

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, MARCH 10, 2020
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations

7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
16. New Business

1. **C.B. 20-07** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and CDL Electric of Pittsburg, Kansas for lighting improvements and upgrades at City Hall. (Public Works)
2. **C.B. 20-08** – An Ordinance adopting and amending APPENDIX H (Signs) of the International Building Code/2006. (Public Works)
3. **C.B. 20-09** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and G&G Construction Co. Inc., of Carthage, Missouri for the River Street Widening and Storm water Improvements project in an amount not to exceed \$241,016.14. (Public Works)
4. **C.B. 20-10** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and Sprouls Construction, Inc., of Lamar, Missouri for Storm water Improvement projects in an amount not to exceed \$207,240.00. (Public Works)
5. **C.B. 20-11** – An Ordinance vacating a portion of an alley running North (from approximately 286 feet to 460 feet) off Centennial Street between Grand Avenue and Clinton Street, between 1429 S Clinton and 1500 Grand Avenue in Carthage Miscellaneous Addition, in the City of Carthage, Missouri. (Public Works)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1896** – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. (Public Safety)

19. Closing Comments

20. Executive Session

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
February 25, 2020

The Carthage City Council met in regular session on the above date at 6:30 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: David Armstrong, Mike Daugherty, Ceri Otero, Alan Snow, Darren Collier, Kirby Newport, Ed Barlow, Juan Topete, James Harrison, and Ray West. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the February 11, 2020 Council Meeting. Motion carried unanimously.

Mr. Snow reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for March 9.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims.

Mr. Harrison reported the Public Safety Committee met on February 24. The CWEP Tower to Tower 5K and Fun Run will be held on Saturday, May 9th beginning at 8:00 a.m. Mr. Harrison made a motion, seconded by Mr. Armstrong, to approve the request by CWEP for the help of the Carthage PD with street crossings at Main Street and Fairview and also River Street and Fairview. Motion carried.

Mr. Topete reported the Public Services Committee met on February 18. Bids for the fireworks display were reviewed and will be presented in C.B. 20-06. Mr. Topete made a motion, seconded by Mr. Daugherty, to approve road closures at Kellogg Lake for Kids Fishing Day to be held June 13 from 8:00 a.m. to noon. Motion carried. Contracts with different organizations for use of parks and facilities of the City of Carthage were discussed. Many are outdated and need to be addressed to ensure clarity and to address cost recovery. New contracts will be prepared that address these issues. Proposals for the Parks & Recreation Master Plan ranged from \$89,000 to \$133,000. A selection committee comprised of the Mayor, Public Services Committee Chair and Vice Chair, Juan Topete and James Harrison, City Administrator Tom Short and Parks & Recreation Director Mark Peterson will review the proposals with interviews beginning on March 1.

Mr. Daugherty reported the Public Works Committee is between meetings with the next meeting scheduled for March 3.

Special Committee and Board Liaison reports were given by Mr. Topete for the Carthage Kellogg Lake Board and Carthage Tree Board, Mr. Collier for the Carthage Water and Electric, Ms. Otero for the Carthage Humane Society, Harry S Truman Coordinating Council, and Jasper County Commissioners, Mr. Armstrong for the Powers Museum Board, and Mr. Barlow for the Planning, Zoning and Historic Preservation.

During Reports of Council Members, Mr. Snow and Mr. West thanked all for their help and support during their absence.

Fire Chief Roger Williams reported on a recent video showing how quickly a house fire had spread, noting the importance of having an escape plan in place and smoke detectors.

Public Works Director Zeb Carney reported on meetings with Schreiber representatives regarding site plans, a job opening at the recycling center, meetings regarding the Jasper County Sheriff expansion project, and the opening of Oriental Express.

Parks & Recreation Director Mark Peterson reported on the Parks Master Plan interview process.

City Administrator Tom Short reported on the following: a lot split and an agreement with Schrieber's will appear on the next council agenda, progress on the McGrath compensation study, 2021 FY budget progress, and the City Administrator's report included in the packet.

The Committee on Claims filed a report in the amount of \$422,979.65 against the following funds: General Revenue \$45,677.13, Public Health \$141,073.06, Public Safety \$2,216.85, Parks/Stormwater \$22,693.50, Fire Protection \$7,467.99, Golf \$1,992.94, Capital Improvements \$18,323.50, Public Facilities \$23,583.50, and Payroll \$159,951.18. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under Old Business, Mr. Daugherty made a motion, seconded by Ms. Otero to reconsider C.B. 19-43. Motion carried. C.B. 19-43 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Butterball LLC., for installation of a recommended 5 foot wide crosswalk at 411 N Main St., Carthage, Missouri was discussed due to changes made by Butterball to the agreement. Mr. Harrison made a motion, seconded by Mr. Daugherty, to send the C.B. and agreement back to committee for additional review. Motion carried.

C.B. 20-02 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or

marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 20-03.

C.B. 20-03 – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021 was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 20-04.

C.B. 20-04 – An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations was placed on second reading followed by a roll call vote of 4 yeas and 6 nays. Ayes: Barlow, Harrison, Otero, Topete. Nays: Armstrong, Collier, Daugherty, Newport, Snow and West. The Council Bill failed.

C.B. 20-05 – An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 20-05.

Under New Business, C.B. 20-06 – An Ordinance authorizing the Mayor to enter into a contract with Riverside Fireworks LLC for fireworks display for the July 4, 2020, July 4, 2021 and July 4, 2022 celebration in the amount not to exceed \$44,850.00 was placed on first reading with no action taken.

During closing remarks, Mr. Daugherty extended his condolences to the Snow and Rife families, Mr. Newport expressed his desire to conduct a Mock Council Meeting in conjunction with Student Council Day, and Mr. Barlow thanked first responders for what they do.

Mr. West made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:11 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

***NEW
BUSINESS***

COUNCIL BILL NO. 20-07

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and CDL Electric of Pittsburg, Kansas for lighting improvements and upgrades at City Hall.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute a Contract between the City of Carthage, Missouri and CDL Electric of Pittsburg, Kansas for lighting improvements and upgrades at City Hall, which Contract is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF March _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk



one company many solutions

ALTERNATIVE ENERGIES DIVISION

cdlsolution.com

2/26/2020

OWNER INFORMATION		CONTRACTOR INFORMATION	
NAME	Zeb Carney	COMPANY	CDL Electric Co., Inc.
ADDRESS	836 Grant Street	ADDRESS	1308 N Walnut
CITY, STATE, ZIP	Carthage, MO, 64836	CITY, STATE, ZIP	Pittsburg, KS 66762
PHONE	417-237-7003	PHONE	620-231-6420 FAX 620-231-6421
EMAIL	z.carney@carthagemo.gov	EMAIL	info@cdl-electric.com
PROJECT NAME	Carthage City Hall LED Retrofit	COMPLETION DATE	May 31, 2020

SCOPE OF WORK

For an itemized breakdown of material, labor, and scope of work, please see attached documents.

NOT INCLUDED

Drywall patching and repair, ceiling tile repair or placement, scaffoldings construction or placement, night and weekend hours, carpet cleaning, painting or touch-up. Also not included, reworking of electrical circuits if required. If more fixture are needed to complete subject project, they will be added as an extra to overall project.

ACKNOWLEDGE ADDENDA

COMPANY PROPOSAL

Retrofit of light fixtures in Carthage City Hall as specified in the request for proposal provided by the City of Carthage.	\$ 15,308.00
TOTAL	\$ 15,308.00
<i>Payment Due Upon Completion of Project</i>	TAX INCLUDED <input type="radio"/> YES <input checked="" type="radio"/> NO

Thank you for this opportunity.

Sincerely,

Zack Osborn
 CDL Electric Co., Inc
 Manager Alternative Energy Solutions
 620-363-0824
 zack.osborn@cdl-electric.com

LEGAL NOTICE: All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Acceptance of Proposal - the above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance: _____

Authorized Signature: _____

Note: this proposal may be withdrawn if not accepted within 30 days.

An ordinance adopting and amending APPENDIX H (Signs) of the International Building Code/2006.

Section I: The publication known as the International Building Code/2006 Appendix H, as published and by the International Code Council, Inc. and amended is hereby adopted for the control, installation, and placement of signs herein provided; and each and all of the regulations, provisions, penalties, conditions, amendments, and terms of said Appendix H are hereby referred to, adopted, and made part hereof as fully set out in ordinance, with additions, insertions, deletions, and changes, prescribed in Section III of this ordinance.

Section II: That the International Building Code/2000 Appendix Hand all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section III:

Section H101.2 DELETE: 1. Painted nonilluminated signs.

Section H104 DELETE: Identification (complete section)

Section H107.1.3 DELETE: Area Limitations (complete Section)

Section H110.4 DELETE: Height of open signs (complete section)

Section H110.5 DELETE: Height of closed signs (complete section)

Section H113 DELETE: Marquee signs (complete section)

Section H106.1 DELETE: ICC and INSERT: NEC

Section H106.2 DELETE: ICC and INSERT: NEC

Section H107.1.2 DELETE: 200 square feet INSERT: 120 square feet

Section H109.1 DELETE: greater than 100 feet (30,480 mm) INSERT: 45 feet

Section H110.3 DELETE: solid INSERT: Roof

Section H110.3 DELETE: having a solid surface

Section H109 INSERT: H109.4 Ground signs shall be permitted only when they advertise products or services sold on the premises on which said sign is located; when they advertise products or services sold by the owner of the ground sign; or when they display directions or advertise information about public places; historic homes; historic sites; historic districts; historic museums; municipal buildings; and hospitals, etc.

H109.5 Ground signs with two (2) faces or less shall not have more than 120 square feet per face, except those located along four lane divided, limited access highways. Ground signs located along said highways shall not have more than 200 square feet per face.

H109.6 Ground signs with multiple faces constructed on either side or on the same side of uprights or supports shall not have more than 120 square feet per side.

H109.7 Ground signs having three (3) or four (4) faces attached to the same upright or supports at the same elevation shall not have more than 50 square feet per face. Message board areas which are 60 square feet or less that are located on the same uprights or supports of any ground sign, shall not be considered to be part of the sign face. Message board areas of more than 60 square feet located on the same uprights or supports shall not be allowed.

H109.8 No more than one (1) ground sign shall be allowed for commercial or non-commercial premises on which said signs are located, unless said premises lie adjacent to more than one city street, county highway, state highway, or federal highway. No more than one (1) additional ground sign shall be allowed in such cases.

SECTION IV: This Ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS __ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

APPENDIX H

SIGNS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

SECTION H101 GENERAL

H101.1 General. A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices. Signs and sign support structures together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

H101.2 Signs exempt from permits. The following signs are exempt from the requirements to obtain a permit before erection:

1. Temporary signs announcing the sale or rent of property.
2. Signs erected by transportation authorities.
3. Projecting signs not exceeding 2.5 square feet (0.23 m²).
4. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

SECTION H102 DEFINITIONS

H102.1 General. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the *International Building Code* for general definitions.

COMBINATION SIGN. A sign incorporating any combination of the features of pole, projecting and roof signs.

DISPLAY SIGN. The area made available by the sign structure for the purpose of displaying the advertising message.

ELECTRIC SIGN. A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

GROUND SIGN. A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this code.

POLE SIGN. A sign wholly supported by a sign structure in the ground.

PORTABLE DISPLAY SURFACE. A display surface temporarily fixed to a standardized advertising structure which is regularly moved from structure to structure at periodic intervals.

2006 INTERNATIONAL BUILDING CODE

PROJECTING SIGN. A sign other than a wall sign, which projects from and is supported by a wall of a building or structure.

ROOF SIGN. A sign erected upon or above a roof or parapet of a building or structure.

SIGN. Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification as set forth in this chapter.

SIGN STRUCTURE. Any structure which supports or is capable of supporting a sign as defined in this code. A sign structure is permitted to be a single pole and is not required to be an integral part of the building.

WALL SIGN. Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

SECTION H103 LOCATION

H103.J Location restrictions. Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation.

SECTION H104 IDENTIFICATION

H104.1 Identification. Every outdoor advertising display sign hereafter erected, constructed, maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation owning and maintaining such sign and shall have affixed on its front thereof the permit number issued by the building official for said sign or other method of identification approved by the building official.

SECTION H105 DESIGN AND CONSTRUCTION

H105.1 General requirements. Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses.

H105.2 Permits, drawings and specifications. Where a permit is required, as provided in Chapter 1, construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

H105.3 Wind load. Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16.

H105.4 Seismic load. Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16.

H105.6 Working stresses. In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16. The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

Exception s:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23.
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys, or steel.

H105.6 Attachment. Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.

SECTION H106 ELECTRICAL

H106.1 Illumination. A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of the NEC IEC Electrical Code. Any open spark or flame shall not be used for display purposes unless specifically approved.

H106.1.1 Internally illuminated signs. Except as provided for in Sections 402.14 and 2611 where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 120 square feet (11.16 m²) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet (11.16 m²) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard (678 g/m²) and that, when tested in accordance with NFPA

701, meets the fire propagation performance requirements or both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time

of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

H106.2 Electrical service. Signs that require electrical service shall comply with the NEC IEC Electrical Code.

SECTION H107 COMBUSTIBLE MATERIALS

H107.1 Use of combustibles. Wood, approved plastic or plastic veneer panels as provided for in Chapter 26, or other materials of combustible characteristics similar to wood, used for moldings, cappings, nailing blocks, letters and latticing, shall comply with Section H109.1, and shall not be used for other ornamental features of signs, unless approved.

H107.1.1 Plastic materials. Notwithstanding any other provisions of this code, plastic materials which burn at a rate no faster than 2.5 inches per minute (64 mm/s) when tested in accordance with ASTM D 635 shall be deemed approved plastics and can be used as the display surface material and for the letters, decorations and facings on signs and outdoor display structures.

H107.1.2 Electric sign faces. Individual plastic facings of electric signs shall not exceed ~~200~~ square feet (18.6 m²) in area.

H107.1.3 Area limitation. If the area of a display surface exceeds ~~200~~ square feet (18.6 m²), the area occupied or covered by approved plastics shall be limited to 200 square feet (18.6 m²) plus 50 percent of the difference between 200 square feet (18.6 m²) and the area of display surface. The area of plastic on a display surface shall not in any case exceed ~~1,100~~ square feet (102 m²).

H107.1.4 Plastic appurtenances. Letters and decorations mounted on an approved plastic facing or display surface can be made of approved plastics.

SECTION H108 ANIMATED DEVICES

H108.1 Fail-safe device. Signs that contain moving sections or ornaments shall have fail-safe provisions to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15 inches (381 mm). The fail-safe devices shall be in addition to the mechanism and the mechanism's housing which operate the movable section or ornament. The fail-safe device shall be capable of supporting the full dead weight of the section or ornament when the moving mechanism releases.

SECTION H109 GROUND SIGNS

H109.1 Height restrictions. The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not

Be erected to a height of ~~greater than 100 feet 45 feet~~ above the ground. Greater heights are permitted where

approved and located so as not to create a hazard or danger to the public.

H109.2 Required clearance. The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

H109.3 Wood and masonry supports. Where wood anchors or supports are embedded in the soil, the wood shall be pressure treated with an approved preservative.

H109.4 Ground signs shall be permitted only when they advertise products or services sold on the premises on which said sign is located; when they advertise products or services sold by the owner of the ground sign; or when they display directions or advertise information about public places; historic homes; historic sites; historic districts; historic museums; municipal buildings; and hospitals, etc.

H109.5 Ground signs with two (2) faces or less shall not have more than 120 square feet per face, except those located along four lane divided, limited access highways. Ground signs located along said highways shall not have more than 200 square feet per face.

H109.6 Ground signs with multiple faces constructed on either side or on the same side of uprights or supports shall not have more than 120 square feet per side.

H109.7 Ground signs having three (3) or four (4) faces attached to the same upright or supports at the same elevation shall not have more than 50 square feet per face. Message board areas which are 60 square feet or less that are located on the same uprights or supports of any ground sign, shall not be considered to be part of the sign face. Message board areas of more than 60 square feet located on the same uprights or supports shall not be allowed.

H109.8 No more than one (1) ground sign shall be allowed for commercial or non-commercial premises on which said signs are located, unless said premises lie adjacent to more than one city street, county highway, state highway, or federal highway. No more than one (1) additional ground sign shall be allowed in such cases.

SECTION H110 ROOF SIGNS

H110.1 General. Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept free and insulated therefrom. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports

thereof. No portion of any roof sign structure shall project beyond an exterior wall.

Exception: Signs on flat roofs with every part of the roof accessible.

H110.2 Bearing plates. The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

H110.3 Height of Roof solid signs. A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

H110.4 Height of open signs. Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

H110.5 Height of closed signs. A closed roof sign shall not be erected to a height greater than 50 feet (15240 mm) above the roof of buildings of Type 1 or Type 2 construction nor more than 35 feet (10668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

SECTION H111 WALL SIGNS

H111.1 Materials. Wall signs which have an area exceeding 40 square feet (3.72 m²) shall be constructed of metal or other approved noncombustible material, except for nailing rails and as provided for in Sections H106.1.1 and H107.1.

H111.2 Exterior wall mounting details. Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

H111.3 Extension. Wall signs shall not extend above the top of the wall, nor beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

SECTION H112 PROJECTING SIGNS

H 112.1 General. Projecting signs shall be constructed entirely of metal or other noncombustible material and securely attached to a building or structure by metal supports such as bolts, anchors, supports, chains, guys or steel rods. Staples or nails shall not be used to secure any projecting sign to any building or structure. The dead load of projecting signs not parallel to the building or structure and the load due to wind pressure shall be supported with chains, guys or steel rods having net cross-sectional dimension of not less than $\frac{3}{8}$ inch (9.5 mm) diameter. Such supports shall be erected or maintained at an angle of at least 45 percent (0.78 rad) with the horizontal to resist the dead load and at angle of 45 percent (0.78 rad) or more with the face of the sign to resist the specified wind pressure. If such projecting sign exceeds 30 square feet (2.8 m²) in one facial area, there shall be provided at least two such supports on each side not more than 8 feet (2438 mm) apart to resist the wind pressure.

H112.2 Attachment of supports. Supports shall be secured to a bolt or expansion screw that will develop the strength of the supporting chains, guys or steel rods, with a minimum 5/8-inch (15.9 mm) bolt or lag screw, by an expansion shield. Turn buckles shall be placed in chains, guys or steel rods supporting projecting signs.

H112.3 Wall mounting details. Chains, cables, guys or steel rods used to support the live or dead load of projecting signs are permitted to be fastened to solid masonry walls with expansion bolts or by machine screws in iron supports, but such supports shall not be attached to an unbraced parapet wall. Where the supports must be fastened to walls made of wood, the supporting anchor bolts must go through the wall and be plated or fastened on the inside in a secure manner.

H112.4 Height limitation. A projecting sign shall not be erected on the wall of any building so as to project above the roof or cornice wall or above the roof level where there is no cornice wall; except that a sign erected at a right angle to the building, the horizontal width of which sign is perpendicular to such a wall and does not exceed 18 inches (457 mm), is permitted to be erected to a height not exceeding 2 feet (610 mm) above the roof or cornice wall or above the roof level where there is no cornice wall. A sign attached to a corner of a building

and parallel to the vertical line or such corner shall be deemed to be erected at a right angle to the building wall.

H112.5 Additional loads. Projecting sign structures which will be used to support an individual on a ladder or other servicing device, whether or not specifically designed for the servicing device shall be capable of supporting the anticipated additional load, but not less than a 100-pound (445 N) concentrated horizontal load and a 300-pound (1 334 N) concentrated vertical load applied at the point of assumed or most eccentric loading. The building component to which the projecting sign is attached shall also be designed to support the additional loads.

**SECTION H113
MARQUEE SIGNS**

H113.1 Materials. Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1 and H107.1.

H113.2 Attachment. Marquee signs shall be attached to approved marquees that are constructed in accordance with Section 3106.

H113.3 Dimensions. Marquee signs, whether on the front or side, shall not project beyond the perimeter of the marquee.

H113.4 Height limitation. Marquee signs shall not extend more than 6 feet (1829 mm) above, nor 1 foot (305 mm) below sub-marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2438 mm).

**SECTION H114
PORTABLE SIGNS**

H114.1 General. Portable signs shall conform to requirements for ground, roof, projecting, flat and temporary signs where such signs are used in a similar capacity. The requirements of this section shall not be construed to require portable signs to have connections to surfaces, tie-downs or foundations where provisions are made by temporary means or configuration of the structure to provide stability for the expected duration of the installation.

TABLE 4-A
SIZE, THICKNESS AND TYPE OF GLASS PANELS IN SIGNS

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (Inches)	TYPE OF GLASS
Any dimension (Inches)	Area (square Inches)		
30	500	1/8	Plain, plate or wired
45	700	3/16	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
> 144	> 3,600	1/4	Wired glass

For SI: 1 inch = 25.4 mm 1 square inch = 645.16 mm²

TABLE 4-B
THICKNESS OF PROJECTION SIGN

PROJECTION (feet)	MAXIMUM THICKNESS (feet)
5	2
4	2.5
3	3
2	3.5
1	4

For SI: 1 foot = 304.8 mm

**SECTION H115
REFERENCED STANDARDS**

ASTM D 635-03	Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position	H 107.1.1
ICC EC-06	ICC Electrical Code	H 106.1, H 106.2
NFPA 701-99	Methods of Fire Test for Flame Propagation of Texts and Films	H 106.1.1

An ordinance adopting and amending APPENDIX H (Signs) of the International Building Code/2006.

Section I The publication known as the International Building Code/2006 Appendix H, as published and by the International Code Council, Inc. and amended is hereby adopted for the control, installation, and placement of signs herein provided; and each and all of the regulations, provisions, penalties, conditions, amendments, and terms of said Appendix H are hereby referred to, adopted, and made part hereof as fully set out in ordinance, with additions, insertions, deletions, and changes, prescribed in Section III of this ordinance.

Section II That the International Building Code/2000 Appendix H and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section III

Section H101.2 DELETE: 1. Painted nonilluminated signs.

Section H104 DELETE: Identification (complete section)

Section H107.1.3 DELETE: Area Limitations (complete Section)

Section H110.4 DELETE: Height of open signs (complete section)

Section H110.5 DELETE: Height of closed signs (complete section)

Section H113 DELETE: Marquee signs (complete section)

Section H106.1 DELETE: ICC and INSERT: NEC

Section H106.2 DELETE: ICC and INSERT: NEC

Section H107.1.2 DELETE: 200 square feet INSERT: 120 square feet

Section H109.1 DELETE: greater than 100 feet (30,480 mm) INSERT: 45 feet

Section H110.3 DELETE: solid INSERT: Roof

Section H110.3 DELETE: having a solid surface

Section H109 INSERT: H109.4 Ground signs shall be permitted only when they advertise products or services sold on the premises on which said sign is located; when they advertise products or services sold by the owner of the ground sign; or when they display directions or advertise information about public places; historic homes; historic sites; historic districts; historic museums; municipal buildings; and hospitals, etc.

H109.5 Ground signs with two (2) faces or less shall not have more than 120 square feet per face, except those located along four lane divided, limited access highways. Ground signs located along said highways shall not have more than 200 square feet per face.

H109.6 Ground signs with multiple faces constructed on either side or on the same side of uprights or supports shall not have more than 120 square feet per side.

H109.7 Ground signs having three (3) or four (4) faces attached to the same upright or supports at the same elevation shall not have more than 50 square feet per face. Message board areas which are 60 square feet or less that are located on the same uprights or supports of any ground sign, shall not be considered to be part of the sign face. Message board areas of more than 60 square feet located on the same uprights or supports shall not be allowed.

H109.8 No more than one (1) ground sign shall be allowed for commercial or non-commercial premises on which said signs are located, unless said premises lie adjacent to more than one city street, county highway, state highway, or federal highway. No more than one (1) additional ground sign shall be allowed in such cases.

COUNCIL BILL NO. 20-09

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and G&G Construction Co. Inc., of Carthage, Missouri for the River Street Widening and Storm water Improvements project in an amount not to exceed \$241,016.14.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute a Contract between the City of Carthage, Missouri and G&G Construction Co. Inc., of Carthage, Missouri for the River Street Widening and Storm water Improvements project in an amount not to exceed \$241,016.14, pursuant to bid specifications and recommendation, which Contract is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF September _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

THIS AGREEMENT, made this ____ day of _____, 2020, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and G & G Construction Co., Inc. doing business as (an individual), or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of River Street Widening and Stormwater, Carthage, Missouri.

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within ninety (90) calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.

5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Two Hundred Forty-One Thousand Sixteen and 14/100 Dollars (\$241,016.14).

6. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) Invitation to Bid
- (B) Instructions to Bidders
- (C) Bid
- (D) Bid Bond
- (E) Agreement Form
- (F) Notice of Award
- (G) Notice to Proceed
- (H) Performance Bond
- (I) Payment bond
- (J) General Conditions of Contract
- (K) Supplementary Conditions
- (L) Specifications prepared by Anderson Engineering, Inc. and dated February, 2020.
- (M) Drawings prepared by Anderson Engineering, Inc. and dated February, 2020.
- (N) Addenda

No. <u>1</u>	dated <u>February 12</u>	<u>20 20</u>
No. <u>2</u>	dated <u>February 14</u>	<u>20 20</u>
No. <u>3</u>	dated <u>February 24</u>	<u>20 20</u>
No. _____	dated _____	<u>20__</u>
No. _____	dated _____	<u>20__</u>

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Curtis Garner
(Please Type or Print)

Name _____

Title President

NOTICE OF AWARD00501

TO: G & G Construction Co., Inc.
P.O. Box 863
Carthage, Missouri 64836

PROJECT Description: River Street Widening & Stormwater, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated February 5, 2020 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Two Hundred Forty-One Thousand Sixteen and 14/100 Dollars (\$241,016.14).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the _____ day of _____ 20____.

By _____

Title _____

NOTICE TO PROCEED.....00502

TO: G & G Construction Co., Inc.
P.O. Box 863
Carthage, Missouri 64836

DATE: _____

PROJECT: River Street Widening and Stormwater

You are hereby notified to commence WORK in accordance with the Agreement dated _____, 2020, on or before _____, 2020, and you are to complete the WORK within ninety (90) calendar days thereafter. The date of completion of all WORK is therefore _____, 2020.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by _____

this the ____ day of _____, 20 ____

By _____

COUNCIL BILL NO. 20-10

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and Sprouls Construction, Inc., of Lamar, Missouri for Storm water Improvement projects in an amount not to exceed \$207,240.00.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute a Contract between the City of Carthage, Missouri and Sprouls Construction, Inc., of Lamar, Missouri for Storm water Improvement projects in an amount not to exceed \$207,240.00, pursuant to bid specifications and recommendation, which Contract is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF March _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

THIS AGREEMENT, made this ____ day of _____, 2020, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and Sprouls Construction, Inc. doing business as (an individual), or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of 1) College Avenue Curb and Stormwater; 2) Highland Avenue to St. Louis Avenue Drainage Improvements; 3) Airport Drive to Gene Taylor Drive Storm Sewer Improvements; and 4) 4th and Maple Streets Storm Sewer Improvements, Carthage, Missouri.

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within sixty (60) calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.

5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Two Hundred Seven Thousand Two Hundred Forty and 00/100 Dollars (\$207,240.00).

6. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) Invitation to Bid
- (B) Instructions to Bidders
- (C) Bid
- (D) Bid Bond
- (E) Agreement Form
- (F) Notice of Award
- (G) Notice to Proceed
- (H) Performance Bond
- (I) Payment bond
- (J) General Conditions of Contract
- (K) Supplementary Conditions
- (L) Specifications prepared by Anderson Engineering, Inc. and dated February, 2020.
- (M) Drawings prepared by Anderson Engineering, Inc. and dated February, 2020.
- (N) Addenda

No. <u>1</u>	dated <u>February 12</u>	<u>20 20</u>
No. <u>2</u>	dated <u>February 18</u>	<u>20 20</u>
No. <u>3</u>	dated <u>February 24</u>	<u>20 20</u>
No. <u>4</u>	dated <u>February 25</u>	<u>20 20</u>
No. _____	dated _____	<u>20</u> _____

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Dwight Sprouls
(Please Type or Print)

Name _____

Title President

NOTICE OF AWARD00501

TO: Srouls Construction, Inc.
397 W. Hwy DD
Lamar, Missouri 64759

PROJECT Description: College Avenue Curb and Stormater, Highland Avenue to St. Louis Avenue Drainage Improvements, Airport Drive to Gene Taylor Drive Storm Sewer Improvements and 4th and Maple Streets Storm Sewer Improvements, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated February 5, 2020 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Two Hundred Seven Thousand Two Hundred Forty and 00/100 Dollars (\$207,240.00).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20_____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the _____ day of _____, 20_____.

By _____

Title _____

NOTICE TO PROCEED.....00502

TO: Sprouls Construction, Inc.
397 W. Hwy. DD
Lamar, Missouri 64759

DATE: _____

PROJECT: College Avenue Curb and Stormwater, Highland Avenue to St. Louis Avenue Drainage Improvements, Airport Drive to Gene Taylor Drive Storm Sewer Improvements and 4th and Maple Streets Storm Sewer Improvements, Carthage, Missouri

You are hereby notified to commence WORK in accordance with the Agreement dated _____, 2020, on or before _____, 2020, and you are to complete the WORK within sixty (60) calendar days thereafter. The date of completion of all WORK is therefore _____, 2020.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by _____

this the ____ day of _____, 20 ____

By _____

COUNCIL BILL NO. 20-11

ORDINANCE NO. _____

An Ordinance vacating a portion of an alley running North (from approximately 286 feet to 460 feet) off Centennial Street between Grand Avenue and Clinton Street, between 1429 S Clinton and 1500 Grand Avenue in Carthage Miscellaneous Addition, in the City of Carthage, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: That the a portion of an alley running North (from approximately 286 feet to 460 feet) off Centennial Street between Grand Avenue and Clinton Street, (that portion specifically between 1429 S Clinton and 1500 Grand Avenue) in Carthage Miscellaneous Addition, in the City of Carthage, Missouri is hereby vacated. The City is to retain a utility easement on and through the vacated alleyway in the same dimensions and size as the current alley.

SECTION II: This Ordinance shall take effect and be in force from and after its passage and approval.

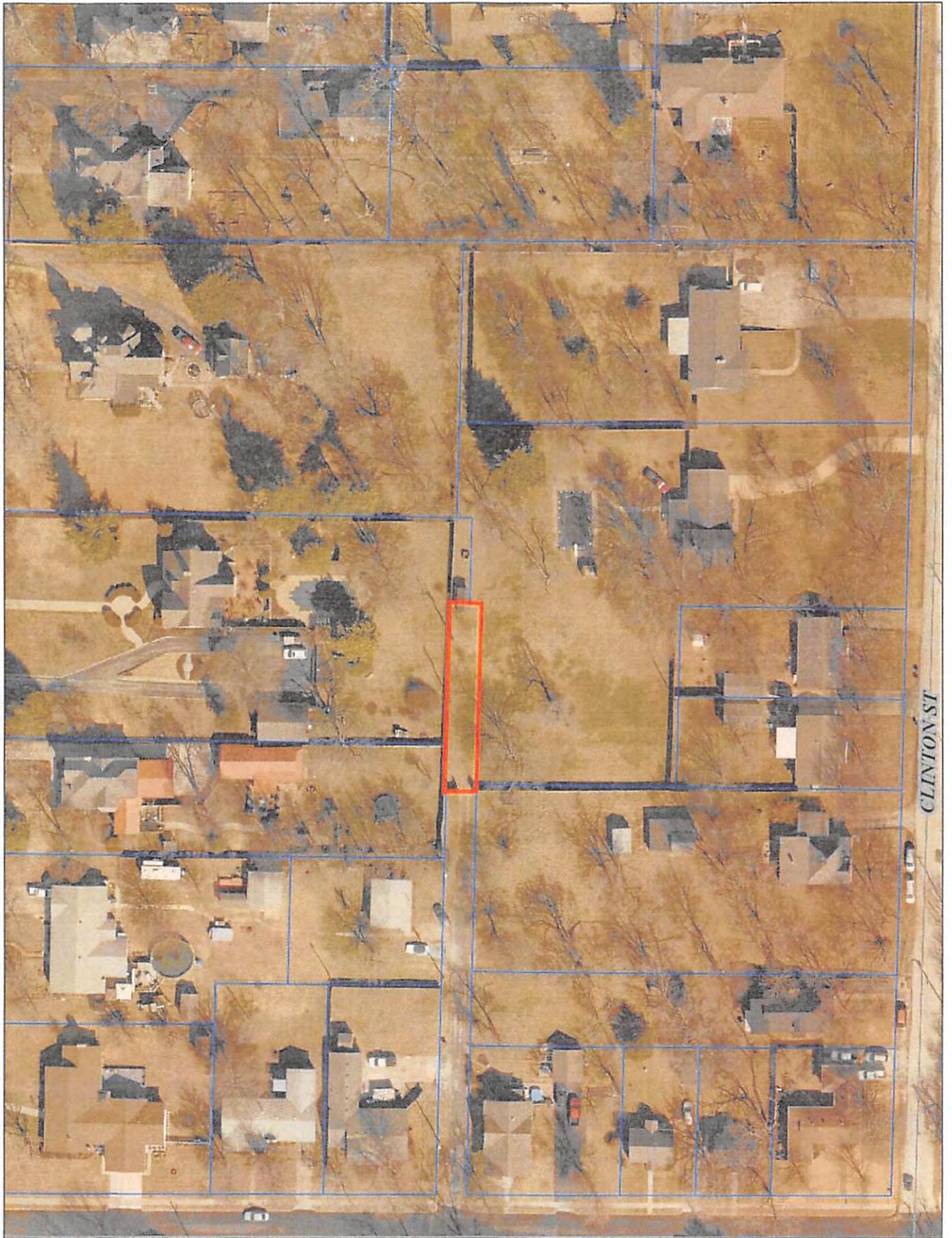
PASSED AND APPROVED THIS __ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee



CLINTON ST

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1896

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donations or grants on the resources of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the City accepts a Grant from the Jasper County **Law Enforcement Sales Tax Grant Board** (LEST) for the Police Department in the amount of \$23,625 for: ODET fees, (2) pole cameras and (12) portable radios.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Safety Committee

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be on-going costs associated with the operations of the equipment which will be handled through the Police Department's operating budget.

MINUTES
STANDING
COMMITTEES

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
THURSDAY, FEBRUARY 25, 2020
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Kirby Newport and Ed Barlow.

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the February 11, 2020 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Staff Reports:** Ms. Cox reported on a Wellness Training Program she attended along with Michael Miller. Mr. Short reported worker's compensation renewal rates had been received and are 1% higher than the previous year. Mr. Short has been speaking with Beimdiek Insurance Agency regarding the future of health insurance rates, and a 10% increase in health insurance costs will be incorporated into the 2021 FY Budget.
2. **Committee Member Remarks:** Committee members discussed the need for Niki Cloud, CVB Director, to come to the next CIAC meeting to discuss the CVB plan/vision going forward, and address questions regarding financials.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:20 PM. Motion carried 4-0.

Traci Cox
City Clerk

City of Carthage



Public Safety Committee – Minutes

Meeting Date: February 24, 2020

Meeting Location: City Hall

Call to Order: Chairman Harrison

Time Called to Order: 5:30pm

Attendance:

Chairman Harrison, Councilman Collier, Councilman Newport, Councilman Snow, Chief Williams, Chief Dagnan, Morgan Housh

OLD BUSINESS

Councilman Collier made the motion to accept the minutes from the previous meeting as written. Motion passed.

CITIZEN PARTICIPATION

1. Meagan Milliken from Carthage Water & Electric was not present to discuss the Tower 2 Tower 5K & Fun Run. CW&E will be hosting the run in honor of Drinking Water Week. This event will take place on Saturday May 9th at 8:00am. This is the third year and will be ran the same as last year. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview. Councilman Newport made a motion to send to the acceptance of the Tower 2 Tower 5K & Fun Run council contingent upon getting adequate details for the motion. Motion passed.
2. Abi Almandinger was not present. This will be added to the March agenda.

NEW BUSINESS

1. Staff reports
 - a. Fire
 - i. E621 (Engine at Station 2) has had new LED lighting put on it and is adding more emergency details to the back.
 - ii. CFD has had some interviews and looking at new hires
 - iii. CFD has had a few tragic accidents that have been very difficult for the staff
 - iv. The CFD is working with a company HGAC with purchasing larger items
 - v. The CFD will be tearing down the training house, west of Station 1, before long
 - b. Police
 - i. The CPD is finishing up their End of Year report

ADJOURNMENT – Councilman Newport made a motion to adjourn. Motion passed.

Next Meeting Date: March 23, 2020

Next Meeting Location: Carthage City Hall – Upstairs Conference Room

Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
THURSDAY, FEBRUARY 25, 2020
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Kirby Newport and Ed Barlow.

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the February 11, 2020 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Staff Reports:** Ms. Cox reported on a Wellness Training Program she attended along with Michael Miller. Mr. Short reported worker's compensation renewal rates had been received and are 1% higher than the previous year. Mr. Short has been speaking with Beimdiek Insurance Agency regarding the future of health insurance rates, and a 10% increase in health insurance costs will be incorporated into the 2021 FY Budget.
2. **Committee Member Remarks:** Committee members discussed the need for Niki Cloud, CVB Director, to come to the next CIAC meeting to discuss the CVB plan/vision going forward, and address questions regarding financials.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:20 PM. Motion carried 4-0.

Traci Cox
City Clerk

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"



03-03-20 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, Ceri Otero, David Armstrong, Ray West

Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Julie Tilley, Public Works Dept

Citizens: John Patrick, Ed Barlow, Michael Banes, Seth Thompson, Abi Almandinger, Craig Diggs

The Public Works Committee meeting was called to order at 5:36 p.m. by Chairman Mike Daugherty.

A motion was made by Ceri Otero to accept the minutes from the February 4, 2020 Committee meeting. All ayes, motion passed.

Citizen Participation: None.

Old Business: None.

New Business:

Consider and discuss alley vacation between 1429 S Clinton and 1500 S Grand. Steve Beimdiek and Treva Parks have requested vacation of alley. Currently there are utilities in place and easements will remain in effect. After discussion, Ceri Otero made a motion to forward to Council for approval. All ayes, motion carried.

Consider and discuss adopting amendments and changes to the 2006 IBC Appendix H. Zeb presented the document with the proposed edits and updates to reflect what the department is currently using for signage guidelines. After discussion, David Armstrong made a motion to forward to Council for approval. All ayes, motion carried.

Consider and discuss contract between City and CDL Electric for lighting improvements and upgrades at City Hall. Bids were opened on February 26th for this project. The budgeted amount listed was at \$25,000. CDL Electric submitted the low bid of \$15,308 and no cents. After discussion, David Armstrong made a motion to approve. All ayes, motion carried.

Consider and discuss a contract between City and G&G Construction for road widening and stormwater improvements along west side of River between George E Phelps Blvd. and Fir Road. Bids were opened on February 26th for this project. The engineer's estimate listed was at \$283,000. City budgeted amount for this project was \$418,548. Engineer's and city staff recommendation is to accept the low bid of \$241,016.14 submitted by G&G Construction. After

discussion, Ceri Otero made a motion to approve the bid submitted by G&G Construction. All ayes, motion carried.

Consider and discuss a contract between City and Sprouls Construction on various stormwater improvements – College Avenue curb and stormwater, Highland Avenue to St. Louis drainage improvements, and Airport Drive to Gene Taylor Drive storm sewer improvements. Bids were opened on February 26th for these projects. The engineer's estimate listed was at \$217,000. Sproul's Construction submitted the low bid of \$207,240 and no cents. Engineer's and city staff recommendation is to accept the low bid of \$207,240 and no cents submitted by Sproul's Construction. After discussion, Ceri Otero made a motion to approve the bid submitted by Sproul's Construction. All ayes, motion carried.

Other Business:

Discuss letter from Anderson Engineering regarding engineering and survey services for Vaughn Company, Inc for a proposed subdivision located south of Chapel Estates. Zeb gave a brief timeline of a discussion with a developer about the proposed project. Vaughn has asked Anderson Engineering to do the civil engineering for the project. The property is currently out of city limits but is in the process of annexing into the city. Per contract, Anderson is required to ask permission to do engineering work for project work like this in city limits.

Prior to the meeting, Zeb spoke with Jason at Anderson Engineering and another developer who is working on a project east of town on Airport Drive has also requested Anderson to do civil work for their project. After discussion, David Armstrong made a motion to amend the letter for approval of engineering services requested by Anderson Engineering to include both projects and forward to Council for approval. All ayes, motion carried.

Citizen Participation: (not on Agenda) – John Patrick of 1002 Durward Hall addressed the committee to make them aware of a sidewalk project he feels would be appropriate along River Street north of Airport Drive to Fairview Avenue. Students coming from the areas of Wendy Lane, Ridgecrest Ave and Lillie Drive are walking in the right of way in the grass toward the High School, which in his opinion is not an ideal situation. After discussion, the committee thanked Mr. Patrick for bringing this to their attention and assured Mr. Patrick that they would continue looking into it.

Abi Almandinger made an inquiry to the availability of a list of condemned properties and if those properties are being monitored by anyone on a regular basis. After some clarification between unfit and condemned properties and general follow up practices by public works code officials, she further clarified her inquiry to include any monitoring by police. Zeb advised that Chief Dagnan would be the one to answer her questions.

Staff Reports:

Zeb reported on the following:

Zeb gave a summary of the 5 year Capital Projects for Public Works, Street Department and Public Health that he has been discussing with Tom for the upcoming budget process. Zeb gave an update on the status of canvassing the Historic District with Bill Smith to evaluate the

structures and boundaries overall. Jason Shelfer contacted Zeb about a house on Maple Street. The property has been posted since 2013. Zeb and staff re-inspected, utilities were pulled and the 'Unfit' posting was re-issued. Attempts to meet with the owner to get them some help are ongoing. Zeb met with Scott Clayton from Habitat for Humanity to discuss several properties they are trying to get projects moving forward. Zeb met with the County about the Jail project, he also met with Schreiber's to discuss their upcoming project and finally, Zeb reported on completing the Census map updates.

Tom reported on the following:

Tom made mention of the impact that our weather has made on current capital projects, delaying many of those. At the next Council meeting the Vacca project annexation is expected to be finalized; parameters are being discussed in a memorandum of understanding about improvements at Hazel/49. Tom gave an update on the Governor's cost share project. The Governor's office has sent notification that the city has been awarded funds for the cost share roundabout project located at Russell Smith Way. The scope of the project has changed and it is unknown at this time if this will affect the cost share.

Ceri Otero made a motion to adjourn the meeting at 7:15 p.m. All ayes, motion carried.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

***AGENDAS
STANDING
COMMITTEES***

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE
March 3, 2020
5:30 PM
CITY HALL
326 GRANT STREET
2ND FLOOR CONFERENCE ROOM

-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None

NEW BUSINESS

1. Consider and discuss a council bill for an alley vacation between 1429 S Clinton and 1500 S Grand Avenue, North of Centennial.
2. Consider and discuss adopting amendments and changes to the 2006 International Building Code Appendix H.
3. Consider and discuss a contract between the City of Carthage and CDL Electric for lighting improvements and upgrades at City Hall.
4. Consider and discuss a contract between the City of Carthage and G & G Construction for road widening and stormwater improvements along the west side of River Street between George E Phelps Boulevard and Fir Road.
5. Consider and discuss a contract between the City of Carthage and Sprouls Construction on various stormwater improvements – College Avenue curb and stormwater, Highland Avenue to St Louis drainage improvements, and Airport Drive to Gene Taylor Drive storm sewer improvements.

OTHER BUSINESS

1. Discuss letter from Anderson Engineering regarding engineering and surveying services for Vaughn Company, Inc. for a proposed subdivision located directly south of Chapel Estates.

STAFF REPORTS - Zeb Carney & Tom Short

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: 2/28/2020

BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, MARCH 09, 2020

5:30 P.M.

COUNCIL CHAMBERS, CITY HALL

326 GRANT ST., CARTHAGE, MISSOURI

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

NEW BUSINESS

1. Consider and discuss Five-Year Capital Improvement Program (CIP) 2021-2025.
2. Consider and discuss acceptance of 2020 Jasper County Law Enforcement Sales Tax (LEST) Grant.
3. Consider and discuss a Resolution Amending the 2019 - 2020 Annual Operating and Capital Budget for the City of Carthage.
4. Staff Reports.
5. Other Business.

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OF 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

March 10, 2020

5:00 PM

Carthage City Hall

Council Chambers

AMENDED AGENDA

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss CVB reporting and financials.
2. Staff Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted _____

*AGENDAS
SPECIAL
COMMITTEES
AND BOARDS*

MEETING NOTICE

CARTHAGE TREE BOARD

DATE: TUESDAY, March 3, 2020

TIME: 4:00 PM

LOCATION: CARTHAGE PARKS DEPARTMENT
MUNICIPAL PARK
720 ROBERT ELLIS YOUNG DRIVE
CARTHAGE, MO 64836

TENTATIVE AGENDA

1. Finalize plan for Arbor Day April 3, 2020
2. Set next meeting date and adjourn

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

By: _____

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417-358-0483

COMMISSION AGENDA
MARCH 3, 2020
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PRAYER
 - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ◊ **Tony Moehr-Jasper County Health Department-Request for Allocating the Storm Water Grant Funds.**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◊ **Appoint Ted Easley to the Developmental Disability Resources Board of Jasper County.**
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421
NOTICE POSTED FEBRUARY 28, 2020 AT 4:00 P.M. (RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, March 9, 2020 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM

612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

CORRESPONDENCE

**Department Head - Fire District Board Report
2020**

January			
Type of Incident	District	City	Total
Residential Structure Fire	0	0	0
Commercial Structure Fire	0	0	0
Vehicle Fire	3	0	3
Natural Cover Fire	3	6	9
Motor Vehicle Accident	5	6	11
Medical Call	20	78	98
Hazardous Materials	0	1	1
Automatic/Mutual Aid	3	0	3
Miscellaneous	10	25	35
Total Month to Date:	44	116	160
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	46	109	155

February			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	0	0	0
Vehicle Fire	0	0	0
Natural Cover Fire	1	2	3
Motor Vehicle Accident	11	9	20
Medical Call	13	52	65
Hazardous Materials	0	1	1
Automatic/Mutual Aid	3	0	3
Miscellaneous	7	24	31
Total Month to Date:	37	90	127
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	129	308	437

March			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	212	507	719

April			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	295	706	1001

May			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	378	905	1283

June			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	461	1104	1565

**Department Head - Fire District Board Report
2020**

July			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	544	1303	1847

August			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	627	1502	2129

September			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	710	1701	2411

October			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	793	1900	2693

November			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	876	2099	2975

December			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	81	206	287
Previous Month to Date:	83	199	282
Previous Year to Date:	959	2298	3257

2020 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	0	0	0
Vehicle Fire	3	0	3
Natural Cover Fire	4	8	12
Motor Vehicle Accident	16	15	31
Medical Call	33	130	163
Hazardous Materials	0	2	2
Automatic/Mutual Aid	6	0	6
Miscellaneous	17	49	66
Total:	81	206	287

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.