay. Part-Time Employees paid hourly do not qualify for holiday pay.
- C. The fourteen (14) holidays granted are: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Truman's Birthday, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving and Christmas Day. The holiday schedule may be modified by the Board of Aldermen.

XIII. FUNERAL LEAVE

- A. An Employee may be granted, by the City, up to five (5) working days funeral leave in the event of death of immediate family members, including: spouse, child (includes step children and adopted children), Employee's mother, Employee's father, Employee's sister, Employee's brother.
- B. An Employee may be granted, by the City, up to three (3) working days funeral leave in the event of death of Employee's grandmother, Employee's grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, spouse's grandparents.
- C. Employee may request to use any available vacation days or request funeral leave without pay.

XIV. LEAVE OF ABSENCE

- A. Employees who have completed their ninety (90) day probationary period may be eligible for

a leave of absence pursuant to the following guidelines:

1. A leave of absence may be granted for a specified period of time at the discretion of the City.
2. An Employee desiring a leave of absence shall submit a request in writing to the City at least two (2) weeks in advance, unless otherwise approved. Requests must state the reason for the leave and desired length of time.
3. The City will approve or deny the requested leave in writing. If approved the written authorization from the City will include the reason for the leave and the period of leave granted.
4. By accepting the leave, the Employee is not guaranteed re-employment upon expiration of the leave period.
5. Each leave will be granted on the basis of individual merit as determined by the City.
6. Re-employment will be at the discretion of the City and may take into account such factors as Employee's previous work record, availability and suitability of a position.
7. Employees returning from a medical leave of absence must have a physician's certificate indicating the Employee may return to work without any restrictions or limitations. Waivers to this policy may only be approved by the Board of Aldermen.
8. Employees will not be entitled to pay while on leave status unless sick leave is requested by the Employee and available.

XV. EMPLOYEE EVALUATIONS

- A. Performance Evaluation. Each Employee's performance shall be reviewed on his or her anniversary date or within 30 days thereafter.
- B. Discussion of Evaluation. Employee performance evaluations shall be made by the Employee's immediate supervisor and approved by the Board of Aldermen. The supervisor shall discuss each performance evaluation with the Employee before forwarding it to the Board. The Employee shall be asked to sign the evaluation form to indicate agreement/disagreement with the evaluation. The Employee shall be furnished a copy of the evaluation.
- C. Promotion Policies. All vacancies occurring in any department shall, whenever possible, be filled by promotion of a qualified employee within the City's service. However, the City may recruit applicants from outside the City service whenever better qualified applicants are available than within the City service. Transfer between departments with the same position classification will be considered when a vacancy occurs, but first preference will be given to promotion within the department.
- D. Demotions. An Employee reassigned to a position in a lower classification either voluntarily or for disciplinary reasons will receive a cut in pay commensurate with the nature of the demotion as determined by the Mayor or the Mayor's designee. No Employee shall be demoted to a position for which he or she does not possess the minimum qualifications. Demotions do not change the Employee's date of hire, however, the anniversary date for future salary increases will be adjusted.

XVI. MEDICAL AND LIFE INSURANCE BENEFITS

- A. The City shall provide medical and life insurance benefits to Full-Time Employees. Based on current premiums, the Board of Aldermen may pay all or a portion of Employee's premium cost. Dependent coverage may be available and shall be paid by the Employee.

XVII. EMPLOYEE'S RETIREMENT SYSTEM

- A. [RESERVED]

XVIII. SERVICE AWARDS

- A. [RESERVED]

XVIX. CITY PROPERTY

- A. Employees are expected to exercise care in their use of City property and to utilize such property only for authorized purposes. Negligence in the care and use of City property may be cause for disciplinary action up to and including termination.
- B. City property issued to any Employee must be returned to the City at the termination of employment or when requested by the Mayor or the Mayor's designee.

XX. PERSONAL PROPERTY

- A. The City does not assume financial responsibility for damage or theft of an Employee's personal property.

XXI. HEALTH AND SAFETY

- A. If Employees are injured while on the job, the accident must be reported to the City immediately. Failure or delay in reporting Employee's injury may affect Employee's Worker's Compensation benefits.
- B. Employees injured while off-duty and away from the job, must report the accident to the City immediately. Employee cannot return to work without a doctor's release that Employee is able to return to work. Employee must use sick leave while absent from work for off-duty injuries.
- C. Employees are required to exercise care and caution during the performance of their duties. Employees who violate the City's safety rules may be disciplined for failure to perform their job duties in a safe and prudent manner. This discipline may range from warning to termination.
- D. The following safety rules apply to all Employees:
 - 1. Machinery and vehicle should be operated in a safe manner at all times. Only those designated to operate machinery and vehicles should do so.
 - 2. Guards and protective devices shall be in place on all machinery before operation.
 - 3. All Employees who work in areas where hearing protection devices are required shall wear such devices at all times while working in those designated areas.
 - 4. All work-related accidents and injuries must be reported immediately, including minor injuries.
- E. Fit for Duty Assessment. The City reserves the right to require any Employee to submit to a fit for duty examination as deemed necessary by the Board of Aldermen to ascertain whether the Employee is able to fulfill all essential job functions with or without reasonable

accommodation.

XXII. CITY RULES

A. Employees shall comply with the following rules of conduct:

1. City owned supplies, equipment or vehicles shall be used for only City purposes and assignments. Any personal use is prohibited without prior written approval of the Board of Aldermen.
2. Reporting to work under the influence of alcohol or drugs or in possession of such substances on City premises is strictly prohibited.
3. Horseplay, fighting, acts of violence, destruction of City property, threatening or interfering with other Employees at any time while on City property is prohibited.
4. Misconduct or neglect of responsibilities will not be tolerated.
5. No Employee shall knowingly submit false or misleading information for, or on, any City report, record or document.
6. Every Employee has a responsibility for the care and safeguard of City property.
7. No Employee shall be in unauthorized possession of any property belonging to the City or other Employees.
8. Every Employee shall observe and comply with all safety rules and regulations established by the City.
9. All Employees are required to perform their duties, assigned or otherwise, in a professional and businesslike manner.
10. The City will not tolerate any form of harassment related to gender, color, race, national origin or religion. The City will take strict measures to cease or prevent such situations through disciplinary action.
11. Any harassment should be reported immediately in writing to the Board of Aldermen.
12. ~~Employees shall maintain prompt and regular attendance by avoiding tardiness, absences, and early departures.~~
13. All Employees are required to work, act and dress in compliance with reasonable personal hygiene and cleanliness standards.
14. No City Employee shall have any financial interest in or receive any personal benefits from the profits or emoluments of any City contract or agreement.
15. No City Employee shall accept any service or thing of substantial value, directly or indirectly, from any person doing business with the City or having dealings with or proceedings before the Board on terms more favorable than those granted to the public generally.
16. No City Employee shall accept any part of any fee, commission or other compensation payable to the City other than the compensation provided by law or ordinance.
17. No full-time Employee shall accept outside employment without prior written

approval from the Board of Aldermen. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere with the Employee's municipal service. Employees may not engage in any private business activity while on duty. No Employee shall engage in or accept private employment or render any service for the private interest when such employment or service is incompatible or creates a conflict of interest with official duties. Employees may not utilize City issued equipment or other resources for non-City related, off duty, outside employment.

- B. Any violation or failure to comply with the rules and regulations described herein may result in disciplinary action ranging from verbal warning to termination.

XXIII. POLITICAL ACTIVITIES

- A. Employees shall not be hired, appointed, retained, promoted, or demoted on the basis of their political activity, or lack thereof.
- B. Employees may voluntarily participate in political activities outside working hours.

XXIV. CONFERENCES AND SEMINARS

- A. The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for Employees, Board members and elected officials conducting business on behalf of the City. The list of allowable expenditures is intended to cover all reasonable and necessary expenses while providing the lowest and best price to the City.
 - 1. Travel Authorization. Employees must complete a Travel Request/Expense Form which must be approved by the Mayor or the Mayor's designee prior to the travel occurring. Travel by Employees must be approved by the Board of Aldermen.
 - 2. Travel Request/Expense Form. Travel Request/Expense Forms must be submitted to the Mayor or the Mayor's designee at least fourteen (14) days prior to the departure date. However, the Mayor may approve the travel request on less than fourteen (14) days' notice, provided Employee submits documentation of said travel request and gives the Mayor as much notice as possible.
 - i. Documentation explaining the purpose of the trip should be attached to the Travel Request/Expense Form. Conference advertisements, seminar schedules or letters pertaining to the necessity of a meeting are examples of appropriate documentation.
 - ii. The Travel Request/Expense Form should present all costs associated with the trip, even if some items are prepaid or will be paid using a City credit card.
 - iii. City Employees shall submit the fully completed Travel Request/Expense Form within seven (7) days upon returning from a business trip. All appropriate receipts shall be attached, i.e., registration fees, hotel/motel receipts, meals, transportation tickets, etc.
 - iv. Transportation. Use of private vehicles will be allowed when a City-owned vehicle is not available and upon written approval of the Mayor or the Mayor's designee. Reimbursement for mileage allowance will be computed

on the basis of the current standard allowance accepted by the Internal Revenue Service. If more than one (1) Employee travels in the same vehicle, mileage will be paid to one employee. When travel is by City-owned vehicle, the cost of gasoline will be allowed.

- v. Lodging. Lodging will be paid for the nights Employee is on City business including travel days when it is necessary to travel the day before or day after the conference or seminar as determined by the Mayor or the Mayor's designee. An itemized check-out receipt is required for reimbursement and the hotel/motel check-out policy shall be adhered to by Employee. Lodging does not include personal items such as movies, room service, etc. Any additional charges due to a guest other than a spouse staying in the room shall be paid by the Employee.
- vi. Meals. Meals will be reimbursed at actual costs not to exceed the meal allowance. The meal allowance is \$55.00 per day and receipts will be required for reimbursement. Any meals included with lodging or the conference/seminar are not eligible for reimbursement.
- vii. Registration. The cost of registration to all conferences and seminars will be paid by the City upon approval by the Board of Aldermen. Entertainment type activities that are included as additional registration fees are the Employee's responsibility.
- viii. Taxi or shuttle service to or from airports, hotels/motels and convention centers are allowable expenses, receipts are required.
- ix. Parking and toll fees for business activities are allowable expenses, receipts are required.
- x. Meals and entertainment for spouses are not the responsibility of the City and will not be reimbursed.

XXV. DRUG AND ALCOHOL SCREENING POLICY

- A. It is the position of the City that illegal drugs and drug activities will not be tolerated in City work areas or by the City work force, and that the City has an obligation to administer drug screens in the interest of maintaining high productivity, identifying and rehabilitating problem Employees, and protecting Employees and citizens of the City from alcohol or drug related accidents.
- B. It is the policy of the City not to hire or continue the employment of any individual whose job performance is impaired by the use of alcohol, or any illegal drug, or any prescribed or over-the-counter drug which is abused.
- C. The purpose of this policy is to clarify the policy for Employees, to spell out conditions under which drug or alcohol screening may be required, and the consequences of positive drug or alcohol screens.
- D. Alcoholic Beverages.
 - 1. No alcoholic beverage will be brought into or consumed on City premises, except in connection with City authorized events.
 - 2. Drinking or being under the influence of alcoholic beverages while on duty is cause

for discipline, up to and including termination.

3. Any Employee whose off-duty or on-duty use of alcohol results in an act or acts which reflect negatively on the City as determined by the Board of Aldermen may result in disciplinary action up to and including termination.

E. Prescription Drugs.

1. Prescription drugs shall be used only in a manner, combination and quantity prescribed.
2. Any Employee whose suspected use of drugs results in an act or acts which reflect negatively on the City or create an unsafe environment as determined by the Board of Aldermen may result in disciplinary action up to and including termination.

F. Illegal Drugs.

1. The use of an illegal drug or controlled dangerous substance, including but not limited to substances controlled or prohibited by federal or state law, or the wrongful possession of same on-duty is cause for termination, or other appropriate discipline as determined by the Board of Aldermen.
2. Off-duty use of an illegal drug or controlled dangerous substance may be cause for termination depending on the circumstances and the job class involved.
3. The sale, trade, or delivery of illegal drugs or controlled dangerous substances by an Employee to another person is cause for termination and referral to law enforcement authorities.
4. The occasional or recreational off-duty use of illegal drugs detected as the result of drug screen referral will result in dismissal or other appropriate disciplinary action.

G. Pre-Employment Drug Screening.

1. As a condition of employment, each applicant for employment with the City may be required to submit to a pre-employment drug screening. Refusing to sign a consent form to authorize the test and the results to be released to the City, or obtaining a positive drug screen will exclude an applicant from further consideration.
2. To obtain satisfactory results from the test, the presence or use of any prescription drug must be in accordance with prescribing physician's instructions and be consistent with the maintenance of a safe and productive work place.
3. If a positive drug screen results, the applicant will be advised and the offer of employment, which was contingent upon meeting medical requirements, will be withdrawn.
4. Any applicant who fails a drug screening will be removed from any other eligible list to which they are currently posted and/or eliminated from examination on which they are currently competing. Applicants so removed may reapply for City jobs after one (1) year.
5. It is the intent of the drug screening program to screen and conduct confirmatory tests for those chemicals which are most frequently abused. The following list is suggestive, not exhaustive and subject to review and revision.

- i. Amphetamines/Methamphetamines (e.g. crank, splash, speed, crystal, precluding, pennies).
- ii. Barbiturates (e.g. downers, red devils, barbs, goof balls)
- iii. Benzodiszapines (e.g. valium, librium)
- iv. Cocaine (e.g. coke, crack, girl, flake, snow)
- v. Methadone
- vi. Methaqualone (e.g. downers, quaalude)
- vii. Opiates (e.g. codeine, morphine, dover's powder)
- viii. Heroin (e.g. H, boy, horse, smack, stuff)
- ix. Phencyclidine (e.g. PCP, angel dust, wack, water)
- x. Propoxphene (darvon)
- xii. Phenylpropanolamine

H. Drug/Alcohol Screen of Current Employees.

1. There are three (3) conditions under which drug/alcohol screens may be administered to current City Employees. Provisions for testing under these three conditions will be treated separately.
 - i. Drug screens may be administered to current City Employees who are applying for promotion to certain job classes.
 - ii. Employees may be tested when there are reasonable grounds to believe they are impaired or incapable of performing their duties based on their job behavior.
 - iii. When an Employee is employed in a position where the consequences of drug abuse would be particularly damaging to public safety and there is reasonable suspicion that wrongful drug use may be occurring, ~~unscheduled~~ drug testing may be instituted.
2. Positive test results may result in disciplinary action up to and including termination.

XXVI. FAMILY AND MEDICAL LEAVE ACT ("FMLA") RIGHTS

- A. Upon hire the City provides all new employees with notices required by the U.S. Department of Labor ("DOL") on Employee Rights and Responsibilities under the Family and Medical Act.
- B. If Employee has any questions, concerns or disputes related to the FMLA Rights or Responsibilities, Employee must contact the designated City representative.

XXVII. DISCIPLINE POLICY

It shall be the duty of all Employees to comply with and to assist in carrying into effect the provisions of the City's Personnel Rules and Regulations. No Employee shall be disciplined except for violation of established rules and regulations, and such discipline shall be in accordance with procedures established by the Personnel Rules and Regulations.

A. Employee's and Supervisor's Responsibilities:

1. It is the duty of every employee to attempt to correct any faults in performance when called to their attention and to make every effort to avoid conflict with the City's rules and regulations.
2. It is the duty of the Supervisor to discuss improper or inadequate performance with Employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. All discipline measures shall be in writing and discipline shall be, whenever possible, of an increasingly progressive nature. The step of progression being (a) warning, (b) demotion, (c) suspension, and (d) removal.

B. Grounds for Action: The following are declared to be grounds for demotion, suspension, or removal of Employee:

1. Those actions listed in Section XXII above.
2. Conviction of a felony or other crime involving moral turpitude.
3. Acts of incompetency.
4. Absence without leave.
5. Acts of insubordination.
6. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges.
7. Employee subsequently becomes physically or mentally unfit for the performance of his or her duties.
8. Failure to properly report accidents or personal injuries.
9. Repeated convictions during employment or misdemeanor and/or traffic charges.
10. All other grounds set forth in this Personnel Policy.

C. Employee Notice. A written notice shall be given to each employee stating the reasons for the disciplinary action and the date it is to take effect. The notice is to be given to the Employee at time such action is taken and in any event not later than three (3) working days from the date of the action. A copy of the notice, signed by Employee, shall be placed in Employee's personnel file and shall be prima facie evidence of delivery of said disciplinary action.

D. Probationary Employees: Any probationary Employee may be suspended, reduced in pay or class, or removed at any time by the Board of Aldermen. Probationary, temporary, seasonal part-time Employees shall not have the right of appeal from such action.

E. Full-Time Employees: All Full-Time Employees may be suspended for a period of not to exceed thirty (30) working days, reduced in pay or class, or removed for just and reasonable cause by the Board of Aldermen. Full-Time Employees shall be dismissed only after having been given written notice.

F. Evidence: Normally, the deterioration of any Employee's conduct is a progressive problem and every effort should be made to reverse this trend as soon as it is apparent. Based on this philosophy, sufficient evidence should be available in the Employee's personnel file to justify

the action taken.

- G. Right of Appeal: All Full-Time Employees are granted the right to appeal. Within ten (10) days after effective date of disciplinary action, Employee may file a written appeal to the Board of Aldermen.
- H. Investigation: The Board of Aldermen shall hear appeals submitted by any Full-Time Employee relative to any suspension, demotion, or dismissal, and shall submit a written statement of acts, finding, and recommendations to the Board of Aldermen, whose action shall be final and conclusive.
- I. Hearing: The hearing before the Board of Aldermen shall be open to the public at the discretion of the Board.
- J. Informal: The hearing shall be conducted in an informal manner and the Board shall make every effort to avoid the appearance of conducting a trial in the court of law.
- K. Scheduling of Appeal: Upon receiving a request from Employee for a disciplinary hearing, the Mayor and Board will make every effort to hear such request at the next regularly scheduled meeting of the Board of Aldermen. The Mayor and Board may schedule a special meeting to conduct the disciplinary hearing.
- L. Right of Representation: Employee shall have the right to appear and be heard in person before the Board of Aldermen.
- M. Employee's Failure to Appear: Employee's failure to attend or notify the Mayor or inability to attend will constitute just cause for dismissal of the appeal.

XXVIII. GRIEVANCE POLICY

- A. Purpose: The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of the Employee grievances. It is the desire of the City to adjust the causes of grievances informally, and both Supervisors and Employees are expected to make every effort to resolve problems as they arise.
- B. Policy: Employee may present a grievance, or have an employee committee, selected by Employee, present the grievance to the Mayor or the Mayor's designee, who will present such grievance to the Board of Aldermen.
- C. Grievance to be Written: All grievances shall be submitted in writing.
- D. Meeting: Upon receipt of a written grievance, the Mayor and Board of Aldermen shall consider the grievance at the Board's next regularly scheduled meeting. Employee, the Supervisor, and any other interested party shall have the right to be heard. The Board of Aldermen shall then take appropriate action which may include a recommendation to change the Personnel Policy Rules and Regulations, a finding that the grievance is unjustified, or any other appropriate recommendation.

- E. No employee shall be disciplined or discriminated against in any way because of proper use of the grievance procedure.

XXVIII. EFFECTIVE DATE – NOTICE TO EMPLOYEES – STATE LAWS

- A. The policies set forth herein are effective immediately upon written notice to Applicants and Employees. Every Applicant and Employee will be furnished a copy of this Personnel Policy by the Mayor or the Mayor's designee and will sign an acknowledgement of receipt.
- B. These policies will be implemented in a manner that will comply with all applicable Federal and state laws and will be modified and redistributed upon applicable changes in the law.

XXIV. QUESTIONS REGARDING POLICY

- A. Questions regarding the Personnel Policy should be referred to Employee's Supervisor or Mayor or the Mayor's designee.

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