



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 Tuesday October 14th, 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

A. COMMUNITY SERVICE PROJECT PROPOSAL FROM CODE ONE WELLNESS

B. SIGHT AND SAFETY NIGHT ROAD CLOSER REQUEST

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 SEPTEMBER

B. APPROVAL OF BILLS PAID IN SEPTEMBER

8. UNFINISHED BUSINESS

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

9. NEW BUSINESS

A. SCHOOL DISTRICT ARCHITECT PRESENTATION

B. FISCAL AUDIT FOR 2023-2024

C. PLANNING AND ZONING PERMIT FEE RECOMMENDATIONS

D. APPRECIATION FOR COMMITTEE MEMBERS

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

October 10th 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	\$4,099,451.80	\$14,282.61
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
		\$44,244.19

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 1184	A Plus Pro Wash					
19	9/7/2025	9/25/2025	washing bleachers	52301	No	\$630.00
Subtotal for Vendor 1184 & A Plus Pro Wash :						\$630.00
Vendor: 17	Adrian Community Library Property Tax Ac					
Adrian Library-8	8/30/2025	9/12/2025	August Tax Collection	52289	No	\$124.83
Subtotal for Vendor 17 & Adrian Community Library Property Tax Ac :						\$124.83
Vendor: 19	Adrian Muffler Service Inc					
41167	8/27/2025	9/5/2025	serpentine drive belt	52268	No	\$190.08
Subtotal for Vendor 19 & Adrian Muffler Service Inc :						\$190.08
Vendor: 1104	Advantage Laser Products Inc.					
172803	9/17/2025	9/25/2025	top checks for ap & payroll	52302	No	\$80.23
Subtotal for Vendor 1104 & Advantage Laser Products Inc. :						\$80.23
Vendor: 1122	Andrew McMillin Reimb					
1040135	9/8/2025	9/12/2025	HRA-eyeCare	52290	No	\$302.60
Subtotal for Vendor 1122 & Andrew McMillin Reimb :						\$302.60
Vendor: 512	Bates County Surveyor					
9925	9/9/2025	9/25/2025	survey corner location-water tower waggoner rd & mae lane	52303	No	\$125.00
Subtotal for Vendor 512 & Bates County Surveyor :						\$125.00
Vendor: 6	BlueCross BlueShield Of Kansas City					
adj 92525	9/22/2025	9/25/2025	Adj. for September payments	WIRE	Yes	(\$0.04)
PR-919202511343	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36
PR-95202516343	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36

Operator: rvescoat

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Subtotal for Vendor 6 & BlueCross BlueShield Of Kansas City :						\$13,462.68
Vendor: 1193	Butler Construction Services LLC					
6224-25	9/18/2025	9/25/2025	concrete dump truck for golf driving range 20' x 160' slab	52304	No	\$1,860.75
Subtotal for Vendor 1193 & Butler Construction Services LLC :						\$1,860.75
Vendor: 236	Capital One					
693058	8/17/2025	9/5/2025	7.5 fridge for evidence	52269	No	\$271.97
Subtotal for Vendor 236 & Capital One :						\$271.97
Vendor: 410	Casey's Business MasterCard					
107358	8/19/2025	9/5/2025	inline ice maker filter	WIRE	Yes	\$276.00
521260	8/12/2025	9/5/2025	beverages - public works	WIRE	Yes	\$60.13
703657	8/20/2025	9/5/2025	int'l building code	WIRE	Yes	\$112.00
Caseys Fleet-5	8/27/2025	9/5/2025	August Monthly Card Payment	WIRE	Yes	\$1,608.39
Subtotal for Vendor 410 & Casey's Business MasterCard :						\$2,056.52
Vendor: 1116	Charles Lawrence Reimb					
22168	9/11/2025	9/25/2025	boat part	52305	No	\$12.00
Subtotal for Vendor 1116 & Charles Lawrence Reimb :						\$12.00
Vendor: 1043	CivicPlus LLC					
345943	7/31/2025	9/5/2025	codification 10pt font, single column:575 pp 10 pt SC 23.39 Proofs Transmittal	52270	No	\$3,506.06
Subtotal for Vendor 1043 & CivicPlus LLC :						\$3,506.06
Vendor: 1168	Consolidated Pipe & Supply Company					
MO0682955	9/12/2025	9/25/2025	green pvc perforated sewer pipe 10' for septic at golf range	52306	No	\$1,080.00
Subtotal for Vendor 1168 & Consolidated Pipe & Supply Company :						\$1,080.00

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Vendor: 63	Core & Main					
X445384	8/7/2025	9/5/2025	septic system for new bathrooms by arena	52271	No	\$515.20
Subtotal for Vendor 63 & Core & Main :						\$515.20
Vendor: 983	Countywide Disposal					
Countywide-12	8/27/2025	9/25/2025	August Trash Service Fee (636)	52307	No	\$12,433.80
Subtotal for Vendor 983 & Countywide Disposal :						\$12,433.80
Vendor: 68	D&F Services LLC					
7394	9/2/2025	9/12/2025	50% citric acid drum, chemicals	52291	No	\$11,817.07
7414	9/17/2025	9/25/2025	DFLOC4084 tote-3000 lb 5 each	52308	No	\$14,775.00
Subtotal for Vendor 68 & D&F Services LLC :						\$26,592.07
Vendor: 74	Dollar General-Regions 410526					
1001389973	8/7/2025	9/12/2025	kitchen supplies	52292	No	\$15.29
1001393182	8/26/2025	9/12/2025	coffee	52292	No	\$34.50
Subtotal for Vendor 74 & Dollar General-Regions 410526 :						\$49.79
Vendor: 1069	Douty's Auto Service & Tow					
91425	9/14/2025	9/19/2025	Old 71 hwy , Motel black chevy truck	52299	No	\$270.00
Subtotal for Vendor 1069 & Douty's Auto Service & Tow :						\$270.00
Vendor: 979	Easy Ice LLC					
01628359	4/14/2025	9/5/2025	preventive main-cleaning solution	52272	No	\$547.87
Subtotal for Vendor 979 & Easy Ice LLC :						\$547.87
Vendor: 78	Ethan's Auto Repair Inc					
89394	8/13/2025	9/5/2025	brake rotor, brake pad 2021 chev Tahoe	52273	No	\$359.64
89588	8/29/2025	9/5/2025	front brake rotor & brake pads 2021 chevy tahoe Bearce	52273	No	\$542.26

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Subtotal for Vendor 78 & Ethan's Auto Repair Inc :						\$901.90
Vendor: 424	Evans Pipe & Steel Co.					
6089	9/8/2025	9/25/2025	2 3/8 used pipe 4pc, 2 7/8 used pipe 8pc for park lighting around bathrooms	52309	No	\$863.10
Subtotal for Vendor 424 & Evans Pipe & Steel Co. :						\$863.10
Vendor: 127	Evergy					
Evergy Bills-28	9/2/2025	9/12/2025	August Electric Bills for City Accounts	52293	No	\$6,098.19
Subtotal for Vendor 127 & Evergy :						\$6,098.19
Vendor: 81	Family Center					
0012-2220286	8/6/2025	9/5/2025	safety glasses	52274	No	\$79.96
0012-2223257	8/19/2025	9/5/2025	single outlet, cover utility box	52274	No	\$8.88
Subtotal for Vendor 81 & Family Center :						\$88.84
Vendor: 1108	FirsTech Inc.					
FirsTech-8	8/29/2025	9/12/2025	August monthly payment for online bill paying	52294	No	\$368.45
Subtotal for Vendor 1108 & FirsTech Inc. :						\$368.45
Vendor: 422	Fischer Concrete Services					
80860	9/15/2025	9/25/2025	golf driving range 20' x 160' slab	52310	No	\$9,628.50
Subtotal for Vendor 422 & Fischer Concrete Services :						\$9,628.50
Vendor: 94	George F Bruto III					
Bruto Park Mowing-7	9/2/2025	9/5/2025	Mowing for August 2025	52275	No	\$2,478.00
Subtotal for Vendor 94 & George F Bruto III :						\$2,478.00
Vendor: 847	Holliday Sand and Gravel Company					
1500795901	8/21/2025	9/5/2025	manor dr rehab	52276	No	\$2,441.04
1500795908	8/21/2025	9/5/2025	for golf range	52276	No	\$224.40

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1500798629	8/27/2025	9/5/2025	golf range hauled by Cumpton	52276	No	\$1,293.54
Subtotal for Vendor 847 & Holliday Sand and Gravel Company :						\$3,958.98
Vendor: 1003	Internal Revenue Service					
PR-919202511345	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$9,946.30
PR-95202516344	9/5/2025	9/5/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$9,149.53
Subtotal for Vendor 1003 & Internal Revenue Service :						\$19,095.83
Vendor: 908	IT4KC Inc.					
IT4KC-16	8/29/2025	9/5/2025	#7699, 7662 Monthly Billing and Billable Services for August 2025	52277	No	\$1,655.00
Subtotal for Vendor 908 & IT4KC Inc. :						\$1,655.00
Vendor: 367	Jeff Vick					
Car wash fleet Cards-14	9/1/2025	9/5/2025	August 2025 Monthly Fleet Card Charges	52278	No	\$145.00
Subtotal for Vendor 367 & Jeff Vick :						\$145.00
Vendor: 1081	Kimball Midwest					
103688163	8/26/2025	9/5/2025	bolt bin supplies	52279	No	\$404.65
Subtotal for Vendor 1081 & Kimball Midwest :						\$404.65
Vendor: 130	Lauber Municipal Law LLC					
Lauber Municipal Law-6	8/31/2025	9/12/2025	City Attorney Fees through 08/31/2025	52295	No	\$1,936.50
Subtotal for Vendor 130 & Lauber Municipal Law LLC :						\$1,936.50
Vendor: 133	Liberty Utility Missouri					
Liberty-6	8/22/2025	9/5/2025	August 2025 Monthly Gas Charges for City Hall, Fire Station	52280	No	\$94.20
Subtotal for Vendor 133 & Liberty Utility Missouri :						\$94.20
Vendor: 135	Logan Contractors Supply Inc					

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
G26429	8/20/2025	9/25/2025	items for golf range	52311	No	\$846.40
Subtotal for Vendor 135 & Logan Contractors Supply Inc :						\$846.40
Vendor: 897	Lough Construction LLC					
2165	9/19/2025	9/25/2025	hauling fee 3633.85 tons of rock @6.50/ton	52312	No	\$23,620.04
Subtotal for Vendor 897 & Lough Construction LLC :						\$23,620.04
Vendor: 1025	Merchant Services					
Merchant Services-22	7/31/2025	9/25/2025	July Monthly Card charge fees for Desktop & Over Phone	WIRE	Yes	\$386.73
Merchant Services-23	8/30/2025	9/25/2025	August Card charge fees for Desktop & Over Phone	WIRE	Yes	\$292.04
Subtotal for Vendor 1025 & Merchant Services :						\$678.77
Vendor: 432	MetLife					
metlife adj 92525	9/15/2025	9/25/2025	Adj for Sept payments 2025	WIRE	Yes	\$105.12
PR-919202511344	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 432	WIRE	Yes	\$451.40
Subtotal for Vendor 432 & MetLife :						\$556.52
Vendor: 125	Miller Auto Supply					
327226	8/5/2025	9/5/2025	oil, oil filter - ram utility	52281	No	\$61.46
327302	8/6/2025	9/5/2025	2 ton trolley jack for jacking culverts open	52281	No	\$43.99
327953	8/19/2025	9/5/2025	condenser fin comb - shop tool	52281	No	\$20.99
327976	8/20/2025	9/5/2025	battery rack-milwaukee battery	52281	No	\$19.99
328010	8/20/2025	9/5/2025	starter button for etnyre	52281	No	\$27.48
328057	8/21/2025	9/5/2025	hydraulic fluid - roller	52281	No	\$73.18
Subtotal for Vendor 125 & Miller Auto Supply :						\$247.09
Vendor: 2	Missouri Department of Revenue - WH					
PR-919202511341	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,270.00
PR-95202516341	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,125.00

Operator: rvescoat

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Subtotal for Vendor 2 & Missouri Department of Revenue - WH :						\$2,395.00
Vendor: 1063	Missouri LAGERS					
lagers adj sept	9/30/2025	9/30/2025	Lagers payment adj for sept 2025	WIRE	Yes	\$0.02
PR-919202511346	9/19/2025	9/30/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,653.51
PR-95202516345	9/5/2025	9/30/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,308.00
Subtotal for Vendor 1063 & Missouri LAGERS :						\$8,961.53
Vendor: 921	MoCCFOA Lori Lemons, Treasurer					
6857	9/19/2025	9/25/2025	regionals-Belton, zoom meeting - Amanda	52313	No	\$270.00
6858	9/19/2025	9/25/2025	regionals-Belton, zoom meeting- Michelle	52313	No	\$270.00
Subtotal for Vendor 921 & MoCCFOA Lori Lemons, Treasurer :						\$540.00
Vendor: 166	Moose Electrical Construction					
25-076	9/4/2025	9/25/2025	replaced power disconnect and meter can at south tower	52314	No	\$853.81
Subtotal for Vendor 166 & Moose Electrical Construction :						\$853.81
Vendor: 988	Neal/Settle Printing INC					
123943	9/2/2025	9/5/2025	#10 Window envelope-water bill enclosed	52282	No	\$354.00
Subtotal for Vendor 988 & Neal/Settle Printing INC :						\$354.00
Vendor: 173	Osage Valley Electric Cooperative Assn					
Osage-21	8/31/2025	9/12/2025	Pump station-river & Heritage tractor	52296	No	\$2,789.03
Subtotal for Vendor 173 & Osage Valley Electric Cooperative Assn :						\$2,789.03
Vendor: 179	Pace Analytical Services, LLC					
257224661	8/28/2025	9/5/2025	disinfectant byproducts	52283	No	\$532.80
Subtotal for Vendor 179 & Pace Analytical Services, LLC :						\$532.80
Vendor: 183	Postmaster					

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Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
093025	9/30/2025	9/30/2025	#3 permit prepay for mailing of water bills	52317	No	\$1,500.00
Subtotal for Vendor 183 & Postmaster :						\$1,500.00
Vendor:	1078	Principal				
PR-919202511347	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$760.45
PR-95202516346	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$760.45
Princ adj 92525	8/17/2025	9/25/2025	Billing statement adj for Sept payment 2025	WIRE	Yes	(\$0.24)
Subtotal for Vendor 1078 & Principal :						\$1,520.66
Vendor:	1068	Progressive Business Systems, Inc.				
6846	9/1/2025	9/12/2025	Service Contract - paper shredder	52297	No	\$125.00
Subtotal for Vendor 1068 & Progressive Business Systems, Inc. :						\$125.00
Vendor:	256	PWSD #5				
PWSD#5-16	9/2/2025	9/12/2025	August Park Board Water Bill	52298	No	\$15.00
Subtotal for Vendor 256 & PWSD #5 :						\$15.00
Vendor:	934	Ryan Wescoat - Reimb				
92325	9/23/2025	9/25/2025	mileage reimbursement	52315	No	\$1,082.90
Subtotal for Vendor 934 & Ryan Wescoat - Reimb :						\$1,082.90
Vendor:	86	Sparklight				
Sparklight-7	8/26/2025	9/5/2025	City Hall & Fire internet & phone	52284	No	\$454.59
Subtotal for Vendor 86 & Sparklight :						\$454.59
Vendor:	1029	Sumner One				
Sumner One-21	8/29/2025	9/5/2025	#4377906 Kyocera Monthly Lease	52285	No	\$176.45
Subtotal for Vendor 1029 & Sumner One :						\$176.45
Vendor:	223	UMB Bank & Trust NA				

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324445	9/19/2025	9/25/2025	P&I Payments 2007,2009,2010	WIRE	Yes	\$17,254.39
Subtotal for Vendor 223 & UMB Bank & Trust NA :						\$17,254.39
Vendor: 224	Unifirst Corporation					
UniFirst Corp-33	8/25/2025	9/5/2025	#3281315326 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-34	8/18/2025	9/5/2025	# 3281312916 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-35	8/11/2025	9/5/2025	#3281310728 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-36	8/4/2025	9/5/2025	#3281308532 Monthly Uniform Cleaning Bills	52286	No	\$106.58
UniFirst Corp-37	8/1/2025	9/5/2025	#7280005435 refund for Anderson charges	52286	No	(\$13.74)
UniFirst Corp-38	8/25/2025	9/5/2025	#9991240222 Refund for Anderson charges	52286	No	(\$54.96)
Subtotal for Vendor 224 & Unifirst Corporation :						\$387.95
Vendor: 235	Viking-Cives Midwest, INC					
113358	9/19/2025	9/25/2025	tire chains for ice & snow	52316	No	\$5,777.60
Subtotal for Vendor 235 & Viking-Cives Midwest, INC :						\$5,777.60
Vendor: 933	Visa					
1575324	8/12/2025	9/25/2025	Walmart-beverage	WIRE	Yes	\$21.29
1649222	8/26/2025	9/25/2025	Lowes-knee pads, keys	WIRE	Yes	\$99.31
2179709	9/18/2025	9/25/2025	Amazon-paper, adding machine ribbon, map tubes, phone stand, keyboard	WIRE	Yes	\$273.69
2838310	8/25/2025	9/25/2025	Amazon-toner, cleaning supplies	WIRE	Yes	\$87.96
289319	8/28/2025	9/25/2025	Amazon-returned toner	WIRE	Yes	(\$75.99)
3317091	8/18/2025	9/25/2025	Lynn Peavey-evidence supplies	WIRE	Yes	\$200.48
3562570	8/12/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$188.00
3996055	8/16/2025	9/25/2025	credit voucher for erasers	WIRE	Yes	(\$5.49)
4212919	8/13/2025	9/25/2025	USPS-oil test package	WIRE	Yes	\$11.60
476809	8/12/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$39.99

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4906377	8/11/2025	9/25/2025	Walmart-supplies	WIRE	Yes	\$87.61
5399937	8/27/2025	9/25/2025	Amazon-planters	WIRE	Yes	\$107.96
5417681	8/14/2025	9/25/2025	Amazon-universal power cord	WIRE	Yes	\$49.45
575757	8/17/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$139.60
6301335	8/27/2025	9/25/2025	Amazon-10 year gift for bearcce	WIRE	Yes	\$23.28
6591460	8/15/2025	9/25/2025	Sam's Club-beverage	WIRE	Yes	\$74.38
6591536	8/15/2025	9/25/2025	Sam's Club-beverages	WIRE	Yes	\$350.68
7068593	8/14/2025	9/25/2025	Evenbrite Ticket-safety show	WIRE	Yes	\$13.72
7347610	8/5/2025	9/25/2025	Amazon-colored paper	WIRE	Yes	\$42.38
7429677	8/8/2025	9/25/2025	USPS-oil test package	WIRE	Yes	\$11.60
8110614	8/25/2025	9/25/2025	Amazon-shipping labels	WIRE	Yes	\$64.14
8765477	8/4/2025	9/25/2025	Lowes-bottles water	WIRE	Yes	\$25.37
9016113	8/15/2025	9/25/2025	Barco-speed bumps	WIRE	Yes	\$3,042.49
973465	8/11/2025	9/25/2025	Recorder of deeds-documents	WIRE	Yes	\$8.75
9766811	8/1/2025	9/25/2025	MML-property tax webinar	WIRE	Yes	\$10.50
9994058	8/27/2025	9/25/2025	Amazon-toner	WIRE	Yes	\$65.89
Conexon Connect-7	8/26/2025	9/25/2025	Conexon-Internet and phone service for water plant and public works	WIRE	Yes	\$451.32
Ring Central-23	8/29/2025	9/25/2025	August Monthly Phone Bill Charges	WIRE	Yes	\$295.80
The Fitness Hub-1	9/19/2025	9/25/2025	August Monthly Employee membership fees	WIRE	Yes	\$320.00
Verizon Business-2	8/12/2025	9/25/2025	August Monthly Bill for wireless	WIRE	Yes	\$785.17
Subtotal for Vendor 933 & Visa :						\$6,810.93
Vendor:	5	Voya Institutional Trust Company				
PR-919202511342	9/19/2025	9/19/2025	Automatic Invoice From Payroll, Vendor 5	52300	No	\$40.00
PR-95202516342	9/5/2025	9/5/2025	Automatic Invoice From Payroll, Vendor 5	52287	No	\$40.00
Subtotal for Vendor 5 & Voya Institutional Trust Company :						\$80.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice		Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor:	249	Yoss Thriftway Inc					
0242		8/30/2025	9/5/2025	tissue for bathrooms at the park	52288	No	\$3.57
Subtotal for Vendor 249 & Yoss Thriftway Inc :							\$3.57
Report Grand Total :						\$189,392.62	

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

9-16-2025

119 E 7th Street – Text messaged Christopher Sisco about property and he responded that he would get it cleaned up this week

10-9-2025

545 Plainview – Official notice sent for unlicensed vehicle in driveway and junk under carport.

10-9-2025

616 N Houston – Made contact with resident about their turkey. After being told having a turkey is not allowed within Adrian City limits he stated that he would take it back out to his parent's property.

Properties that were cleaned up

9-9-2025 Checked 550 E 8th Street and cleanup was in progress

9-23-2025 Checked 119 E 7th and found that the front yard had been mowed

Codes Enforcement Citations Issued

9-17-2025

Completed summons for junk vehicles and junk appliances. Sent certified mail. The mail was signed for and summons delivered.

D

E

F

POLICE REPORT OCTOBER 25

CALLS FOR SERVICE 186

CITATIONS ISSUED 9

ARRESTS 4

INCIDENT REPORTS 17

09/06 DWI ARREST OLD 71

09/07/2025 BURGLARY WATTS STORAGE

09/11 DEATH INVESTIGATION LEXINGTON

09/14 PROPERTY DAMAGE 2ND STREET

09/15 MVA LP MART

09/15 PROPERTY DAMAGE 5TH STREET

09/17 HARRASMENT MAIN STREET

09/18 CHILD ABUSE INVESTIGATION 3RD STREET

09/20 FRAUD 1ST STREET

09/20 THREATS 2ND STREET

09/21 ABANDONED MOTOR VEHICLE ADA STREET

09/23 DEATH INVESTIGATION 5TH STREET

09/24 SUICIDAL SUBJECT HOUSTON STREET

09/25 ASSAULT HOUSTON STREET

09/26 HARRASMENT 3RD STREET

09/26 ASSAULT OLD 71

09/30 STEALING HOUSTON ST

G

H



CITY OF ADRIAN

16 East 5th Street, PO Box 246, Adrian, MO 64720-0246
Phone: 816-297-2659 Fax: 816-297-2888

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



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

REGULAR MEETING OF THE BOARD OF ALDERMEN

Monday September 8th, 2025

7:00 p.m.

Forum: Regular Meeting, Monday September 8th, 2025 in the City Hall of Adrian, Missouri.

Officiate: Mayor Matt Cunningham presided.

Presents: Alderman Bridges, Alderman Hummel, Alderman Sears

Absent: Alderman Vick

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, Fire Chief Gary Dizney

Call to Order: Mayor Cunningham called the meeting to order at 7:00 pm.

Roll Call: Mayor Cunningham called the roll.

Alderman Vick – Absent

Alderman Bridges – 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.

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

Personal Appearances: None

Department Reports:

City Administrator: Ryan Wescoat shared that he sees noteworthy progress on several key infrastructure projects. Road striping on the outer road is scheduled to commence this Wednesday or Thursday. In addition, the hauling of rock from the quarry to the City Park will take place this week, and the concrete phase of the golf course development is set to begin.

Following the recent storm that brought down a considerable amount of brush, the brush dump was opened all weekend to allow citizens to dispose of debris. Our street crews anticipate they will be able to begin addressing the remaining brush on city streets in a couple of weeks.

Finally, the City Administrator is prioritizing two important policy updates. First, an update concerning leaf disposal will be presented this fall. Second, a new measure is being looked into to allow the city to fine individuals for illegal dumping of non-waste products (like construction debris) at the designated site.

To aid in enforcement, we are looking into installing cameras and are currently searching for a new location for the brush dump.

City Attorney: Sydney Willson shared that the City Attorney's office is currently wrapping up the review of the city code. The mayor has inquired about the status of the Deere Creek project. Additionally, Ryan is coordinating to set up a meeting with Jessica Chulufas regarding a pending matter.

Code Enforcement: Report submitted

Emergency Management: Chief Disney reported that Ronny is successfully settling into his new position and performing well on shift. Weather permitting, the department plans to conduct siren testing soon. The new EMA vehicle is proving to be highly effective; we have picked up additional equipment and are adding more to the vehicle to improve our capabilities with radio calls. The recent storm came on suddenly, with the National Weather Service only issuing a Thunderstorm Warning. The event was categorized by meteorologists as having downburst thunderstorm winds. A huge thanks goes out to our city crews, police department, and volunteers for their quick response in clearing roadways. Due to the size of the fallen trees, specialized equipment was needed to move the largest debris. We also appreciate the support from the Sheriff's Department, State Patrol, and Dennis with Bates County Emergency Management. The Butler Fire Department was extremely helpful, providing personnel to assist with road closures and clearing. Chief Dillen drove them around to document damage assessments. Thankfully, there were no lives lost. Evergy has restored power, and while there was damage—including more significant damage with Osage—no homes were completely lost, and citizens demonstrated great resilience in helping each other. One area of struggle during the response was radio communication with law enforcement, due to the transition from analog to digital systems. Improving this communication will be a priority for future emergencies. We will be speaking with Ryan about creating public notifications to share information with citizens regarding storm preparedness and response.

Fire Department: Written report submitted at meeting.

Police Department: Police Chief Dillon submitted a written report.

Park Committee: City Administrator Ryan Wescoat shared that new playground equipment has been successfully purchased and picked up by staff. Furthermore, the committee is working to have new restroom facilities installed by the rodeo arena, with the goal of completion before the 20th rodeo event, if possible. Also, the recent storm caused damage to the park, notably on the East Softball Field, where a light pole collapsed. While the damage is fully insured up to a maximum of \$46,000, we are currently getting estimates for replacements. Each pole costs approximately \$3,000, subject to a \$1,000 deductible. In a separate lighting concern, the Little League Football program has also expressed a need for new lighting on their field.

Public Works: Written report submitted.

Water Production: Tom Williams shared that the water production totals for the month of August were 10,890,152 gallons. The average daily production was 363,005.07 gallons, with the plant recording an average running time of 14.6 hours per day. The department has experienced software issues related to the new Windows 11 update. We have contacted Olson Engineering to address this and have scheduled them to begin the necessary system upgrades within the next few weeks. The night-shift employee, who was hired approximately one year ago, has resigned. Mr. Williams has conducted interviews and successfully chosen a replacement. The new employee is scheduled to begin training on September 9th.

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

Unfinished Business:

A. Bill 25-18 Ordinance 1210 Fireworks Ordinance- Second Review

Alderman Bridges motioned to adopt by title only Bill 25-18 Ordinance 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. Alderman Hummel seconded. Motion carried 3-0.

Alderman Bridges motioned to adopt by title only Bill 25-18 Ordinance 1210. Alderman Hummel seconded.

Mayor Cunningham called for a Roll Call Vote: Alderman Vick – Absent, Alderman Hummel – yes, Alderman Bridges – Yes, Alderman Sears – Yes. Motion Passed.

Benefits for Part Time Employees – Continued Discussion

The board requested the City Administrator to take a poll to the employees and inquire on whether they would change Lincolns birthday for Good Friday.

New Business:

A. Employee longevity recognition

The mayor Matt Cunningham shared that the city is pleased to recognize and honor Jason Chulufas for reaching a significant milestone: 20 years of dedicated service to the City of Adrian. Jason Chulufas first joined the city in 2005 and has since been a foundational and valued member of the Water production team. Over two decades, their commitment, expertise, and professionalism have been instrumental in maintaining the integrity and efficiency of the water plant operations during two decades of growth. We extend our deepest gratitude to Jason for their loyalty, hard work, and lasting contributions to our community. We look forward to celebrating this achievement and many more years of working together.

B. SRO Intergovernmental Agreement

Alderman Bridges motioned to adopt the Memorandum of Understanding regarding law enforcement services (the "MOU" or "Agreement"). Alderman Sears seconded. Motion carried 3-0.

C. Bill No 25-21 Ordinance No 1213 Amending Ordinance No 1147 – Personnel Policy-Tabled

Mayor Cunningham requested that the Administrator update the policy to include a specific definition for a permanent part-time employee, clarifying the hour or day restrictions. This revised policy will be presented at the next meeting.

D. Fiscal Audit for 2023-2024

City Administrator shared that the auditor needed more time to put the final additions on the audit and will present at next month's meeting.

Public Comments: None

Mayor/ Alderman Communications: The city is actively reviewing the management of the current brush dump site to ensure compliance with DNR regulations. There has been no formal violation, but the current practice of having residents drop off materials unsupervised could potentially lead to a violation. The Mayor and Aldermen are seeking a new location for the brush dump.

EXECUTIVE SESSION (CLOSED MEETING)

Alderman Hummel motioned to go into executive session for Litigation matters as authorized by 610.021 (1) RSMO, Alderman Sears seconded. Mayor Cunningham called for a roll call vote. Alderman Vick- absent, Alderman Hummel- yes, Alderman Bridges-yes, Alderman Sears- yes.

Motion was carried out with a 3-0 vote, and the board went into executive session at 8:30pm.

No votes were taken.

Alderman Bridges motioned to close executive session. Alderman Hummel seconded. Motioned carried out with a 3-0 vote.

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

Mayor Cunningham adjourned the regular session meeting at 8:55 pm.

Final Approval: _____
Matt Cunningham
Mayor

Amanda Rowland
City Clerk

Date: _____

B

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 1184	A Plus Pro Wash					
19	9/7/2025	9/25/2025	washing bleachers	52301	No	\$630.00
Subtotal for Vendor 1184 & A Plus Pro Wash :						\$630.00
Vendor: 17	Adrian Community Library Property Tax Ac					
Adrian Library-8	8/30/2025	9/12/2025	August Tax Collection	52289	No	\$124.83
Subtotal for Vendor 17 & Adrian Community Library Property Tax Ac :						\$124.83
Vendor: 19	Adrian Muffler Service Inc					
41167	8/27/2025	9/5/2025	serpentine drive belt	52268	No	\$190.08
Subtotal for Vendor 19 & Adrian Muffler Service Inc :						\$190.08
Vendor: 1104	Advantage Laser Products Inc.					
172803	9/17/2025	9/25/2025	top checks for ap & payroll	52302	No	\$80.23
Subtotal for Vendor 1104 & Advantage Laser Products Inc. :						\$80.23
Vendor: 1122	Andrew McMillin Reimb					
1040135	9/8/2025	9/12/2025	HRA-eyeCare	52290	No	\$302.60
Subtotal for Vendor 1122 & Andrew McMillin Reimb :						\$302.60
Vendor: 512	Bates County Surveyor					
9925	9/9/2025	9/25/2025	survey corner location-water tower waggoner rd & mae lane	52303	No	\$125.00
Subtotal for Vendor 512 & Bates County Surveyor :						\$125.00
Vendor: 6	BlueCross BlueShield Of Kansas City					
adj 92525	9/22/2025	9/25/2025	Adj. for September payments	WIRE	Yes	(\$0.04)
PR-919202511343	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36
PR-95202516343	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 6	WIRE	Yes	\$6,731.36

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Subtotal for Vendor 6 & BlueCross BlueShield Of Kansas City :						\$13,462.68
Vendor: 1193	Butler Construction Services LLC					
6224-25	9/18/2025	9/25/2025	concrete dump truck for golf driving range 20' x 160' slab	52304	No	\$1,860.75
Subtotal for Vendor 1193 & Butler Construction Services LLC :						\$1,860.75
Vendor: 236	Capital One					
693058	8/17/2025	9/5/2025	7.5 fridge for evidence	52269	No	\$271.97
Subtotal for Vendor 236 & Capital One :						\$271.97
Vendor: 410	Casey's Business MasterCard					
107358	8/19/2025	9/5/2025	inline ice maker filter	WIRE	Yes	\$276.00
521260	8/12/2025	9/5/2025	beverages - public works	WIRE	Yes	\$60.13
703657	8/20/2025	9/5/2025	int'l building code	WIRE	Yes	\$112.00
Caseys Fleet-5	8/27/2025	9/5/2025	August Monthly Card Payment	WIRE	Yes	\$1,608.39
Subtotal for Vendor 410 & Casey's Business MasterCard :						\$2,056.52
Vendor: 1116	Charles Lawrence Reimb					
22168	9/11/2025	9/25/2025	boat part	52305	No	\$12.00
Subtotal for Vendor 1116 & Charles Lawrence Reimb :						\$12.00
Vendor: 1043	CivicPlus LLC					
345943	7/31/2025	9/5/2025	codification 10pt font, single column:575 pp 10 pt SC 23.39 Proofs Transmittal	52270	No	\$3,506.06
Subtotal for Vendor 1043 & CivicPlus LLC :						\$3,506.06
Vendor: 1168	Consolidated Pipe & Supply Company					
MO0682955	9/12/2025	9/25/2025	green pvc perforated sewer pipe 10' for septic at golf range	52306	No	\$1,080.00
Subtotal for Vendor 1168 & Consolidated Pipe & Supply Company :						\$1,080.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor: 63	Core & Main					
X445384	8/7/2025	9/5/2025	septic system for new bathrooms by arena	52271	No	\$515.20
Subtotal for Vendor 63 & Core & Main :						\$515.20
Vendor: 983	Countywide Disposal					
Countywide-12	8/27/2025	9/25/2025	August Trash Service Fee (636)	52307	No	\$12,433.80
Subtotal for Vendor 983 & Countywide Disposal :						\$12,433.80
Vendor: 68	D&F Services LLC					
7394	9/2/2025	9/12/2025	50% citric acid drum, chemicals	52291	No	\$11,817.07
7414	9/17/2025	9/25/2025	DFLOC4084 tote-3000 lb 5 each	52308	No	\$14,775.00
Subtotal for Vendor 68 & D&F Services LLC :						\$26,592.07
Vendor: 74	Dollar General-Regions 410526					
1001389973	8/7/2025	9/12/2025	kitchen supplies	52292	No	\$15.29
1001393182	8/26/2025	9/12/2025	coffee	52292	No	\$34.50
Subtotal for Vendor 74 & Dollar General-Regions 410526 :						\$49.79
Vendor: 1069	Douty's Auto Service & Tow					
91425	9/14/2025	9/19/2025	Old 71 hwy , Motel black chevy truck	52299	No	\$270.00
Subtotal for Vendor 1069 & Douty's Auto Service & Tow :						\$270.00
Vendor: 979	Easy Ice LLC					
01628359	4/14/2025	9/5/2025	preventive main-cleaning solution	52272	No	\$547.87
Subtotal for Vendor 979 & Easy Ice LLC :						\$547.87
Vendor: 78	Ethan's Auto Repair Inc					
89394	8/13/2025	9/5/2025	brake rotor, brake pad 2021 chev Tahoe	52273	No	\$359.64
89588	8/29/2025	9/5/2025	front brake rotor & brake pads 2021 chevy tahoe Bearce	52273	No	\$542.26

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Subtotal for Vendor 78 & Ethan's Auto Repair Inc :						\$901.90
Vendor: 424	Evans Pipe & Steel Co.					
6089	9/8/2025	9/25/2025	2 3/8 used pipe 4pc, 2 7/8 used pipe 8pc for park lighting around bathrooms	52309	No	\$863.10
Subtotal for Vendor 424 & Evans Pipe & Steel Co. :						\$863.10
Vendor: 127	Evergy					
Evergy Bills-28	9/2/2025	9/12/2025	August Electric Bills for City Accounts	52293	No	\$6,098.19
Subtotal for Vendor 127 & Evergy :						\$6,098.19
Vendor: 81	Family Center					
0012-2220286	8/6/2025	9/5/2025	safety glasses	52274	No	\$79.96
0012-2223257	8/19/2025	9/5/2025	single outlet, cover utility box	52274	No	\$8.88
Subtotal for Vendor 81 & Family Center :						\$88.84
Vendor: 1108	FirsTech Inc.					
FirsTech-8	8/29/2025	9/12/2025	August monthly payment for online bill paying	52294	No	\$368.45
Subtotal for Vendor 1108 & FirsTech Inc. :						\$368.45
Vendor: 422	Fischer Concrete Services					
80860	9/15/2025	9/25/2025	golf driving range 20' x 160' slab	52310	No	\$9,628.50
Subtotal for Vendor 422 & Fischer Concrete Services :						\$9,628.50
Vendor: 94	George F Bruto III					
Bruto Park Mowing-7	9/2/2025	9/5/2025	Mowing for August 2025	52275	No	\$2,478.00
Subtotal for Vendor 94 & George F Bruto III :						\$2,478.00
Vendor: 847	Holliday Sand and Gravel Company					
1500795901	8/21/2025	9/5/2025	manor dr rehab	52276	No	\$2,441.04
1500795908	8/21/2025	9/5/2025	for golf range	52276	No	\$224.40

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
1500798629	8/27/2025	9/5/2025	golf range hauled by Cumpton	52276	No	\$1,293.54
Subtotal for Vendor 847 & Holliday Sand and Gravel Company :						\$3,958.98
Vendor: 1003	Internal Revenue Service					
PR-919202511345	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$9,946.30
PR-95202516344	9/5/2025	9/5/2025	Automatic Invoice From Payroll, Vendor 1003	WIRE	Yes	\$9,149.53
Subtotal for Vendor 1003 & Internal Revenue Service :						\$19,095.83
Vendor: 908	IT4KC Inc.					
IT4KC-16	8/29/2025	9/5/2025	#7699, 7662 Monthly Billing and Billable Services for August 2025	52277	No	\$1,655.00
Subtotal for Vendor 908 & IT4KC Inc. :						\$1,655.00
Vendor: 367	Jeff Vick					
Car wash fleet Cards-14	9/1/2025	9/5/2025	August 2025 Monthly Fleet Card Charges	52278	No	\$145.00
Subtotal for Vendor 367 & Jeff Vick :						\$145.00
Vendor: 1081	Kimball Midwest					
103688163	8/26/2025	9/5/2025	bolt bin supplies	52279	No	\$404.65
Subtotal for Vendor 1081 & Kimball Midwest :						\$404.65
Vendor: 130	Lauber Municipal Law LLC					
Lauber Municipal Law-6	8/31/2025	9/12/2025	City Attorney Fees through 08/31/2025	52295	No	\$1,936.50
Subtotal for Vendor 130 & Lauber Municipal Law LLC :						\$1,936.50
Vendor: 133	Liberty Utility Missouri					
Liberty-6	8/22/2025	9/5/2025	August 2025 Monthly Gas Charges for City Hall, Fire Station	52280	No	\$94.20
Subtotal for Vendor 133 & Liberty Utility Missouri :						\$94.20
Vendor: 135	Logan Contractors Supply Inc					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
G26429	8/20/2025	9/25/2025	items for golf range	52311	No	\$846.40
Subtotal for Vendor 135 & Logan Contractors Supply Inc :						\$846.40
Vendor: 897	Lough Construction LLC					
2165	9/19/2025	9/25/2025	hauling fee 3633.85 tons of rock @6.50/ton	52312	No	\$23,620.04
Subtotal for Vendor 897 & Lough Construction LLC :						\$23,620.04
Vendor: 1025	Merchant Services					
Merchant Services-22	7/31/2025	9/25/2025	July Monthly Card charge fees for Desktop & Over Phone	WIRE	Yes	\$386.73
Merchant Services-23	8/30/2025	9/25/2025	August Card charge fees for Desktop & Over Phone	WIRE	Yes	\$292.04
Subtotal for Vendor 1025 & Merchant Services :						\$678.77
Vendor: 432	MetLife					
metlife adj 92525	9/15/2025	9/25/2025	Adj for Sept payments 2025	WIRE	Yes	\$105.12
PR-919202511344	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 432	WIRE	Yes	\$451.40
Subtotal for Vendor 432 & MetLife :						\$556.52
Vendor: 125	Miller Auto Supply					
327226	8/5/2025	9/5/2025	oil, oil filter - ram utility	52281	No	\$61.46
327302	8/6/2025	9/5/2025	2 ton trolley jack for jacking culverts open	52281	No	\$43.99
327953	8/19/2025	9/5/2025	condenser fin comb - shop tool	52281	No	\$20.99
327976	8/20/2025	9/5/2025	battery rack-milwaukee battery	52281	No	\$19.99
328010	8/20/2025	9/5/2025	starter button for etnyre	52281	No	\$27.48
328057	8/21/2025	9/5/2025	hydraulic fluid - roller	52281	No	\$73.18
Subtotal for Vendor 125 & Miller Auto Supply :						\$247.09
Vendor: 2	Missouri Department of Revenue - WH					
PR-919202511341	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,270.00
PR-95202516341	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 2	WIRE	Yes	\$1,125.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Subtotal for Vendor 2 & Missouri Department of Revenue - WH :						\$2,395.00
Vendor: 1063	Missouri LAGERS					
lagers adj sept	9/30/2025	9/30/2025	Lagers payment adj for sept 2025	WIRE	Yes	\$0.02
PR-919202511346	9/19/2025	9/30/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,653.51
PR-95202516345	9/5/2025	9/30/2025	Automatic Invoice From Payroll, Vendor 1063	WIRE	Yes	\$4,308.00
Subtotal for Vendor 1063 & Missouri LAGERS :						\$8,961.53
Vendor: 921	MoCCFOA Lori Lemons, Treasurer					
6857	9/19/2025	9/25/2025	regionals-Belton, zoom meeting - Amanda	52313	No	\$270.00
6858	9/19/2025	9/25/2025	regionals-Belton, zoom meeting- Michelle	52313	No	\$270.00
Subtotal for Vendor 921 & MoCCFOA Lori Lemons, Treasurer :						\$540.00
Vendor: 166	Moose Electrical Construction					
25-076	9/4/2025	9/25/2025	replaced power disconnect and meter can at south tower	52314	No	\$853.81
Subtotal for Vendor 166 & Moose Electrical Construction :						\$853.81
Vendor: 988	Neal/Settle Printing INC					
123943	9/2/2025	9/5/2025	#10 Window envelope-water bill enclosed	52282	No	\$354.00
Subtotal for Vendor 988 & Neal/Settle Printing INC :						\$354.00
Vendor: 173	Osage Valley Electric Cooperative Assn					
Osage-21	8/31/2025	9/12/2025	Pump station-river & Heritage tractor	52296	No	\$2,789.03
Subtotal for Vendor 173 & Osage Valley Electric Cooperative Assn :						\$2,789.03
Vendor: 179	Pace Analytical Services, LLC					
257224661	8/28/2025	9/5/2025	disinfectant byproducts	52283	No	\$532.80
Subtotal for Vendor 179 & Pace Analytical Services, LLC :						\$532.80
Vendor: 183	Postmaster					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
093025	9/30/2025	9/30/2025	#3 permit prepay for mailing of water bills	52317	No	\$1,500.00
Subtotal for Vendor 183 & Postmaster :						\$1,500.00
Vendor: 1078	Principal					
PR-919202511347	9/19/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$760.45
PR-95202516346	9/5/2025	9/25/2025	Automatic Invoice From Payroll, Vendor 1078	WIRE	Yes	\$760.45
Princ adj 92525	8/17/2025	9/25/2025	Billing statement adj for Sept payment 2025	WIRE	Yes	(\$0.24)
Subtotal for Vendor 1078 & Principal :						\$1,520.66
Vendor: 1068	Progressive Business Systems, Inc.					
6846	9/1/2025	9/12/2025	Service Contract - paper shredder	52297	No	\$125.00
Subtotal for Vendor 1068 & Progressive Business Systems, Inc. :						\$125.00
Vendor: 256	PWSD #5					
PWSD#5-16	9/2/2025	9/12/2025	August Park Board Water Bill	52298	No	\$15.00
Subtotal for Vendor 256 & PWSD #5 :						\$15.00
Vendor: 934	Ryan Wescoat - Reimb					
92325	9/23/2025	9/25/2025	mileage reimbursement	52315	No	\$1,082.90
Subtotal for Vendor 934 & Ryan Wescoat - Reimb :						\$1,082.90
Vendor: 86	Sparklight					
Sparklight-7	8/26/2025	9/5/2025	City Hall & Fire internet & phone	52284	No	\$454.59
Subtotal for Vendor 86 & Sparklight :						\$454.59
Vendor: 1029	Sumner One					
Sumner One-21	8/29/2025	9/5/2025	#4377906 Kyocera Monthly Lease	52285	No	\$176.45
Subtotal for Vendor 1029 & Sumner One :						\$176.45
Vendor: 223	UMB Bank & Trust NA					

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
324445	9/19/2025	9/25/2025	P&I Payments 2007,2009,2010	WIRE	Yes	\$17,254.39
Subtotal for Vendor 223 & UMB Bank & Trust NA :						\$17,254.39
Vendor: 224	Unifirst Corporation					
UniFirst Corp-33	8/25/2025	9/5/2025	#3281315326 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-34	8/18/2025	9/5/2025	# 3281312916 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-35	8/11/2025	9/5/2025	#3281310728 Monthly Uniform Cleaning Bills	52286	No	\$116.69
UniFirst Corp-36	8/4/2025	9/5/2025	#3281308532 Monthly Uniform Cleaning Bills	52286	No	\$106.58
UniFirst Corp-37	8/1/2025	9/5/2025	#7280005435 refund for Anderson charges	52286	No	(\$13.74)
UniFirst Corp-38	8/25/2025	9/5/2025	#9991240222 Refund for Anderson charges	52286	No	(\$54.96)
Subtotal for Vendor 224 & Unifirst Corporation :						\$387.95
Vendor: 235	Viking-Cives Midwest, INC					
113358	9/19/2025	9/25/2025	tire chains for ice & snow	52316	No	\$5,777.60
Subtotal for Vendor 235 & Viking-Cives Midwest, INC :						\$5,777.60
Vendor: 933	Visa					
1575324	8/12/2025	9/25/2025	Walmart-beverage	WIRE	Yes	\$21.29
1649222	8/26/2025	9/25/2025	Lowes-knee pads, keys	WIRE	Yes	\$99.31
2179709	9/18/2025	9/25/2025	Amazon-paper, adding machine ribbon, map tubes, phone stand, keyboard	WIRE	Yes	\$273.69
2838310	8/25/2025	9/25/2025	Amazon-toner, cleaning supplies	WIRE	Yes	\$87.96
289319	8/28/2025	9/25/2025	Amazon-returned toner	WIRE	Yes	(\$75.99)
3317091	8/18/2025	9/25/2025	Lynn Peavey-evidence supplies	WIRE	Yes	\$200.48
3562570	8/12/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$188.00
3996055	8/16/2025	9/25/2025	credit voucher for erasers	WIRE	Yes	(\$5.49)
4212919	8/13/2025	9/25/2025	USPS-oil test package	WIRE	Yes	\$11.60
476809	8/12/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$39.99

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice	Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
4906377	8/11/2025	9/25/2025	Walmart-supplies	WIRE	Yes	\$87.61
5399937	8/27/2025	9/25/2025	Amazon-planters	WIRE	Yes	\$107.96
5417681	8/14/2025	9/25/2025	Amazon-universal power cord	WIRE	Yes	\$49.45
575757	8/17/2025	9/25/2025	Amazon-supplies	WIRE	Yes	\$139.60
6301335	8/27/2025	9/25/2025	Amazon-10 year gift for bearcce	WIRE	Yes	\$23.28
6591460	8/15/2025	9/25/2025	Sam's Club-beverage	WIRE	Yes	\$74.38
6591536	8/15/2025	9/25/2025	Sam's Club-beverages	WIRE	Yes	\$350.68
7068593	8/14/2025	9/25/2025	Evenbrite Ticket-safety show	WIRE	Yes	\$13.72
7347610	8/5/2025	9/25/2025	Amazon-colored paper	WIRE	Yes	\$42.38
7429677	8/8/2025	9/25/2025	USPS-oil test package	WIRE	Yes	\$11.60
8110614	8/25/2025	9/25/2025	Amazon-shipping labels	WIRE	Yes	\$64.14
8765477	8/4/2025	9/25/2025	Lowes-bottles water	WIRE	Yes	\$25.37
9016113	8/15/2025	9/25/2025	Barco-speed bumps	WIRE	Yes	\$3,042.49
973465	8/11/2025	9/25/2025	Recorder of deeds-documents	WIRE	Yes	\$8.75
9766811	8/1/2025	9/25/2025	MML-property tax webinar	WIRE	Yes	\$10.50
9994058	8/27/2025	9/25/2025	Amazon-toner	WIRE	Yes	\$65.89
Conexon Connect-7	8/26/2025	9/25/2025	Conexon-Internet and phone service for water plant and public works	WIRE	Yes	\$451.32
Ring Central-23	8/29/2025	9/25/2025	August Monthly Phone Bill Charges	WIRE	Yes	\$295.80
The Fitness Hub-1	9/19/2025	9/25/2025	August Monthly Employee membership fees	WIRE	Yes	\$320.00
Verizon Business-2	8/12/2025	9/25/2025	August Monthly Bill for wireless	WIRE	Yes	\$785.17
Subtotal for Vendor 933 & Visa :						\$6,810.93
Vendor:	5	Voya Institutional Trust Company				
PR-919202511342	9/19/2025	9/19/2025	Automatic Invoice From Payroll, Vendor 5	52300	No	\$40.00
PR-95202516342	9/5/2025	9/5/2025	Automatic Invoice From Payroll, Vendor 5	52287	No	\$40.00
Subtotal for Vendor 5 & Voya Institutional Trust Company :						\$80.00

AP Paid Invoices (APLT50)

City of Adrian

Selected Date Range: 9/1/2025 thru 9/30/2025

Invoice		Invoice Date	Paid Date	Invoice Description	Check	Wire	Invoice Amt
Vendor:	249	Yoss Thriftway Inc					
0242		8/30/2025	9/5/2025	tissue for bathrooms at the park	52288	No	\$3.57
Subtotal for Vendor 249 & Yoss Thriftway Inc :							\$3.57
Report Grand Total :						\$189,392.62	

Publication of Salaries

Year to Date as of 9/30/2025

City of Adrian

Job Description		Gross Salary
Assistant City Clerk		\$3,696.00
City Administrator		\$10,416.68
City Clerk		\$4,800.00
Fire Chief		\$310.00
Mayor		\$150.00
North Alderman		\$100.00
North Alderman		\$100.00
Park Maintenance		\$278.10
Patrol Officer		\$3,380.00
Police Chief		\$5,373.34
Police Officer		\$3,201.30
Police Officer		\$5,642.00
Police Officer		\$4,477.70
Police Officer		\$4,728.60
Police Officer		\$2,945.95
Public Works Director		\$5,848.65
Public Works Operator		\$4,502.25
Public Works Operator		\$3,488.14
Public Works Supervisor		\$4,472.00
South Ward Alderman		\$100.00
South Ward Alderman		\$100.00
Treasurer		\$200.00
Water Plant Operator		\$4,098.50
Water Plant Operator		\$389.50
Water Plant Operator		\$3,226.50
Water Plant Operator		\$1,585.17
Water Plant Operator		\$1,888.51
Water Plant Superintendant		\$4,735.56
Total Employees: 28		Total Salaries: \$84,234.45
		Total Benefits: \$28,974.29
		Benefit Percent of Salaries: 34.40

Unfinished Business

A

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 II. DEFINITIONS is hereby amended and shall hereafter read as follows:

M. “Permanent, Part-Time Employee” - means any Employee that works a consistent, pre-arranged schedule with reduced hours compared to a full-time employee and has ongoing employment with no set end date.

Section 2. 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 3. 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 14th day of October, 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:

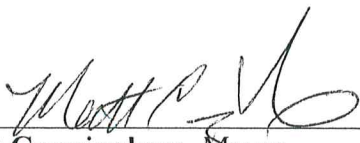
SECTION 1: That Ordinance No. 1115 is hereby repealed and the personnel policy approved by such Ordinance is no longer in affect.

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.

New Business

A

REVISIONS:

#	Description	Date



MEGAN K. BURROW, P.E.
LIC. #223037162

JOB NO: 24180
DRAWN BY: C.J.L.
CHECKED BY: MKB
DATE: 09.12.2025

CD101

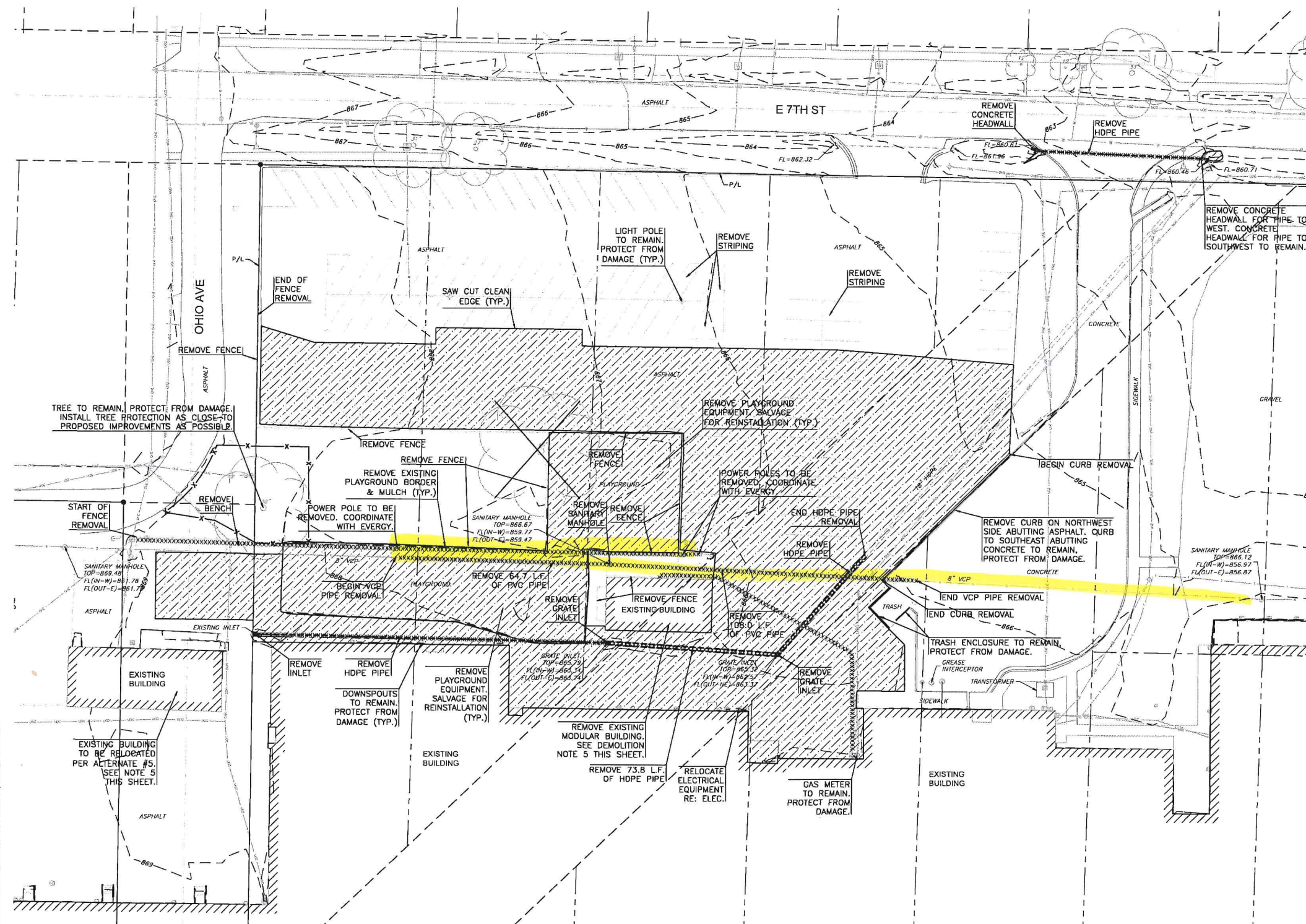
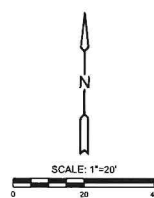
CIVIL DEMOLITION PLAN

DEMOLITION NOTES:

- CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR AND REPLACE EXISTING CONCRETE SIDEWALKS, CURB & GUTTER, AND ANY EXISTING PAVEMENT DAMAGED DURING CONSTRUCTION.
- EXCAVATED MATERIAL THAT IS NOT IMMEDIATELY LOADED AND HAULED OFF SITE SHALL BE STOCKPILED ON SITE. CONTRACTOR SHALL PROVIDE AND MAINTAIN THE APPROPRIATE BMP (COMPOST SOCK, GRAVEL FILTER BAGS, WADDLES, SILT FENCE, ETC.) AROUND STOCKPILE AREA TO PROTECT ADJACENT INLETS OR AREAS, ETC., UNTIL SUCH TIME THAT STOCKPILE IS REMOVED.
- CONTRACTOR SHALL OBTAIN ALL PERMITS NECESSARY PRIOR TO THE START OF CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, RIGHT-OF-WAY, HAULING, AND LAND DISTURBANCE PERMITS WITH THE APPROPRIATE LOCAL JURISDICTION.
- CONTRACTOR SHALL DISPOSE OF ALL DEMOLITION ITEMS APPROPRIATELY PER LOCAL AND STATE REQUIREMENTS.
- ALTERNATE #5: RELOCATE MODULAR BUILDING AND REMOVE ASSOCIATED UTILITY CONNECTIONS. SEE ARCHITECTURAL PLANS FOR BUILDING DEMOLITION. RESTORE PAVEMENT UNDER MODULAR BUILDING AS NEEDED FOR RELOCATION.

DEMOLITION LEGEND

- PAVEMENT REMOVAL
- TREE REMOVAL
- UTILITY REMOVAL
- TREE PROTECTION



P:\PROJECTS\2025\2502010324 - ADRIAN R-III SCHOOL DISTRICT GYMNASIUM ADDITION\DWG\CD101 - CIVIL.DWG

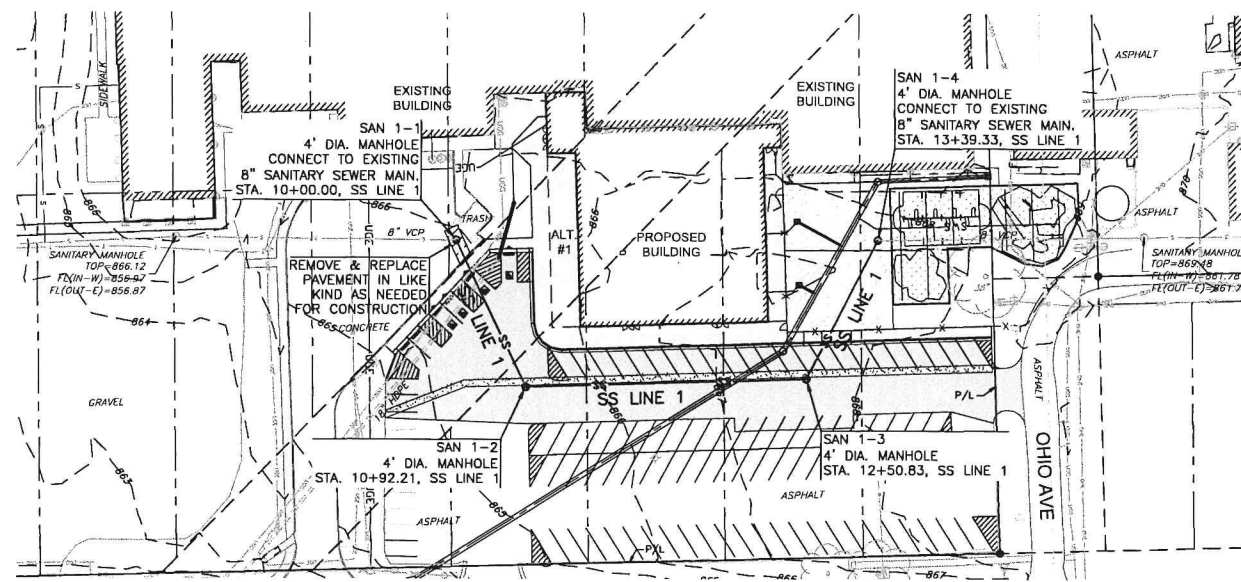
REVISIONS:		
#	Description	Date



MEGANK K. BURROW, P.E.
LICS. #2023037182

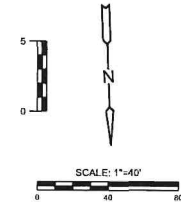
JOB NO: 24180
DRAWN BY: C.J.L.
CHECKED BY: MKB
DATE: 09.12.2025

CU401

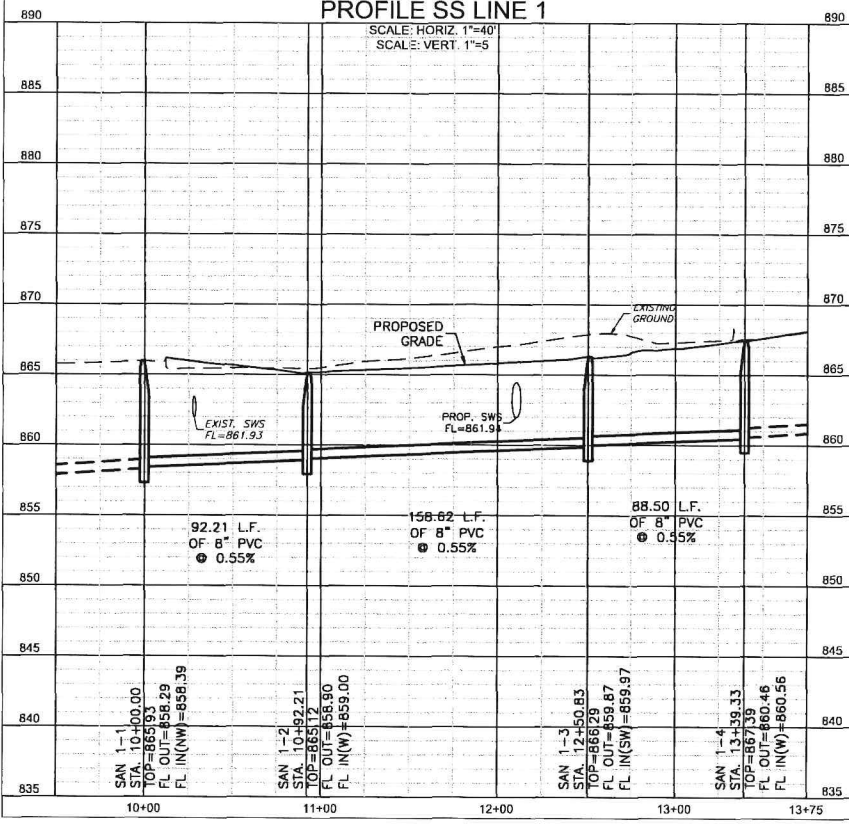


NOTES:

- SEE SHEET CU101 FOR UTILITY NOTES.
- SANITARY SEWER LINE IS A PUBLIC MAIN AND SHALL BE COORDINATED WITH THE CITY OF ADRIAN PUBLIC WORKS.



**PLAN SS LINE 1
PROFILE SS LINE 1**





we design the future.
1828 Walnut Street Suite 32
Kansas City, MO 64108
t 816.442.7700

115 Wilson Street Suite 210
Castle Rock, CO 80104
t 720.949.1689

HOLLANDMILLER CO.

Holla • Miller Architects
Missouri State Certificate of Authority
Architects No. E 0001163

MKEC Engineering, Inc.
Civil Engineering
State Certificate of Authority #:
Engineering: 2001009364
Landscaping: 2006027139
Surveying: 2006027138
11827 W. 112th St, Ste 200
Overland Park, Johnson County, KS 66210
913.317.9390 phone
913.317.9385 fax

STAND STRUCTURAL ENGINEERING
Structural Engineer
State Certificate of Authority #
8234 Robinson Street
Overland Park, KS 66204
913 214 2169

RTM ENGINEERING CONSULTANT
Mech/Elect Engineer
State Certificate of Authority #
9225 Indian Creek Parkway, Suite #1075
Overland Park, KS 66210
913.322.1500

UTILITY NOTES:

1. SEE SHEET CU501 FOR UTILITY DETAILS.
2. CONTRACTOR TO VERIFY THE LOCATION AND SIZE OF EXISTING WATER MAIN PRIOR TO CONSTRUCTION. COORDINATE WITH THE CITY PRIOR TO EXCAVATION AND TAP FOR TAP REQUIREMENTS AND INSPECTIONS.
3. WATER LINES SHALL HAVE A MINIMUM OF 42" OF COVER TO TOP OF PIPE. WATER LINES SMALLER THAN 4" SHALL BE PVC-ASTM D2241, IPS CLASS 160 (SDR 26), WATER LINES 4" AND LARGER SHALL BE C900, DR18 PVC. FITTING SHALL BE MECHANICAL JOINT, DUCTILE IRON, AWWA C110. BOLTS SHALL COMPLY WITH AWWA C111.
4. INSTALL VERTICAL BENDS WHEN NECESSARY ON PROPOSED WATER MAINS AT UTILITY CROSSINGS TO MAINTAIN A MINIMUM OF TWO FEET OF VERTICAL CLEARANCE BETWEEN THE WATER MAIN AND OTHER UTILITIES.
5. HOPE STORM PIPE SHALL BE CORRUGATED DUAL WALL HOPE WITH SMOOTH INTERIOR AND SOIL-TIGHT JOINTS. RCP STORM PIPE SHALL BE CLASS III, WALL B WITH GASKETED JOINTS CONFORMING TO ASTM C76. O-RING GASKETS SHALL CONFORM TO ASTM C443 AND ASTM C443.
6. SANITARY SEWER PIPE SHALL BE ASTM D3034, SDR 26 PVC PIPE WITH BELL ENDS AND GASKETED JOINTS. GASKETS SHALL COMPLY WITH ASTM F477.
7. ROOF DRAINS/DOWNSPOUTS SHALL BE CONNECTED TO STORM TRUNK LINE WITH PIPE MANUFACTURER'S MATCHING JOINT MATERIAL AND JOINT TYPE. IN LIEU OF VIE, AN INSERT-A-TIE CONNECTION CAN BE USED WITH HOPE PIPE.
8. SEE SHEET CU201 FOR STORM SEWER CONNECTION PLAN.
9. SEE SHEET CU202 FOR PLAYGROUND STORM SEWER PLAN.
10. SEE SHEET CU401 FOR SANITARY SEWER PLAN & PROFILE.
11. SEE SHEETS CU402 - CU403 FOR STORM WATER SEWER PLAN & PROFILES.

Adrian R-III School District Gymnasium Addition

Adrian R-III School District
Adrian R-III School District

5601 N. Houston
Adrian, MO 64720

100% Construction Documents QA/QC

REVISIONS

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CHEC

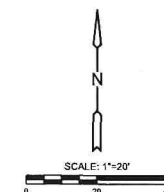
SET

MEGAN K. BURROW, P.E.
LIC. #2023037102

JOB NO: 24180
DRAWN BY: CJL
CHECKED BY: MK
DATE: 09.12.2025

CU101

UTILITY PLAN



B

C

ORDINANCE OF THE ADRIAN BOARD OF ALDERMEN

BILL NO. 25-22 **ORDINANCE NO.** 1214

AN ORDINANCE APPROVING THE RECOMMENDATIONS FROM THE PLANNING AND ZONING COMMISSION TO AMEND THE ADRIAN BUILDING CODE AND FEE SCHEDULE.

WHEREAS, Pursuant to Chapter 89 of the Revised Statutes of Missouri giving the Planning and Zoning Commission authority to make recommendations to the Adrian Board of Aldermen; and,

WHEREAS, the Planning and Zoning Commission find it necessary that the current building code and fee schedule be amended to promote proper municipal planning; and,

WHEREAS, the Board of Aldermen desire to support the continued development of the City of Adrian,

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

SECTION 1: that the City of Adrian adopt the 2018 edition of the International Building Code.

SECTION 2: that the fee schedule be amended as follows:

- A. \$75.00 for building permits for sheds and other standalone structures less than 120 square feet.
- B. \$75.00 for a new fence installation that must have a survey or a notarized neighbor agreement
- C. \$35.00 to replace an existing fence with confirmation of property lines.
- D. A new permit fee for the installation of solar panels, set at 1% of the total project cost
- E. \$75.00 for new installations of irrigation systems and \$35.00 for replacements
- F. Reinspection fees. The first reinspection will have no cost, while the second reinspection will be \$150.00 and the third reinspection will be \$300.00.
- G. Penalty for building without a permit set at two times the original permit fee.
- H. Pools & Hot tubs. Above ground pool with pump & hot tub \$50. Inground pool (with 3-foot skirt) permit calculated at \$1 per square foot.
- I. Patio (additional to pool). \$75.00 for up to 120 square feet and \$.50 for each additional square foot.

SECTION 3: The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4: That this Ordinance shall be in full force and effective immediately upon its passage and approval.

Read, passed, and approved this 14th day of October 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

BILL 99-08

ORDINANCE NO. 813

ZONING ORDINANCE

OF THE

CITY OF ADRIAN, MISSOURI

(revised)

ZONING ORDINANCE OF ADRIAN, MISSOURI

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SECTION 1 - GENERAL PROVISIONS

1.1 PREAMBLE - There is hereby established a Zoning Ordinance for the City of Adrian, Missouri:

To protect and promote the public health, safety, convenience, comfort and general welfare of the City.

To guide the future growth and development of the City in accordance with the most beneficial, economic and efficient relationships among the residential, nonresidential and public areas within the City.

To provide adequate light, air, and privacy, to secure safety from fire, flood and other danger, and to prevent overcrowding and undue congestion of land and population.

To protect the character and the social and economic stability of all parts of the City and to encourage the orderly and beneficial development of all parts of the City.

To protect and conserve the value of land throughout the City and the value of buildings appropriate to the various districts established by this Ordinance.

To bring about the gradual conformity of the uses of land and buildings throughout the City, and to minimize the conflicts among the uses of land and buildings.

To promote the most beneficial relation between the uses of land and buildings and the circulation of traffic, having a particular regard to avoiding congestion in the streets and for providing for the safe and convenient vehicular and pedestrian movements throughout the City.

To provide a guide for public policy and action relating to the uses of land and buildings throughout the City.

To limit development to an amount equal to the availability and capacity of public facilities and services.

To prevent the pollution of air, streams and ponds, and encourage the wise use and management of the natural resources throughout the City in order to preserve the integrity, stability and beauty of the City and the value of the land.

To promote the preservation of the historic character of the City and to encourage the development of uses which would add to or be in harmony with this character.

1.2 ENACTMENT CLAUSE AND SHORT TITLE

- 1.2-1 Enactment Clause - The City Council of Adrian, Missouri, pursuant to the authority vested by the law, hereby adopts and enacts this City ordinance known as The Zoning Ordinance of the City of Adrian, Missouri.
- 1.2-2 Short Title - This City ordinance may be known and cited as The Zoning Ordinance of Adrian, Missouri.

1.3 INTERPRETATION, CONFLICT AND SEPARABILITY

- 1.3-1 Minimum Provisions - Provisions are to be regarded as minimum provisions. In their interpretation and application, the provisions of this order shall be considered to be minimum provisions for the purpose stated above. It is hereby declared to be the legislative intent that this Ordinance shall be regarded primarily to further the public and community interests of the City.
- 1.3-2 Conflict With Public And Private Provisions
- A. Public Provisions - The provisions of this Zoning Ordinance are not intended to interfere with, abrogate or annul any other City Ordinance, County Court Order, rule or regulation, statute or other provision of law. Where any provision of this ordinance imposes restrictions different from those imposed by any other provision of this ordinance or any other City Ordinance, County Court Order, statute, rule, regulation or other provision of law, whichever provisions are more restrictive, or impose higher standards, shall control.
- B. Private Provisions - The provisions of this Zoning Ordinance are not intended to abrogate any easement, covenant or any other private agreement, or restriction, provided that where the provisions of this Zoning Ordinance are more restrictive or impose higher standards than such easement, covenant or other private agreement or restriction, the requirements of this Zoning Ordinance shall govern. Where the provisions of the easement, covenant or other private agreement or restriction are higher standards than this Zoning Ordinance or determinations made thereunder, then such private provisions shall be operative and supplemental to the provisions of this Ordinance and determinations made thereunder.
- 1.3-3 Separability - If any part or provision of this Ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Ordinance or the application thereof to other persons or circumstances. The

City hereby declares that it would have enacted the remainder of this Ordinance even without any such part, provision or application.

1.4 APPLICATION OF ZONING DISTRICT REGULATIONS

1.4-1 No building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered unless in conformity with all of the regulations herein specified for the zoning district in which it is located.

1.4-2 No building or other structure shall hereafter be erected or altered

- A. To accommodate or house a greater number of families;
- B. To occupy a greater percentage of lot area; or
- C. To have narrower or smaller rear yards, front yards, side yards, or other open spaces than herein required; or in any other manner contrary to the provisions of these regulations.

1.5 SAVINGS PROVISION - This Zoning Ordinance shall not be construed as abating any action now pending under, or by virtue of, prior existing zoning ordinances, or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the City under any section or provision existing at the time of adoption of this ordinance, or as vacating or annulling any rights obtained by any person, firm or corporation, by lawful action of the City, except as shall be expressly provided for in this ordinance.

1.6 RESERVATIONS AND REPEALS - Upon adoption of this Zoning Ordinance, the Zoning Ordinance of the City of Adrian adopted August 5, 1997, as amended, is hereby repealed, except as to sections expressly retained herein.

1.7 SCOPE OF CONTROLS

1.7-1 Existing Permits - This ordinance is not intended to abrogate or annul any building permit, variance or special permit lawfully issued before the effective date of this Ordinance, except as follows:

- A. If any applicable regulations of this Ordinance or any amendments to this Ordinance after issuance of a building permit, granting of a variance or issuance of a special permit make the proposed use under such building permit, variance or special permit nonconforming, and no substantial construction or substantial operations for non-building uses have been undertaken on the structure or foundation, or conducted for the non-building uses, within one hundred twenty (120) days after the effective date of adoption of this Ordinance and any amendments thereto, the building permit, special permit or variance shall be invalid. If substantial construction or substantial operations have taken place and are continuing at

the time, the proposed use may be completed.

- B. Nothing herein shall prevent any holder of a variance from applying to the Board of Zoning Appeals for a variance, where appropriate under the currently existing law and facts.

1.7-2 New Construction or Reconstruction - All new construction or alteration of a building or structure, all new uses of buildings or land, and every change, enlargement or relocation of use, shall conform to this Ordinance. Existing nonconforming uses may continue, subject to the regulations in this Ordinance.

SECTION 2 - DEFINITIONS

DEFINITIONS

- 2.1 GENERAL PROVISIONS - For the purposes of this Ordinance certain terms used herein are defined as set forth in this and the following sections. All words in the present tense include the future tense; the plural number includes the singular, and all words in the singular include the plural unless the natural construction of the sentence indicates otherwise. The word "shall" is mandatory, not directory.
- 2.2 ACREAGE - Any tract or parcel of land in common ownership having an area of one acre or more which is not designated as a lot or parcel on a subdivision map.
- 2.3 ANTENNA - "Antenna" means any composition of metal, wire, fiberglass or other substance which together with its necessary supports, grounding rods, and other external components is constructed for the purpose of receiving or transmitting electronic signals.
- 2.4 ANTENNA, DISH-TYPE - "Dish-type antenna" means any antenna external to or attached to the exterior of any building or structure which is parabolic or semi-circular in cross-section.
- 2.5 ANTENNA HEIGHT - "Antenna height" means the height of the entire antenna apparatus measured from the point of mounting to the point of highest possible extension of the antenna.
- 2.6 APARTMENT - A room or suite of rooms in a multiple-family structure, which is arranged, designed or used as a single housekeeping unit and has complete kitchen facilities, permanently installed.
- 2.7 BUILDING - Any structure with substantial walls and roof securely affixed to the land and entirely separated on all sides from any other structure by space or by walls in which there are no communicating doors, windows or openings, which is designed or intended for the shelter, enclosure or protection of persons, animals, chattels or property of any kind.
- 2.8 BUILDING, COMPLETELY ENCLOSED - A building separated on all sides from the adjacent open space, or from other buildings or other structures, by a permanent roof and by exterior walls or party walls pierced only by windows and normal entrance or exit doors.
- 2.9 BUILDING, DETACHED - A building surrounded by open space on the same lot.

- 2.10 BUILDING, EXISTING - A building erected prior to the effective date of this Ordinance, or one for which a legal building permit has been issued.
- 2.11 BUILDING, NONCONFORMING - Any building which does not conform to the requirements of this Ordinance.
- 2.12 BUILDING SETBACK LINE - A line establishing the minimum allowable distance between nearest wall of building and lot line.
- 2.13 BUILDING SITE - A lot or parcel of land, in single or joint ownership, and occupied or to be occupied by a main building and accessory buildings, or by a dwelling group and its accessory buildings, together with such open spaces as are required by the terms of this Ordinance and having its principal frontage on a street.
- 2.14 BUSINESS - Any occupation, employment or enterprise wherein merchandise is exhibited or sold, or which occupies time, attention, labor and materials, or where services are offered for compensation.
- 2.15 DISTRICT - A section or part of the incorporated portion of the City for which the use regulations are uniform, as set forth herein.
- 2.16 DWELLING - A building, or portion thereof, containing one or more dwelling units. The term dwelling does not include any trailer, motel, hotel or boarding house as defined herein.
- 2.17 DWELLING, SINGLE FAMILY-DETACHED - A building designed for occupancy by one family which has no connection by a common part wall to another building or structure similarly designed.
- 2.18 DWELLING, TWO FAMILY - A building arranged or designed to be occupied by two families, the building having only two dwelling units.
- 2.19 DWELLING, MULTIPLE - A structure arranged or designed to be occupied by three or more families and structure having three or more dwelling units.
- 2.20 FAMILY:
(a) An individual, or
(b) Two or more persons related by blood, marriage, adoption, or guardianship, plus not more than two unrelated persons living together as a single housekeeping unit in a single housekeeping unit in a dwelling or dwelling unit.

- 2.21 GROUP HOME - A building which provides living accommodations for the physically or mentally handicapped, or children 16 years of age or younger or abused adults or persons 65 years of age or older. The residents of such group homes shall be supervised by a resident counselor in charge of their area.
- 2.22 GUEST HOUSE - A detached accessory building containing living quarters, but no kitchen or kitchen facilities, located on the same premises with the principal building, for use by nonpaying guests of the occupants of the premises.
- 2.23 HOME OCCUPATION - Any occupations or activity which is clearly incidental and secondary to use of the premises for dwelling and which is carried on wholly within a main building or accessory building by a member of the family who resides on the premises.
- 2.24 LOT - A parcel of land occupied or intended for occupancy and having its principal frontage on a street or place accepted by the city for maintenance or appearing on an officially approved and recorded subdivision plat, plot or parcel.
- 2.25 LOT FRONTAGE - That boundary of a lot along a public street.
- 2.26 LOT LINE - The boundary property line encompassing a lot. For the purposes of this Ordinance the front lot line is the boundary line which abuts a public street, the front lot line on a corner lot is the narrowest frontage facing a street, and the longest frontage facing a street is the side, irrespective of the direction in which the dwelling faces. The rear lot line is the lot line or line most nearly parallel to and most remote from the front property line. All other lot lines are side lot lines. An interior lot line is a side line in common with another lot.
- 2.27 MANUFACTURED HOME - A factory fabricated transportable building, or two or more similar units to be incorporated or joined together at the building site into a modular structure to be used for residential purposes.
- 2.28 MOBILE HOME - A one family dwelling unit, other than a travel trailer, of vehicular, portable design built on a chassis and designed to be moved from one site to another.
- 2.29 MOBILE HOME PARK OR TRAVEL TRAILER PARK - Lots and parcels of land designed for the temporary or permanent parking and occupancy of two or more travel trailers or mobile homes used for human habitation in areas zoned to permit such uses and with adequate area to provide parking spaces, access lanes, utilities and accessory buildings as herein required.
- 2.30 MOBILE HOME SUBDIVISION - A unified development where individual lots are used for the placement of mobile homes.

- 2.31 MODULAR HOME - Housing, constructed of one or more factory-built sections, which, when completed, meets or exceeds the requirements of one or more of the recognized development standards for site-built housing, and which is designed to be permanently connected to a site-built foundation.
- 2.32 NON-CONFORMING USE - Any use lawfully occupying a building or land at the effective date of this Ordinance, or of subsequent amendments thereto, which does not conform to the regulations for the district in which it is located.
- 2.33 PARKING LOT - A parking lot for automobiles which is not an accessory use to a building or structure on a lot.
- 2.34 ROOMING HOUSE - A building other than a hotel where lodging for three or more persons is provided for definite periods for compensation pursuant to previous arrangement.
- 2.35 SETBACK AREA - The space on a lot required to be left open and unoccupied by buildings or structures, either by the front and side yard requirements of this Ordinance, or by delineation on a recorded subdivision map.
- 2.36 SIGN - Every billboard, ground sign, wall sign, roof sign, illuminated sign, projecting sign, temporary sign or other outdoor display structure, and such term shall include any announcement declaration, demonstration display, illustrations or insignia used to advertise or promote the interest of any person or cause when placed out of doors in view of the general public.
- 2.37 SPECIAL USE - The term "Special Use" shall mean a use or occupancy of a structure, or a use of land, permitted only upon issuance of a Special Use Permit and subject to the limitations and conditions specified therein.
- 2.38 STREET - A right-of-way which provides vehicular and pedestrian access to adjacent properties, the dedication of which has been officially accepted by the Council. The term "street" includes, also, the terms highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, and other such terms.
- 2.39 STRUCTURE - Anything constructed or erected, except fences not exceeding four feet in height, which requires permanent location on the ground or is attached to something having location on the ground.
- 2.40 TRAVEL TRAILER - A vehicular, portable structure built on a chassis and designed to be used for temporary occupancy for travel, recreational or vacation use; with the manufacture's permanent identification "travel trailer" thereon; and when factory equipped for the road, being of any length provided its gross weight does not exceed forty-five hundred pounds, or being of any weight provided its

overall length does not exceed twenty-eight feet.

- 2.41 USE - The purpose for which land or a building thereon is designed, arranged or intended, or for which it is occupied or maintained, or leased.
- 2.42 YARD - An open space on the same lot with a principal building or group of buildings, which is unoccupied and unobstructed from its lowest level upward, except as otherwise permitted in this Ordinance, and which extends along a lot line and at right angles thereto to a depth or width specified in the yard regulations for the district in which the lot is located.
- 2.43 YARD, FRONT - The yard extending across the full width of the lot adjacent to the front street line.
- 2.44 YARD, REAR - The yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.
- 2.45 YARD, SIDE - The yard lying between the nearest wall of the principal building and a side lot line, and extending from the front yard or the front lot line to the rear yard.
- 2.46 ZONING DISTRICT MAP - The boundaries of zoning districts are show upon a map made a part of this Ordinance, and designated as "zoning district map" dated February 4, 1991.

SECTION 3 - ESTABLISHMENT OF DISTRICTS, ZONING MAP, DISTRICT BOUNDARIES AND STREET CLASSIFICATIONS

- 3.1 ESTABLISHMENT OF DISTRICTS - The unincorporated area of the City of Adrian is hereby divided into the following districts, the respective symbol for each type of district being set forth opposite its title:

<u>Symbol</u>	<u>Title</u>
R-1	Residential District
R-2	Residential District
R-3	Residential District
RMHP	Residential Mobile Home Park District
B-1	Business District
B-2	Business District
B-3	Business District
B-4	Business District
M-1	Industrial District
M-2	Industrial District

Each such district may be designated on the Zoning Map and elsewhere in the text of this Ordinance by symbol only.

- 3.1-1 Zoning Map - The areas and boundaries of such districts are hereby established:

- A. As shown on a map entitled "Zoning Map of City of Adrian" dated February 4, 1991.
- B. As specified in 3.1-2 - Such map, referred to hereinafter as the "Zoning Map," together with everything shown thereon, is hereby made a part of this Ordinance.

- 3.1-2 District Boundaries on Zoning Map

- A. Where a district boundary is shown following a street, highway, road, right-of-way, interstate highway, any parkway, a public utility right-of-way, a railroad, or a stream or watercourse, the boundary is relatively the center line of such street, highway, road, right-of-way, interstate highway, parkway, public utility right-of-way, main channel of a stream or watercourse, or a line located midway between the main track of said railroad, and such boundary shall be deemed to be changed automatically whenever the center line or the main railroad tracks are changed by natural or artificial means.
- B. If such boundary is shown as separated from but approximately parallel to any such landmarked or monumental line, such district boundary shall be deemed to be parallel to the aforesaid center line, or line located midway between the main tracks of such railroad at

- such distance therefrom as shown on the Zoning Map.
- C. Where a district boundary is shown as following a property line, a plot line or a projection of any one of the same, such boundary shall be such landmarked or monumented line or projection thereof. If such boundary is shown as separated from but approximately parallel to any such landmarked or monumented line or projection thereof, such boundary shall be deemed to be parallel to any landmarked or monumented line or projection thereof, as the case may be, at such distance therefrom as shown on the Zoning Map.
 - D. In areas not subdivided into lots and blocks, wherever a district is indicated as a strip adjacent to and paralleling a street or highway, the depth of such strips shall be in accordance with dimensions shown on the maps measured at right angles from the center line of the street or highway, and the length of frontage shall be in accordance with dimensions shown on the map from section, quarter section, or divisional lines, or center lines of streets and highways, or railroad right-of-way, unless otherwise indicated. In the absence of a specified distance being indicated on the Zoning Map, the distance shall be determined by using the Map scale.
 - E. Where a street, highway, railroad or other physical monument or marker on the ground, by which a boundary is determined, varies from that as shown on the Zoning Map, the on-the-ground physical monument or marker shall control.

SECTION 4 - RESIDENTIAL DISTRICTS

- 4.1 RESIDENTIAL DISTRICT R-1 - This district is established to provide for residential development of a spacious character, together with such public buildings, schools, churches, recreational facilities, and accessory uses as may be necessary or are normally compatible with residential surroundings.

4.1-1 Permitted Uses By Right - The following uses shall be permitted by right in the R-1 District:

- A. Single family detached dwellings; provided, however, that residency therein shall be limited to not more than four unrelated persons. Single family detached dwelling shall be a permitted use. However, any two family dwelling which was completely constructed with all plumbing fixtures installed and the two family dwellings for which a city building permit has been issued and were at least twenty percent (20%) constructed on the site prior to February 4, 1991, shall be considered a conforming use.
- B. Parks, playgrounds, community buildings, public utility lines.
- C. Church and places of worship.
- D. Cemeteries.
- E. Home occupation or office of resident, in connection with a dwelling unit either a home occupation or the office of a resident is a permitted use; provided, that:
 - (1) No more than one person is employed for this purpose by and in addition to a member of the family who resides on the premises;
 - (2) Use of the dwelling for such purposes does not require more than one-fourth of the gross floor area of the dwelling unit, or eight hundred square feet, whichever is the lesser;
 - (3) There is no advertising other than a non-illuminated identification sign of not more than one square foot in area;
 - (4) There is no display or storage of materials or any other exterior indication of the home occupation;
 - (5) There is no exterior variation from the residential character of the main building or accessory building;
 - (6) No exterior lighting is used except that which is normally permitted and used in connection with a dwelling;
 - (7) No mechanical equipment is used other than that which is normally used for residential household purposes or for office purposes; except that, a resident may use certain equipment peculiar and customary to the practice of such occupation, so long as there is no exterior indication by noise, glare, odor or vibration of the operation of such equipment;
 - (8) Provided, that traffic generated by such an occupation shall not create a safety hazard or cause congestion.

- (9) Home day care is allowed provided that there are no more than six (6) children being cared for.
- F. Accessory building and uses - Accessory building and uses customarily incident to the above uses shall be permitted including the following:
 - (1) A private garage solely for the use by the individuals residing at that location..
 - (2) A storage building solely for the use by the individuals residing at that location.
 - (3) A tennis court serving an individual residence.
 - (4) A swimming pool or any other pool of water that is more than 24 inches deep, provided that it serves an individual residence, is kept in the back yard area, and is enclosed by a fence at least 42 inches in height with a lockable gate which will be kept locked when such pool is not in use.
 - (5) Federally licensed amateur radio antenna support structures.
 - (6) A home satellite dish provided that if it is erected in the front yard area, it must not exceed three feet in diameter.
- G. Modular homes - Modular homes are permitted provided that the home is placed on a continuous foundation. Mobile homes are not permitted.
- H. Guest House - A guest house or apartment is permitted provided that the occupant is related to the owner. A guest house cannot be rented.

4.1-2 Use Restrictions - The following restrictions shall be applied to R-1 District property:

- A. Recreational vehicles as residence - No recreational vehicle may be used as a residence for longer than thirty (30) days in one calendar year.

4.1-3 Special Permit Uses - The following uses may be permitted in the R-1 District with a Special Use Permit issued in accordance with the provisions of Section 8 herein:

- A. Main libraries, museums and colleges.
- B. Private noncommercial recreation facilities for group use, such as country clubs, tennis clubs, swimming clubs, golf courses and similar establishments.
- C. Commercial radio, television, telephone, telegraph and electric transmission towers, provided that such tower conform to the provisions and restrictions in Section 9.
- D. Private and public schools.
- E. Small group homes for not more than ten persons.

4.1-4 Site Area and Dimension Limitations

- A. Site Frontage - All lots shall maintain a minimum street frontage of not less than fifty (50) feet.
- B. Height - No dwelling or other primary structure in the R-1 District shall have a height in excess of thirty-five (35) feet, except:

1. Radio, television, telephone, telegraph and electric transmission towers, provided that such tower conform to the provisions and restrictions found in Section 9.
- C. Front Yard - The minimum depth of the front yard in the R-1 District shall be twenty (20) feet.
- D. Side Yard - The minimum width of the side yard in the R-1 District shall be ten (10) feet.
- E. Rear Yard - The minimum depth of any rear yard shall be ten (10) feet in the R-1 District.
- F. Signs - Signs are permitted as regulated in Section 10 of this ordinance.
- G. Accessory Buildings Setback - All permitted accessory buildings shall have a setback of ten (10) feet from all property lines.
- H. Corner Lots - All corner lots shall maintain a minimum setback from the street of twenty (20) feet on each street.
- I. No sign, fence, wall, shrub, or other obstruction to vision exceeding three (3) feet in height above the established street grade shall be erected, planted or maintained within the area of a corner lot that is included between the lines of the intersecting streets and a straight line connecting them at points thirty (30) feet distance from the intersection of the street right-of-way lines.

4.2 RESIDENTIAL DISTRICT R-2 - This district is established to provide and protect medium density residential areas. Permitted uses are single family detached dwellings, two-family dwellings, and multiple dwellings. Certain additional uses may be allowed as long as the character of the district is not altered by levels of traffic, vehicular parking, lighting, noise and visual displays which are not compatible with medium density residential uses.

4.2-1 Permitted Uses By Right - In addition to the uses permitted by right in the R-1 District, the following uses shall be permitted by right in the R-2 District:

- A. Two-family dwellings.
- B. Single family attached dwellings, up to four attached dwellings, designed and constructed so as to permit the sale of individual units, provided that all dwellings are separated by firewalls.

4.2-2 Use Restrictions - All R-1 Residential District restrictions shall be applied to R-2 District property.

4.2-3 Special Permit Uses - All uses permitted in the R-1 Residential District by right or special permit may be permitted in the R-2 Residential District, subject to the same regulations and standards.

4.2-4 Site Area and Dimension Limitations

- A. Site Frontage - All lots shall maintain a minimum street frontage of not less than fifty (50) feet.
- B. Height - No dwelling or other primary structure in the R-2 District shall have a height in excess of thirty-five (35) feet, except:
 - 1. Radio, television, telephone, telegraph and electric transmission towers, provided that such tower conform to the provisions and restrictions in Section 9.
- C. Front Yard - The minimum depth of the front yard in the R-2 District shall be twenty (20) feet.
- D. Side Yard - The minimum width of the side yard in the R-2 District shall be ten (10) feet.
- E. Rear Yard - The minimum depth of any rear yard shall be ten (10) feet in the R-2 District.
- F. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.
- G. Accessory Buildings Setback - All permitted accessory buildings shall have a setback of ten (10) feet.
- H. Corner Lots - All corner lots shall maintain a minimum setback from the street of twenty (20) feet.
- I. No sign, fence, wall, shrub, or other obstruction to vision exceeding three (3) feet in height above the established street grade shall be erected, planted or maintained within the area of a corner lot that is included between the lines of the intersecting streets and a straight line connecting them at points thirty (30) feet distance from the intersection of the street right-of-way lines.

4.3 **RESIDENTIAL DISTRICT R-3** - This district is established to provide and protect high density residential areas. Permitted uses are single family detached dwellings, two-family dwellings, and multiple dwellings. Certain additional uses may be allowed as long as the character of the district is not altered by levels of traffic, vehicular parking, lighting, noise and visual displays which are not compatible with high density residential uses.

4.3-1 **Permitted Uses By Right** - The following uses shall be permitted by right in the R-3 District.

- A. Multiple dwellings
- B. Townhouses
- C. Tourist homes, rooming and boarding houses, having no more than twenty guests.
- D. Private clubs, fraternities, sororities, and lodges, excepting those the chief activity of which is a service, customarily carried on as a business and having no more than thirty residents.
- E. Nursing homes and convalescent homes, having no more than thirty residents.
- F. Public and private schools.
- G. Day care centers, nursery, kindergartens, play school and similar establishments.
- H. Private recreational facilities for group use such as country clubs, tennis clubs, swimming clubs, golf course and similar establishments.
- I. Religious, educational and philanthropic institutions, agencies or centers, but no penal or mental institutions.
- J. Public clinics and health outreach services.
- K. Greenhouses, provided that no commercial greenhouse heating plant shall be operated within one hundred feet of any lot line.
- L. Accessory buildings and uses which are customarily incidental to any uses permitted in this district.
- M. Group homes for not more than thirty persons.

4.3-2 **Use Restrictions** - All R-2 Residential District restrictions shall be applied to R-3 District property.

4.3-3 **Special Permit Uses** - The following uses may be permitted with a special use permit in the R-3 District:

- A. Sewage treatment plants, sewer pumping stations, water treatment plants, water pumping stations, gas regulator facilities, gas distribution facilities.
- B. Funeral homes and crematoriums.
- C. Radio, television, telephone, telegraph and electricity transmission towers and stations and similar facilities.
- D. Rooming and boarding houses, with no limits to maximum number of guests.
- E. Private clubs, fraternities, sororities, and lodges excepting those the chief

activity of which is a service, customarily carried on as a business, with no limits to maximum number of residents.

- F. Nursing homes and convalescent homes, with no limit to maximum number of residents.
- G. Group homes with no limits on the maximum number of residents.
- H. All uses permitted in the R-1 and R-2 Residential districts by right or by special use permit may be permitted in the R-3 Residential District, subject to the same regulations and standards.

4.3-4 Site Area and Dimension Limitations

- A. Site Frontage - All lots shall maintain a minimum street frontage of not less than fifty (50) feet.
- B. Height - No dwelling or other primary structure in the R-3 District shall have a height in excess of thirty-five (35) feet, except:
 - 1. Radio, television, telephone, telegraph and electric transmission towers, provided that such tower conform to the provisions and restriction in Section 9.
- C. Front Yard - The minimum depth of the front yard in the R-3 District shall be twenty (20) feet.
- D. Side Yard - The minimum width of the side yard in the R-3 District shall be ten (10) feet.
- E. Rear Yard - The minimum depth of any rear yard shall be ten (10) feet in the R-3 District.
- F. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.
- G. Accessory Buildings Setback - All permitted accessory buildings shall have a setback of ten (10) feet.
- H. Corner Lots - All corner lots shall maintain a minimum setback from the street of twenty (20) feet.
- I. No sign, fence, wall, shrub, or other obstruction to vision exceeding three (3) feet in height above the established street grade shall be erected, planted or maintained within the area of a corner lot that is included between the lines of the intersecting streets and a straight line connecting them at points thirty (30) feet distance from the intersection of the street right-of-way lines.

SECTION 5 - RESIDENTIAL MOBILE HOME PARK (RMHP) DISTRICT

5.1 RESIDENTIAL MOBILE HOME PARK DISTRICT (RMHP) - The purpose of this district is to establish areas of the city deemed suitable for rental mobile home or travel trailer parks, to ensure a safe and healthy residential environment consistent with existing land use and density patterns and to establish standards thereof.

5.1-1 Permitted Uses - The following uses may be permitted in accordance with the requirements of this article:

- A. Mobile Homes, Travel Trailers.
- B. Accessory uses:
 - (a) Administrative offices.
 - (b) Playgrounds
 - (c) Laundry facilities for residents.
 - (d) Storage space
 - (e) Community building.
 - (f) Swimming pools.
 - (g) Public telephones.
 - (h) Refuse disposal

5.1-2 Site Standards and Limitations for Rental Mobile Home or Travel Trailer Parks.

- A. The following requirements as to number, density, area, setbacks and height shall apply to mobile home spaces:
 - (1) The minimum number of mobile home spaces in a mobile home park shall be twenty (20).
 - (2) The maximum density per gross acre shall be six (6) units.
 - (3) The minimum mobile home space area shall be fifty (50) feet by seventy-five (75) feet.
 - (4) The minimum distance between mobile homes or between a mobile home and any structure within the mobile home park shall be twenty-five (25) feet.
- B. The following requirements as to number, density, area and setback shall apply to travel trailer spaces:
 - (1) The minimum number of travel trailer spaces in a travel trailer park shall be twenty-five (25).
 - (2) The maximum density per gross acre shall be eight (8) units.
 - (3) The minimum travel trailer space area shall be thirty-five (35) feet by sixty (60) feet.
 - (4) The minimum distance between travel trailers or travel trailer and any structure within travel trailer parks shall be twenty (20) feet.
- C. Provisions for water supply, sewer system and sanitary facilities, electrical equipment and systems, gas supply and drainage shall be provided and shall meet the minimum state requirements.

D Streets and walkways

- (1) Streets and driveways shall be provided within the park area to afford easy access to all parking spaces. Such streets and driveways shall be constructed with a hard, dustless road surface and shall provide ready means of entrance and exit to the street in an approved manner. The minimum width of streets providing for two-way traffic shall be thirty-six (36) feet when parking of cars is allowed on both sides and twenty-two feet where parking is not allowed. Satisfactory means of drainage shall be provided with all streets and lanes draining into catch basins properly connected to the storm sewer system in accordance with applicable requirements for such facilities. Walkways shall be provided as necessary to all accessory buildings and service facilities of the park. Walks shall have a non-slip impervious surface and shall comply with applicable requirements for public sidewalks. Streets and walkways shall be illuminated as required for streets.

- E. Ownership - The mobile home or travel trailer park shall remain under single entity ownership; that is, spaces within the park may not be sold off to individuals.

- F. Record of tenants - The operator of a trailer park or mobile homes park shall keep an accurate register of all transient tenants occupying transient trailers located in the park. The register shall show the name and permanent residence address of the owner and occupants of any travel trailer located and date of arrival and departure; and such other information as might be necessary to provide information about the occupants of the trailer. These records shall be open to city officials at all times.

- G. Skirting - Skirting of each mobile home unit shall be required, but this requirement shall not apply to travel trailers.

- H. Anchorage and tie-downs - Every parking space for travel trailers or mobile homes shall be provided with devices for anchoring the unit to prevent overturning or uplift. Where concrete platforms are provided for the parking of the units, anchorage may be by eyelets embedded in the concrete with adequate anchor plates or hooks; or other suitable means.

5.1-3 Permits and Fees

- A. Permit - It shall be unlawful for any person to establish, operate or maintain or permit to be established, operated or maintained upon any property owned or controlled by him within the city limits any mobile home park or travel trailer park without having first secured a permit issued by the zoning administrator. The zoning administrator shall issue a permit only

if the applicant presents an approved site plan.

- B. Fee - A permit fee of one hundred dollars (\$100.00) plus five dollars (\$5.00) for each mobile home space or trailer space shall be charged for the purposes of processing the application before issuance of any permit for a mobile home park or travel trailer park.

SECTION 6 - BUSINESS DISTRICTS

6.1 BUSINESS DISTRICTS ESTABLISHED - Certain classes of Districts, designated by the symbol "B", followed by a numeral, and referred to collectively herein as "B" or Business Districts, are established to preserve and enhance property values by protecting residential uses from non-residential uses and by providing space in suitable locations for retail stores, offices, service establishments, wholesale and other businesses necessary to the general welfare of the City in conformance with the objectives of this Ordinance.

6.1.1 Limitations - No use shall be permitted in which the nature or manner of operation shall be determined to be unduly detrimental or injurious to other properties in the vicinity or uses thereon or to the general public welfare by reason of the emission of odor, dust, smoke, noise, vibration, or electrical or other disturbances.

6.1.2 Warehouses - Business District property shall not be used for warehouses or storage. Property used for housing or storing goods must also be open for sales at least 40 hours each week.

6.2 B-1 DISTRICTS - The following regulations shall apply to all land located in any B-1 Districts and shall be subject to all general provisions of this Ordinance.

6.2.1 Permitted Uses By right - The following uses shall be permitted by right in the B-1 District:

- A. Any use permitted by right in the R-3 Residential Multiple Dwelling District, subject to the height and yard regulations of the B-1 Business District.
- B. Offices.
- C. Banks.
- D. Radio and television broadcasting stations (excluding towers).
- E. Automobile parking lots.
- F. Health clinics
- G. Travel agencies.
- H. Pharmacies.
- I. Personal service uses such as barbershops, beauty parlors and similar uses, but not restaurants.
- J. Artists' and photographers' studios and similar uses.
- K. Residential treatment center.
- L. Funeral homes.

6.2.2 Special Use Permit - The following uses may be permitted in the B-1 Business District with a special use permit:

- A. Hotels or motels without restaurants.
- B. Hospitals.

- C. Radio, television, telephone, telegraph and electricity transmission towers and stations and similar facilities.
- D. Animal hospitals without outside runs or pens.
- E. Public utility facilities.
- F. Florists, including greenhouses; provided that no commercial greenhouse heating plant shall be operated within one hundred feet of any lot line.

6.2.3 Site Area and Dimension Limitations

- A. Height - No dwelling or other primary structure in the B-1 District shall have a height in excess of forty-five (45) feet, or three stories, except:
 - 1. Radio, television, telephone, telegraph and electric transmission towers
- B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

- 6.3 B-2 DISTRICTS - The following regulations shall apply to all land located in any B-2 Districts and shall be subject to all general provisions of this Ordinance.

6.3.1 Permitted Uses By right - The following uses shall be permitted by right in the B-2 District:

- A. Any uses permitted by right in the B-1 Business District.
- B. Retail stores which do not exceed 3000 square feet in gross floor area.
- C. Bakeries.
- D. Service stations.
- E. Business, dancing, music, art and similar schools.
- F. Television and household appliance repair stores.
- G. Laundromats and self-service cleaning establishments.
- H. Laundries.
- I. Dry cleaning establishments.
- J. Self-service car washes.
- K. Recreational facilities.
- L. Theaters.
- M. Restaurants.
- N. Sign painting.
- O. Hotels and motels without restaurants.
- P. Bicycle sales and service.

6.3.2 Special Use Permit - The following uses may be permitted with a special use permit in the B-2 District:

- A. Hotels or motels with restaurants.
- B. Hospitals.
- C. Radio, television, telephone, telegraph and electricity transmission towers and stations and similar facilities.
- D. Animal hospitals without outside runs or pens.
- E. Public utility facilities.
- F. Drive-in restaurants.
- G. Florists, including greenhouses.
- H. Retail stores of more than 3000 but less than 8000 square feet gross floor area.

6.3.3 Site Area and Dimension Limitations

- A. Height - No dwelling or other primary structure in the B-2 District shall have a height in excess of forty-five (45) feet, or three stories, except:
 - 1. Radio, television, telephone, telegraph and electric transmission towers
- B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

- 6.4 B-3 DISTRICTS - The following regulations shall apply to all land located in any B-3 Districts and shall be subject to all general provisions of this Ordinance.

- 6.4.1 Permitted Uses By right - The following uses shall be permitted by right in the B-3 Business District:

- A. Any uses permitted by right in the B-2 Business District.
- B. Retail sales.
- C. Hospitals.
- D. Motels and hotels.
- E. Wholesale establishments.
- F. Auto, motorcycle, farm and industrial equipment dealers and repair.
- G. Frozen food lockers.
- H. Parking garages.
- I. Automatic car wash.
- J. Blueprinting and photographic processing.
- K. Drive-in restaurants.
- L. Drive-in theaters.
- M. Service stations.
- N. Bakeries.
- O. Mobile home sales.
- P. Plumbing, heating, electrical, air conditioning and similar establishments.
- Q. Tire sales and recapping.
- R. Mass transit terminals.
- S. Radio, television, telephone, telegraph and electricity transmission towers and stations and similar facilities.
- T. Florists; including greenhouses.

- 6.4.2 Special Use Permit - The following uses may be permitted in the B-3 Business District with a special use permit:

- A. Warehouses.
- B. Printing and publishing establishments.
- C. Manufacturing and processing establishments.
- D. Residential high density up to one hundred twenty dwelling units per acre in B-3 District adjacent to the B-4 District.
- E. Public utility facilities.
- F. Animal shelters.
- G. Animal hospitals.

- 6.4.3 Site Area and Dimension Limitations

- A. Height - No dwelling or other primary structure in the B-3 District shall have a height in excess of forty-five (45) feet, or three stories, except:
 - 1. Radio, television, telephone, telegraph and electric transmission towers

B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

6.5 B-4 DISTRICTS - The following regulations shall apply to all land located in any B-4 Districts and shall be subject to all general provisions of this Ordinance.

6.5.1 Permitted Uses By right - The following uses shall be permitted by right in the B-4 District:

- A. Any use permitted by right in the B-3 Business District.
- B. Warehouses.
- C. Printing and publishing establishments.
- D. Manufacturing and processing establishments of craft nature.

6.5.2 Special Use Permit - The following uses may be permitted in the B-4 Business District with a special use permit:

- A. Public utility facilities.
- B. Animal shelters.
- C. Animal hospitals.

6.5.3 Site Area and Dimension Limitations

- A. Height - The building height shall be no greater than one hundred seventy-five (175) feet above the average street level.
- B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

SECTION 7 - INDUSTRIAL DISTRICTS

- 7.1 INDUSTRIAL DISTRICTS ESTABLISHED - Certain classes of districts, designated respectively by the symbols M or M-1 referred to herein as Industrial or M Districts, are established for the purposes hereinafter set forth.
- 7.2 PURPOSE - The purpose of this article is to provide a district for light industrial uses which have a minimum of environmental pollution in the form of traffic, noise, odors, smoke and fumes, fire and explosion hazard, glare and heat and vibration.
- 7.3 M-1 INDUSTRIAL DISTRICT
- 7.3-1 Permitted uses By right M-1 District - The following uses shall be permitted by right in the M-1 District:
- A. Any use permitted by right in the B-4 Business District.
 - B. Beverage or food processing, packaging and bottling plants.
 - C. Assembly plants.
 - D. Dry cleaning establishments.
 - E. Research and testing laboratories.
 - F. Nurseries.
 - G. Manufacture of rugs, mattresses, pillows, quilts, millinery, hosiery, fabrics, printing, and finishing of textiles and fibers into fabric goods.
 - H. Compounding of cosmetics, toiletries, drugs and pharmaceutical products.
 - I. Dwellings for resident watchmen and caretakers employed on the premises.
 - J. Any light industrial use which will have a minimal adverse impact on surrounding areas on account of smoke, odor, dust, noise or gas.
- 7.3-2 Special Use Permit - The following uses may be permitted with a special use permit in the M-1 District:
- A. Open storage yard.
 - B. Animal shelters.
 - C. Animal hospitals without outside runs.
- 7.3-3 Site Area and Dimension Limitations
- A. Height - The building height shall be no greater than one hundred eighty-five (185) feet above the average street level.
 - B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

7.4 M-2 INDUSTRIAL DISTRICT

7.4-1 Permitted uses By right M-2 District - The following uses shall be permitted by right in the M-2 District:

- A. Any use permitted by right in the M-1 Restricted Industrial District.
- B. Outside storage yards.
- C. Truck terminals.
- D. Animal shelters, boarding or breeding facilities with outside runs or pens.
- E. Animal hospitals.
- F. Grain storage and marketing (Grain elevator).
- G. Fertilizer and chemical sales for agriculture use.

7.4-2 Site Area and Dimension Limitations

- A. Height - The building height shall be no greater than one hundred eighty-five (185) feet above the average street level.
- B. Signs - Signs are permitted as regulated in Section 10 of this Ordinance.

7.5 PROHIBITED USES - The following uses shall be prohibited within the city limits:

- A. Salvage yards.
- B. Junk yards.
- C. Land fills or trash dumps.

SECTION 8 - SPECIAL USE PERMITS

8.1 GENERAL CONSIDERATIONS

8.1-1 Delegation of Power - The Board of Zoning Appeals is hereby authorized to decide whether special use permits shall be granted subject to the general and specific standards contained in this Ordinance; to grant special use permits with such conditions or restrictions as are appropriate to protect the public interest and to secure compliance with this Ordinance; and to deny requests which fail to satisfy the standards and requirements contained herein and which are not in harmony with the purposes and interests of this Ordinance and the health, safety and welfare of the City. The Board of Zoning Appeals shall in no event grant a special use permit where the proposed use is not authorized by the terms of this Ordinance or where the standards of this article are not found to exist.

8.1-2 Conditions and Guarantees - Prior to granting any special use permit, the Board of Zoning Appeals may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special permit use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and conditions contained herein. In all cases in which a special use permit is granted, the Board of Zoning Appeals may recommend and require such evidence and guarantees as may be deemed necessary to insure that the conditions stipulated are being, and will be, fully complied with.

8.2 PROCEDURES

8.2-1 Application - A written application for a special use permit shall be filed with the chairman of the Board of Zoning Appeals and shall include a statement indicating the section of the Ordinance under which the permit is sought, the grounds upon which it is requested and sufficient evidence to show that the use will conform to the standards set forth. The application shall be accompanied by an area map and site plan of the subject property.

8.2-2 Fee - Every application for a special use permit shall be subject to a filing fee of fifty dollars (\$50.00) which is not refundable if the special use permit is not allowed.

8.2-3 Site Plan

A. The site plan shall show:

1. Approximate size and location of all buildings.
2. Access from road or roads.
3. Parking arrangements.
4. Interior drives and any service areas.
5. Landscaped areas.

6. All proposed signs, if any.
- B. Location map showing any development and the zoning of adjacent property within twelve hundred (1200) feet.
- C. The full legal description of the boundaries of said area.
- D. A description of the general character of all buildings.

8.2-4 Hearing - Upon receipt of the formal application and all accompanying material, the chairman of the Board of Zoning Appeals shall set up a Public Hearing for the next scheduled meeting of the Board of Zoning Appeals; provided, however, that the notice must be published in a newspaper of general circulation at least fourteen (14) days prior to the date set for the Public Hearing. The Board of Zoning Appeals shall submit their decision at the close of the Public Hearing.

8.2-5 Findings - In making a recommendation, the Board of Zoning Appeals shall specify the particular grounds relied upon and how their relation to the proposed use conforms with the general standards set forth in this regulation. In no case shall an exception be granted if the proposed use will constitute a nuisance or a public health or safety hazard to adjacent properties or to the City.

8.2-6 Standards for Issuance of Special Use Permits

- A. Before any permit shall be granted, the Board of Zoning Appeals shall make written findings certifying that adequate provisions have been made for the following:
 1. The location and size of the proposed use in relation to the site and to adjacent sites and uses of property, and the nature and intensity of the operations proposed thereon.
 2. Accessibility of the property to police, fire, refuse collection, adequacy of ingress and egress to and within the site, traffic flow and control and the adequacy of parking and loading areas.
 3. Utilities and service, including water, electricity, drainage and septic systems.
 4. The location, nature and height of buildings, walls, fences and other improvements; their relation to adjacent property and any need for buffering or screening.
 5. The general compatibility with adjacent properties, other properties in the district and the general safety, health, comfort and welfare of the City of Adrian.

8.2-7 Additional Conditions for Particular Special Uses - In granting a special use, the Board of Zoning Appeals may impose such conditions, safeguards and restrictions upon the premises to reduce or minimize any potential injurious effect of such special uses upon other property in the area and to carry out the general purpose and intent of these regulations.

- 8.2-8 Permits - A building permit must be purchased through the City Hall before construction of any building in a special use permit.
- 8.2-9 Time Limit - A special use permit shall expire within twelve (12) months upon a Public Hearing, unless a building permit is taken to effectuate such specially permitted uses; or, if no building permit is required for this special use, the evidence of such use is filed with the Board of Zoning Appeals.
- 8.2-10 Abandonment - Once a specially permitted use ceases or is abandoned for a period of more than twelve (12) months, the special use permit shall expire upon Public Hearing or by special decision by the Board of Zoning Appeals after due consideration.

SECTION 9 - ADDITIONAL USE REGULATIONS

9.1 PERFORMANCE STANDARDS FOR ALL USES

- 9.1-1 Applicability - No building permit shall be granted for any use, unless the Zoning Commission shall find that the use shall conform to the standards set forth in this section.
- 9.1-2 Compliance Required - No land or building in any district shall be used or occupied in any manner so as to create any dangerous, injurious, noxious, or otherwise objectionable fire, explosive, or other hazards, including possible potential hazards; noise or vibration; smoke, dust odor or other form of air pollution; heat, cold, dampness, electrical or other substance, condition or element (referred herein as "dangerous or objectionable elements") in such a manner or in such amount as to adversely affect the surrounding area or adjoining premises; provided that any use permitted or not expressly prohibited by in this Ordinance may be undertaken and maintained if it conforms to the regulations of this Section limiting dangerous and objectionable elements at the point of the determination of their existence.
- 9.1-3 Standards Applicable to All Uses - The standards of performance under this Ordinance shall apply uniformly to all uses even though nonindustrial uses are unlikely to be in conflict therewith.
- 9.1-4 Additional Performance Standards - Standards of performance imposed by any other law or ordinance which are not expressly mentioned herein shall also be complied with.
- 9.1-5 Locations Where Determinations Are to be Made for Enforcement of Performance Standards - The determination of the existence of any dangerous and objectionable elements shall be made at the location of the use creating the same and at any points where the existence of such elements may be more apparent (herein referred to as "at any point"); provided, however, that the measurements necessary for enforcement of performance standards set forth in this Section shall be taken at different points in different districts in relation to the establishment or use creating the element being measured (herein referred to as "point of measurement") as follows: in any district twenty-five (25) feet from the establishment or use, or at the property line if closer to the establishment or use.
- 9.1-6 Performance Standards Required - The following provisions, standards and specifications shall apply:
- A. Fire and Explosive Hazards - All activities or storage of inflammable and explosive materials shall be protected with adequate safety devices against the hazard of fire and explosion and adequate fire-fighting and fire-

suppression equipment and devices standard to the industry shall be provided on-site. Burning of waste materials in open fires shall be prohibited at any point unless authorized by permit of the City.

- B. Radioactivity or Electrical Disturbance - No radioactive or electrical activities shall be permitted which adversely affect the operation of any other electronic equipment.

9.2 SIGNS

9.2-1 Application - The regulations set forth in this article or set forth elsewhere in this ordinance and referred to in this article shall apply to all existing signs as well as to new signs and their modification.

9.2-2 Purpose - The purpose of this article is to minimize safety hazards and to facilitate the creation of an attractive and harmonious community through regulation and control of the size, location, height, number and characteristics of signs and any modifications.

9.2-3 Standards

- A. Any establishment may have no more than two signs per major street frontage, and one additional sign for each additional street frontage.
- B. Shopping centers shall be permitted one free standing sign per street frontage.
- C. No sign shall be located in such a manner so as to obstruct free or clear vision, or cause hazards for vehicular, bicycle or pedestrian traffic by reason of location, shape, illumination or color.
- D. The total area of all signs allowed for any building shall not exceed fifty square feet.
- E. No single sign face of any freestanding or projecting sign shall have an area greater than thirty square feet.
- F. No wall sign shall have an area greater than fifty (50) square feet.
- G. No roof sign shall have an area greater than fifty (50) square feet.
- H. No sign shall be erected, replaced or relocated so as to:
 - (1) Prevent free ingress or egress from a required door, window or fire escape, or
 - (2) Obstruct the light or ventilation required by the provisions of this Ordinance or other city ordinances from any window.
 - (3) No advertising or business sign of any kind shall be attached to a standpipe or fire escape.
- I. When exposed incandescent lamps are used to illuminate signs, they shall be equipped with goose neck reflectors or other devices arranged so as to concentrate the illumination upon the area of the sign and prevent glare. Special attention shall be given to illumination so as to avoid glare upon adjoining residential properties.

- J. Signs on marquees for establishments other than theaters shall not exceed twenty square feet on any side or front section of the marquee.
- K. Theater marquees shall not exceed five feet in the vertical dimension.

9.2-4 District Standards

- A. Residential Districts -The following regulations shall apply in the R-1 and R-2 Districts:
 - 1. Residential use: No more than one sign per dwelling unit shall be allowed. The area of such sign shall not be greater than one square foot.
 - 2. Non-residential use - No more than one sign per non-residential building or establishment shall be allowed. The area of such sign shall not be greater than twelve square feet.
- B. Business and Industrial Districts:
 - 1.. The total area of all signs permitted for any establishment permitted in the B-1 District shall not be greater than thirty (30) square feet.
 - 2. The total area of all freestanding and projecting signs permitted for any establishment permitted in the B-2, B-3, M-1 and M-2 Districts shall not be greater than fifty (50) square feet.

9.2-5 Prohibited Signs - The following signs are prohibited within the city unless otherwise stated in this article:

- A. Any sign affixed to, hung, placed, or painted on any other sign, fence, cliff, tree, public utility pole, radio or television or similar tower; provided, that this prohibition shall not affect official traffic, parking or informational signs placed on utility poles by the city government.
- B. Any sign or banner within or across a public right of way, unless specifically approved by the Mayor, Zoning Commission, or its designee.
- C. Any flashing or moving sign, except those officially erected for safety purposes.
- D. Any sign which advertises any activity, business, product or service which is not conducted, produced or sold on the premises where the sign is located. Where the owner or lessor of the premises is seeking a new tenant, signs relating to the activities of the previous tenant, may remain in place for not more than thirty days from the date of vacancy.
- E. Any sign which the Zoning Commission determines to imitate an official traffic sign or signal or conflict with traffic safety needs due to its location, coloring, movement, shape or illumination.

9.2-6 Signs Not Requiring Permit - No permit shall be required for the following signs, if they are installed in compliance with the provisions of this article. All of the following signs may be erected in any of the city zoning districts:

- A. Real estate signs not exceeding six square feet in area which advertise for sale or rental the land or building upon which such signs are located. Such

- signs shall not be illuminated and shall not be more than four feet in height.
- B. Professional name plates not exceeding one square foot in area when placed upon the wall of a building.
- C. Signs not over twenty-five square feet in area identifying municipal or governmental buildings or buildings used for religious purposes, when erected upon the building or land upon which such building is located.
- D. Monumental inscriptions, memorial signs or tablets containing names of persons or buildings or dates of erection, and similar information, when cut into any masonry surface or when constructed of bronze or other noncombustible material.
- E. Signs denoting the architect, engineer or contractor when placed at the construction site. Such signs shall not be illuminated and no such signs shall exceed an area of thirty-two square feet, nor shall they remain standing after construction have been completed.
- F. Traffic, municipal, legal notice, directional, or informational signs; railroad crossing signs, danger, safety, temporary or emergency signs and holiday decorations across a public right of way when authorized by the Mayor, Zoning Commission or its designee.
- G. Temporary directional or informational signs not over six square feet in area. Signs for temporary events, sales or special promotions may be erected not more than one month before the event or activity, and shall be removed within one week of its conclusion. There shall be no more than two such temporary signs per establishment at any time.
- H. Signs designating entrances, exits or conditions of use for parking lots. Such signs shall not exceed six square feet in area.
- I. Subdivision or housing development signs. Such signs shall not exceed six feet in height, twenty-five square feet in area and shall include only the name of the subdivision, housing development or townhouse development.
- J. Signs showing the name and address of the resident, but not to include any commercial advertising and not more than one square foot in area.
- K. Signs regulating on-premises traffic, parking or indicating other functional information such as lavatory facilities or telephone; and signs denoting functions of other sections of a building such as "fabrication," or "office," when less than six square feet in an area and bearing no commercial advertising.
- L. Signs identifying the home occupation or office of the resident, of not more than one square foot in area, and attached to the wall of the building.
- M. "No trespassing" signs of not more than one square foot in area.

9.2-7 Sign Application and Permit

- A. All signs, except those exempt in Section 9.2-6 shall require a sign permit.
- B. It shall be unlawful for any person to erect, structurally alter, rehang or replace any sign or outdoor display structure within the city without first submitting an application for a sign permit to the zoning administrator. Such

application shall specify the type of sign to be constructed and the zoning district in which this sign is to be located and shall be accompanied with plans and specifications showing the location, dimensions, materials and details of construction. The application shall contain the written consent of the owner or lessee of the land or building upon which the sign is to be erected.

- C. A permit shall not be required for the mere changing or painting or the reporting of advertising copy or display matter on signs or theater marquees designed for the use of replaceable Copy, provided such change does not violate the provisions of this ordinance.
- D. The zoning administrator shall not issue a permit for any sign unless it has been determined that the proposed sign is in conformity with the requirements of this article and, if applicable, any approved site plan affecting the property upon which the sign is to be placed.
- E. A fee of five dollars (\$5.00) shall accompany each application and shall be payable to the city clerk.

9.2-8 Maintenance and Removal of Signs - Any sign which is hereafter unlawfully installed, improperly maintained or any non-conforming sign other than billboards where the premises have been vacant for two years or more, shall be taken down and removed by the owner, agent or person having the beneficial use of the building or structure or land upon which such sign may be found, within ten days after written notification to do so from the zoning administrator.

9.3 TOWERS

9.3-1 Standards - All wireless telecommunications towers and antennas must meet or exceed current standards and regulations of the FCC, FAA, and any other agency or department of the federal government with the authority to regulate towers and antennas. These regulations also include radio frequency emissions. If such standards and regulations are changed, then the owners of the towers and antennas governed by this Ordinance shall bring such towers and antennas into compliance with such revised standards and regulations within six (6) months of the effective date of such standards and regulations unless a more stringent compliance schedule is mandated by the controlling federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna at the owner's expense.

9.3-2 Fencing - Towers shall be enclosed by security fencing not less than six (6) feet in height, maintain a locked gate, and be equipped with an appropriate anti-climbing device. Signs shall be posted on each outward face of the fence indicating "No Trespassing", "High Voltage" and any other pertinent information.

9.3-3 Inspection - At least every twelve (12) months, and at other times deemed

reasonable and necessary by the Zoning Commission, the tower shall be inspected by a structural engineer registered in the State of Missouri, who is regularly involved in the maintenance, inspection, and/or erection of communication towers. At a minimum, this inspection shall be conducted in accordance with the tower inspection checklist provided in the Electronics Industries Association (EIA) Standard 222, "Structural Standards for Steel Antenna Towers and Antenna Support Structures." A copy of such inspection report shall be provided to the Zoning Commission.

- 9.3-4 Height and Setback - The maximum height for all wireless telecommunication antenna support structures shall not exceed 300 total feet above ground level. No tower shall be situated within 500 feet of any residential structure. The minimum setback from all adjoining property boundaries shall be equal to one foot of setback for each foot of tower height plus 25 feet.

SECTION 10 - BOARD OF ZONING APPEALS

10.1 COMPOSITION

10.1-1 The Board of Zoning Appeals shall consist of five residents of the city, appointed by the Mayor with approval of the Zoning Commission. Their terms of office shall be for two years each. The secretary of the Board shall notify the Mayor at least thirty (30) days in advance of the expiration of any term of office, and shall also notify the Mayor promptly if any vacancy occurs. Appointments to fill vacancies on the Board shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves. Members of the board shall hold no other public office in the city.

10.1-2 A member whose term expires shall continue to serve until his successor is appointed and qualifies. Any member of the board may be removed for malfeasance, misfeasance or nonfeasance in office or for other just cause by the Zoning Commission, after hearing held after at least fifteen days notice.

10.1-3 The Board of Zoning Appeals shall select one of its members as chairman and one as vice-chairman and one as secretary, who shall serve in such capacity for a term of one year and until their successors have been selected. A majority of the board shall constitute a quorum for the transaction of business.

10.2 POWERS - The Board of Zoning Appeals, in appropriate cases and subject to appropriate conditions and safeguards, shall have the following powers:

10.2-1 Administrative review - To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this ordinance.

10.2-2 Special exceptions - To hear and decide only such special exceptions as the Board of Zoning Appeals is specifically authorized to pass on as described herein; to decide such questions as are involved in determining whether such special exceptions should be granted; and to grant such special exceptions with such conditions and safeguards as are appropriate under this ordinance, or to deny such special exceptions when not in harmony with the purpose and intent of this ordinance;

10.2-3 Variances - To grant, upon appeal in specific cases, such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship; provided, that such variance shall only be granted if the appeal is in harmony with the purposes and intent of this ordinance.

10.2-6 Special Use Permits - The Board of Zoning Appeals shall have the power to grant Special Use Permits as provided in this Ordinance.

10.2-5 Interpretation of district map in relation to actual street layout - To interpret the provisions of this chapter where the street layout actually on the ground, varies from the street layout as shown on the district map made a part of this chapter. These interpretations shall be in harmony with the purposes and intent of this ordinance.

10.2-6 Interpretation of district boundaries - The Board of Zoning Appeals shall have the authority to interpret district boundaries of this ordinance.

10.3 MEETINGS AND RECORDS

10.3-1 Meetings - Meetings of the board shall be held at the call of the chairman, and at such other times as the board may determine. Such chairman, or in his absence, the acting chairman may administer this and compel the attendance of witnesses. The board shall, except in the case of emergency meetings, give notice of its meetings by advertisement in a newspaper of general circulation in the city at least five days prior to the meeting date.

10.3-2 Records and minutes - The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other official actions. All minutes and records shall be immediately filed in the office of the board and shall be a public record.

10.3-3 Reports to council - The Board of Zoning Appeals shall submit a report of its activities to the Zoning Commission at least once each year.

10.4 VARIANCES - The Board of Zoning Appeals may grant a variance upon a written application which demonstrates:

- A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district;
- B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
- C. That the special conditions and circumstances do not result from the voluntary actions of the applicant;
- D. No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
- E. If the Board of Zoning Appeals finds, after hearing, that the conditions

above-enumerated have been satisfied and the board further finds that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure and that granting the variance will be in harmony with the general purposes of this ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare, it may grant the variance. If, for any reason, any of the above findings cannot be made, the board shall deny the petition for a variance. The required findings must be made a Part of the board's order.

10.5 PETITIONS FOR EXCEPTIONS, VARIANCES OR INTERPRETATIONS

10.5-1 Petitions for special exceptions, variances and interpretations may be made by any property owner, tenant, or government official, department, board or bureau. Such petitions shall be made to the zoning administrator in accordance with the requirements of this chapter and the rules of the Board of Zoning Appeals. The petition and accompanying maps, plans or other information shall be transmitted promptly to the secretary of the board, who shall place the matter on the docket.

10.5-2 The Board of Zoning Appeals shall fix a reasonable time for the hearing of the petition, give public notice thereof, as well as due notice to the parties in interest, and decide the same within sixty days.

10.5-3 Hearings before the Board of Zoning Appeals: A party to a hearing may appear in person or by an agent or an attorney.

10.5-4 All parties to any proceeding before the Board of Zoning Appeals shall be notified by certified mail of the decision of the board immediately upon its adoption.

10.5-5 Each appeal to the Board of Zoning Appeals shall be accompanied by a fee of one hundred dollars (\$100.00) to defray the expense of processing such appeal. Such fee shall be paid to the city clerk.

10.6 JUDICIAL REVIEW - Any person or persons jointly or severally aggrieved by any decision of the Board of Zoning Appeals or any taxpayer or any officer, department, board or bureau of the municipality may present to the Circuit Court of Bates County a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within sixty days after the board has rendered its decision. The date of rendition shall be the date on which the board, by vote, makes its ruling and shall not depend on approval, entry or signing of the board's minutes.

SECTION 11 - NONCONFORMING BUILDINGS AND USES

- 11.1 EXISTING NONCONFORMING BUILDINGS AND USES - The lawful use of a building existing at the time of the adoption of this ordinance may be continued, although such use does not conform with the provisions hereof. Such use may be extended throughout the building; provided, that no structural alterations, except those required by law or ordinance, are made therein.
- 11.2 RESTORATION OF A NONCONFORMING BUILDING OR NONCONFORMING USE - No building which is nonconforming or which has a nonconforming use shall be restored, except in conformity with the regulations of this ordinance, after it has been damaged by fire, demolition, explosion, act of God or a public enemy or a combination of these, to the extent that the cost of restoration to the functional use existing prior to the damage exceeds fifty percent of its appraised value determined as if the building were restored.
- 11.3 DISCONTINUATION OF A NONCONFORMING USE - In the event that a nonconforming use of any building or premise is discontinued or its normal operation stopped for a period of one year or more, the use of the same shall thereafter conform to the regulations of the district in which it is located, and other applicable provisions of this ordinance.
- 11.4 ENLARGEMENT OR RECONSTRUCTION OF A NONCONFORMING BUILDING - No nonconforming building, premises, or uses except when required to do so by law or ordinance, shall be enlarged, extended, reconstructed or structurally altered, unless such use is changed to one permitted in the district in which such building or premises is located.

SECTION 12 - AMENDMENTS AND CHANGES.

- 12.1 AUTHORITY - Whenever the public necessity, convenience, general welfare or good zoning practice justifies such action, the Zoning Commission may, by ordinance, change the regulations set forth in this ordinance and may change the zoning districts as established on the district map.
- 12.2 INITIATION OF AMENDMENT - A proposed change of district or text may be initiated by resolution of the Zoning Commission, or by petition of any property owner addressed to the Zoning Commission.
- 12.3 FORM OF APPLICATION - Such applications shall be made in writing and shall be accompanied by a fee of one hundred dollars (\$100.00), except those recommended by the Zoning Commission or Board of Zoning Appeals, and shall contain the proposed language of the zoning ordinance to be inserted, a description and map of the property affected, if affecting a change in the zoning map, together with such other information as they shall require. Such application shall contain, as shown on the most recent Tax Map, the names and addresses of all property owners of the frontage within one thousand (1000) feet to the right or left of the frontage proposed to be changed, and, the owners of the frontage directly opposite, or directly in the rear of the frontage property proposed to be altered.
- 12.4 PROCEDURE - The City Clerk, upon receiving an application for amendment, shall transmit one (1) copy of such application, along with all pertinent data filed therewith, to the following agencies, persons and/or legal entities for their review and written recommendations, protests or comments:
- A. Board of Zoning Appeals.
 - B. Zoning Commission
 - C. All property owners required to be named in the application.
- 12.5 NOTICE OF HEARING - The Zoning Commission shall hold at least one public hearing on such application, fifteen (15) days notice of the time and place of which shall be published by the City Clerk in at least one newspaper having general circulation within the City. Notice of such hearings should also be posted by the applicant at least fifteen (15) days in advance thereof in at least four (4) conspicuous places within the City. Applicant shall file an affidavit verifying the posting of such notice of public hearing with the City Clerk prior to the date of such hearing. Such affidavit should indicate the contents and location of all notices posted by the applicant.
- 12.6 HEARING ON APPLICATION - The Zoning Commission shall hold a public hearing on each application for an amendment at such time and place as shall be established by the Zoning Commission. The hearing shall be conducted and a record of such proceedings shall be preserved in such a manner as the Zoning Commission shall, by rule, prescribe from time to time. Such hearing may be adjourned from time to time.

- 12.7 FINDINGS OF FACT AND RECOMMENDATIONS OF THE BOARD OF ZONING APPEALS -The Board of Zoning Appeals and all governmental agencies to whom the application has been submitted shall submit recommendations to the Zoning Commission within sixty (60) days after the close of the public hearing and any adjournment thereof. Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the Board of Zoning Appeals shall also make findings based upon the evidence presented to it in each specific case with respect to the following matters and shall submit same to the Zoning Commission simultaneously with its recommendations:
- A. Existing uses of property within the general area of the property in question.
 - B. The zoning classification of property within the general area of the property in question.
 - C. The suitability of the property in question to the uses permitted under the existing zoning classifications.
 - D. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.
 - E. If the Board of Zoning Appeals or any governmental agency or a property owner to whom the application has been submitted fails to submit recommendations to the Zoning Commission within sixty (60) days after the close of the public hearing and any adjournment thereof, it shall be deemed to have been approved by those failing to so act.

12.8 ACTION BY ZONING COMMISSION

- 12.8-1 The Zoning Commission shall not act upon a proposed amendment to this Ordinance until it shall have received a written report and recommendation from the Board of Zoning Appeals on the proposed amendment except as hereinafter provided.
- 12.8-2 The Zoning Commission may grant by order or may deny any application for an amendment, provided, however, that in the case of written protest against any proposed change or amendment, signed and acknowledged by the owners of twenty percent (20%) of the frontage within one thousand (1,000) feet to the right or left of the frontage proposed to be changed, or by the owners of twenty percent (20%) of the frontage directly opposite, or directly in the rear of the frontage proposed to be changed, or by the owners of twenty percent (20%) of the frontage directly opposite, or directly in the rear of the frontage proposed to be altered, such amendment may not be passed, except by the favorable vote of all members of the Zoning Commission.

12.8-3 If an application for a proposed amendment is not acted upon finally by the Zoning Commission within ninety (90) days of the date upon which such application is received by the Zoning Commission, it shall be deemed to have been denied.

SECTION 13 - VIOLATIONS AND PENALTIES

13.1 VIOLATIONS, CHARACTER OF - The following conduct is hereby declared to be unlawful:

- A. Violation of any provision of this ordinance or of any regulation adopted pursuant to authority conferred by it;
- B. Failure to comply with the provisions, requirements, conditions or standards contained in any approved site plan, grading plan, excavation plan or clearing plan or in any special permit, building permit, occupancy permit, variance or certificate of appropriateness;
- C. Procurement of any amendment or any required permit, certificate or approval through misrepresentation of any material fact.

13.2 PENALTY

13.2-1 Any person violating any provision of this ordinance commits an offense against the ordinances of the City of Adrian, Missouri. Each day such violation continues shall constitute a separate offense. Each offense may be prosecuted in any of the following ways:

- A. Failure to obey this ordinance shall be grounds for the termination of all utility service to the property that is in violation of the ordinance. All utility companies in the City shall, as a condition of their franchise, agree to discontinue utility service to an affected property upon directions from the City of Adrian. The City of Adrian may likewise discontinue any utility service to property that is in violation of this ordinance. Notice of termination of utility service shall be sent to the affected utilities and to the property owner simultaneously. The property owner may obtain a stay of any order of termination of utility service upon posting a \$500 performance bond, which shall serve as a stay of the termination of utility service for thirty (30) days. At the end of the thirty (30) days, the \$500 bond shall be forfeited to the city and the stay shall go into effect. Successive stays with successive \$500 deposits are possible.
Upon posting of a stay, the property owner shall be entitled to a hearing before the zoning enforcement officer on the question of whether or not the property is in violation of the zoning ordinance. This hearing shall be conducted in accordance with the Administrative Procedure Act of the State of Missouri. The zoning enforcement officer shall hear the case. The city attorney shall present the City's evidence that the property is in violation of the ordinance. The property owner shall submit any evidence in rebuttal. The decision of the zoning enforcement officer shall be final and conclusive, save that the property owner may appeal that decision under the provisions of the State Administrative Procedure Act to the Circuit Court of Bates County, provided that it is done within thirty (30) days of the decision of the hearing officer.

- B. Any violation of the zoning order will be prosecuted as an offense in the Municipal Court of Adrian. Each property owner, each occupant of the property and each agent or manager of the property managing same for the benefit of an owner or occupant shall be individually responsible for compliance with this ordinance and each such person may be prosecuted in the Municipal Court for permitting the property to be used in violation of this ordinance. The offense of violating the ordinance shall not require *mens rea*, and this shall be an offense of absolute liability.
- C. The City of Adrian, Missouri may go to the appropriate Circuit Court and obtain injunctive relief against the owner(s), occupant(s) or agent(s) of owner(s) and/or occupant(s) for violating this ordinance. Such injunctive relief may include an order that the property be brought into conformance with the zoning ordinance, requirement of the posting of a performance bond to ensure that the property becomes in compliance with the zoning ordinance, and a requirement that the defendants pay the legal fees of the City of Adrian in enforcing its zoning ordinance.

SECTION 14 - ENFORCEMENT

14.1 PERMITS AND LICENSES

14.1-1 General - Every department and employee of the City authorized to issue permits or licenses affecting the use or occupancy of land or of a building or structure shall comply with the provisions of this Ordinance. If the proposed use or occupancy of any building or structure for which a permit or license is sought conforms with this Ordinance in all respects, the application therefor may be approved as to zoning. Any such permit or license hereafter issued contrary to the provisions of this Ordinance shall be void.

14.1-2 Prior Permits - Where a building permit for a building or structure has been issued in accordance with law prior to the effective date of this Ordinance, and provided that construction is begun within 60 days of such effective date and diligently prosecuted to completion, said building or structure may be completed in accordance with the approved plans on the basis of which the building permit has been issued, and further may, upon completion, be occupied under a zoning certificate for the use for which originally designated.

14.2 ZONING CERTIFICATION

14.2-1 Requirement - Written certification that drawings comply with the requirements of this Ordinance shall be made by the Zoning Administrator prior to the issuance of a building permit for every building or structure erected or moved into any zoning district with the following exceptions:

- A. A building of a non-industrial character, owned and occupied by the City or other governmental agency; but not including a storage garage, machine shop, corporation yard or incinerator;
- B. Publicly owned park, playground, golf course;
- C. Lawful minor accessory uses, not requiring any other permit or license;
- D. Lawful signs of a type for which no building permit or sign permit is required.

14.2-2 Certification - Such written certification shall be recorded on a suitable form or may be included on a Building Permit Application Form and shall include the zoning district, required setbacks and any provisions or conditions established by the Zoning Administrator relating to the use of the property for which a Building Permit Application is made including but not limited to those set forth in any approval of a Special Use Permit or a Variance.

14.2-3 Records - Certification by the Zoning Administrator together with all notations and required information shall be made a part of the permanent records of the City.

SECTION 15 - EFFECTIVE DATE

15.1 Date - This ordinance, including the zoning district map of the city, designated "district map," and dated February 4, 1991, together with all subsequent amendments, shall become effective as a new zoning ordinance on 7th day of September, 1999.

READ THREE TIMES, PASSED AND APPROVED THIS 7th DAY OF September, 1999.

James Becke
Mayor

ATTEST:

Barbara Bloomfield
CITY CLERK

THIS ORDINANCE APPROVED BY THE Mayor THIS 7th DAY OF September, 1999.

James Becke
Mayor

ATTEST:

Barbara Bloomfield
CITY CLERK

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