

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, NOVEMBER 8, 2016
7:30 P.M. – COUNCIL CHAMBERS**

1. Invocation
2. Pledge of Allegiance
3. Calling of the Roll
4. Reading and Consideration of Minutes of Previous Meeting
5. **Citizens Participation Period**
(Each person addressing the Council shall state his/her name, address and organization or firm represented, if any, and is limited to no more than five (5) minutes. The time may also be extended by the Mayor if deemed necessary. All remarks during citizen's participation period should be made to the chair (Mayor). Once a person has had their say on a particular issue they are not permitted to once again speak on the issue.)
6. Report of Standing Committees
7. Report from Special Committees and Board Liaisons
8. Mayor's Report
9. Miscellaneous Reports of Officers of the City
10. Report of Claims Committee
11. Old Business
12. New Business
13. Mayor's Appointments
 - Third Ward Council Member – Jim Irwin
 - Standing Committee and Board Liaison Appointments
 - Police & Fire Pension Committee
 - Carthage Tree Board
14. Resolutions
 1. **Resolution 1790** – A Resolution providing authorization of appropriation of funds from the annual operating and capital budget of the City of Carthage, Missouri. (Budget Ways and Means)

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

**MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
October 25, 2016**

The Carthage City Council met in regular session on the above date at 7:30 P.M. in the City Hall Council Chambers with Mayor J. Michael Harris presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Jim Swatsenbarg, Juan Topete, Larry Chapin, Tim Shields, Mike Daugherty, Dan Rife, Darren Collier, Brady Beckham and Jason T.A. Shelfer. 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 Director Alan Bull and City Clerk Traci Cox.

Mr. Chapin made a motion, seconded by Mr. Swatsenbarg, to approve the minutes of the October 11, 2016 Council Meeting. Motion carried.

During Citizen's Participation Period: Brandon Lewis, 303 W. Centennial, expressed concerns over CB 16-44 not addressing the definition of recreational off-highway vehicles or the permitting process for them. He asked the council to consider safe and lawful use of UTV's on the road.

Mr. Swatsenbarg reported the Budget, Ways and Means Committee was between meetings with the next meeting scheduled for November 14.

Mr. Shelfer reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. An emergency purchase of a traffic controller device was also discussed.

Mr. Rife reported the Public Safety Committee met on October 17. Mr. Rife made a motion, seconded by Mr. Beckham, to approve the route and street closures for the Christmas parade to be held December 5 beginning at 7:00 p.m. Motion passed. Mr. Rife made a motion, seconded by Mr. Chapin, to approve the Run Through the Lights on December 15 beginning at 6:30 p.m. Motion passed. The UTV Ordinance was also discussed with no action taken at the meeting.

Mr. Beckham reported the Public Services Committee was between meetings with the next meeting scheduled for November 7.

Mr. Shelfer reported the Public Works Committee met on October 18. A lot split on the south side of Elk Street east of Grand Ave. and a Sidewalk Improvement Project were approved and sent to council.

Special Committee and Board Liaison reports were given by Mr. Swatsenbarg for the Carthage Water & Electric Plant, Harry S Truman Coordinating Council, and the Planning and Zoning Board, and Mr. Shelfer for the Carthage Chamber of Commerce, the Jasper County Commissioners' Meeting, and the Police and Fire Pension Committee.

Mayor Harris reported the Maple Leaf Parade was the best one he had been to and thanked everyone in the City for their hard work. He congratulated the football team, soccer team and girls volleyball team on their championships and encouraged everyone to attend the football game on Friday. He also attended a meeting at the Carthage Middle School with Governor Nixon present to discuss the recent award of a SEMA/FEMA grant for construction of a tornado shelter.

City Attorney Nate Dally stated he had been working with the Public Works Department to complete demolition of the house on Howard Street.

Police Chief Dagnan discussed the Maple Leaf Parade and credited Mark Elliff and the Chamber of Commerce and everyone in the city for their hard work to make it a success. He also reported the employee Health Fair will be held on November 4.

Fire Chief Williams reported the fireworks display for Maple Leaf went well. The Fire Department crew has been busy with extra training.

Parks Director Alan Bull reported the Maple Leaf Carnival went well. He also noted asphalt work has been completed in the parks.

City Administrator Tom Short also commented on the hard work that had gone into the Maple Leaf festivities. He reported on the following: a meeting with Beimdiek Insurance regarding health insurance renewal rates which aren't expected to increase, attendance at a Vision Carthage meeting, completion of the Taxi audit with two deficiencies being addressed, meetings with Mark Elliff and prospective buyers at Myers Park, Mark Elliff's attendance at MHDC where three projects were submitted on behalf of Carthage including the MBL project, attendance at ICMA and MML Conferences, meetings with MoDOT regarding the Highway 96 bridge, TAC meeting regarding intersection grants at Fairlawn and Elk, participation in exit interviews with city auditing firm and DNR regarding Region M grant, meetings on finalizing hospital sale, meetings with Fire Chief regarding donation of property to the city, meetings with the Parks Director and Golf Pro Shop regarding point-of-sale software, a meeting with the Police and Fire Pension Committee, and a round-table meeting with Representative Billy Long.

The Committee on Claims filed a report in the amount of \$628,654.52 against the following funds: General Revenue \$104,534.00, Public Health \$345,454.94, Parks/Stormwater \$3,943.31, Public Safety \$63.49, Golf Course \$12,547.31, and Payroll \$162,111.47. Mr. Shelfer made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, CB 16-44 – an Ordinance to add Section 23-641 of the Carthage

Code to define recreational off-highway vehicles as defined in the Missouri Revised Statutes was placed on second reading followed by a roll call vote of 9 yeas and no nays. Bill passed.

CB 16-45 – an Ordinance amending the Purchasing Manual of the City of Carthage by adding a new Appendix I regarding Federal Transit Administration programs was placed on second reading followed by a roll call vote of 9 yeas and no nays. Bill passed.

CB 16-46 – an Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Missouri Highway and Transportation Commission providing for a Municipal Agreement for J7P2228F and J7P2228G was placed on second reading followed by a roll call vote of 9 yeas and no nays. Bill passed.

CB 16-47 – an Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2016 – 2017 was placed on second reading followed by a roll call vote of 9 yeas and no nays. Bill passed.

There was no new business to discuss.

Mr. Shelfer made a motion, seconded by Mr. Chapin, to approve Resolution 1787, a Resolution expressing support of the City of Carthage's application for funds through MoDOT's Transportation Alternative (TAP) Program and authorizing the submission of an application relating to the Proposed Long Range Citywide Sidewalks Improvements Project, Phase III. Resolution passed.

Mr. Rife made a motion, seconded by Mr. Collier, to approve Resolution 1788, a Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to city policy. Resolution passed.

Mr. Daugherty made a motion, seconded by Mr. Swatsenbarg, to approve Resolution 1789, a Resolution of the City Council of the City of Carthage approving a staff recommendation granting an administrative lot split for property located at south side of Elk Street east of Grand Ave, Carthage, Missouri. Resolution passed.

Mr. Shelfer made a motion, seconded by Mr. Chapin, to adjourn the regular session of the Council meeting. Motion carried and meeting adjourned at 8:02 PM.

J. Michael Harris, Mayor

Traci Cox, City Clerk

***OLD
BUSINESS***

***NEW
BUSINESS***

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

November 2016

Third Ward Council Member

Jim Irwin

Special Committees and Board Liaisons

Committee on Insurance, Audit and Claims – Jim Irwin (replacing Darren Collier)

Public Service Committee – Jim Irwin

Budget Ways & Means Committee – Darren Collier

Kellogg Lake Board – Jim Irwin

Library Board – Jim Irwin

Mercy-McCune Brooks Hospital Board – Jim Irwin

Police & Fire Pension Committee

2 Year Term – 6 Members – Meets on Call – UMB Bank

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Neel Baucom	358-2105	308 W. Chesnut St	06/24/1980	Nov 2018
David Myers	358-8512	401 W. Chestnut St	11/25/2014	Nov 2018
Jason Martin	358-1633	310 W. Fourth St	11/25/2014	Nov 2018

Carthage Tree Board

3 Year Term – 5 Members – Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Anne Stocker	622-1780	1046 Sophia	11/12/2013	Nov 2019

RESOLUTIONS

RESOLUTION NO. 1790

A RESOLUTION PROVIDING AUTHORIZATION OF APPROPRIATION OF FUNDS FROM THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, the City of Carthage has, by ordinance, adopted its Annual Operating and Capital budget for the fiscal year ending June 30, 2017; and

WHEREAS, the City periodically needs to adjust its Annual Operating and Capital budget for a variety of business related reasons; and

WHEREAS, the necessity of conducting City business in an efficient and timely manner sometimes does not lend itself to amending the budget by ordinance; and

WHEREAS, an ordinance amending the budget will be presented for Council consideration prior to the end of the fiscal year; and

WHEREAS, the Budget Ways & Means Committee has, or will consider all requested budget adjustments prior to Council consideration of an ordinance amending the budget.

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 Council hereby authorizes a supplemental appropriation of funds from the City's Annual Operating and Capital budget for the fiscal year ending June 30, 2016 as follows, and directs that a budget adjustment ordinance be prepared and submitted to the Council for future action:

1. **Capital Improvements Sales Tax Fund:** to reflect a supplemental appropriation of up to \$39,000 to the Capital Projects line item for the purchase of property located at 421 West Chestnut Street Carthage, MO. from the Capital Improvements Sales Tax Fund's Committed and unallocated Fund Balance.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

J. Michael Harris, Mayor

ATTEST:

Traci Cox, City Clerk

MINUTES
STANDING
COMMITTEES

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY OCTOBER 25, 2016
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Jason Shelfer, Mike Daugherty, Tim Shields, and Dan Collier.

OTHER COUNCIL MEMBERS:

OTHERS PRESENT: Finance Officer Maria Gutierrez-Fisher, Mayor J. Michael Harris, City Administrator Tom Short, and City Clerk Traci Cox

Chairman Jason Shelfer called the meeting to order at 4:45 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Collier, the minutes of the October 11, 2016 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Daugherty.

NEW BUSINESS:

Staff Reports:

Mr. Short discussed the emergency purchase (\$8,200) of a controller that was unable to be repaired.

Mr. Harris invited the committee to visit his office to look at an antique phone on display.

Other Reports: None

ADJOURNMENT: Mr. Shields made a motion to adjourn at 4:57 PM. Motion carried 4-0.

Maria Gutierrez-Fisher
Finance Officer

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

CWEP

BOARD MEETING MINUTES

October 27, 2016

The Carthage Water & Electric Plant Board met in regular session Thursday, October 27, 2016, at 4:00 p.m. at the CW&EP Office, 627 W Centennial, Carthage, MO.

Board:

Brian Schmidt - President
 Ron Ross - Vice President
 Pat Goff - Secretary
 Jim Swatsenbarg - Liaison

Neel Baucom - Member
 Danny Lambeth - Member
 G. Stephen Beimdick - Member

Staff:

Chuck Bryant - General Manager
 Cassandra Ludwig - General Counsel
 Jason Peterson - Director IT & Broadband
 Brian Potter - Director of Power Delivery

Jason Choate - Water Services Director
 Kelli Nugent / CFO
 Kevin Emery - Director of Power Supply
 Susan Wendleton - Administrative Assistant

President Schmidt called the meeting to order at 4:00 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Baucom and seconded by Lambeth to approve the minutes of the regular meeting of August 25, 2016, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Goff to approve disbursements for August in the amount of \$3,340,616.65 passed unanimously.

A motion by Lambeth and seconded by Goff to approve disbursements for September in the amount of \$2,869,502.98 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent reviewed financials for August showing a consolidated net income of \$619,359 compared to budget of \$524,575. A motion by Baucom and seconded by Lambeth to approve the August financial statement passed unanimously.

September financials showed a consolidated net income of \$797,639 compared to budget of \$1,134,171. A motion by Ross and seconded by Baucom to approve the

actuals for the year.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF HEALTH INSURANCE RENEWAL

Administrative Assistant Wendleton reviewed the proposal from Cox Health Insurance for renewing the existing plan at a 3% average increase. She outlined with the Board the method they have authorized in the past on calculation of premiums. Tobacco users pay 25% of the cost of their premiums. Any coverage beyond employee only is calculated by reducing that amount by cost of employee only, with CWEP subsidizing that balance at 50%. Practices formerly approved by the Board pertaining to retiree health insurance require retirees to meet a list of criteria including 20 years of employment. Retirees are then allowed to remain on the plan paying a rate of 15% more than the base to partially offset plan costs until reaching Medicare eligibility. CFO Nugent explained that retiree health insurance is considered an Other Postemployment Benefit and will require an actuarial report to be done for audit purposes that shows the long-term liability of the Utility in accordance with GASB 45.

Wendleton noted her gratitude for the employees and their cooperation in trying to manage health insurance costs by participating in wellness and also considering costs when making choices from ER to doctor office to directly connecting with physician through Skype-type technology.

A motion by Lambeth and seconded by Baucom to approve the renewal of the current Cox Partners 90% plan and previously approved cost-split practices passed with Beimdiek abstaining from the vote.

CONSIDERATION OF BIDS FOR CABLE PLOW

General Manager Bryant and Director of Power Delivery Potter explained the process of a vibratory cable plow with trencher attachment with uses in both distribution and technical departments. Rental of this unit has proved its value and resulted in positive feedback from customers pertaining to less land disturbance. A single bid of \$43,056 was received on this item which was budgeted at \$45,000.

A motion by Ross and seconded by Beimdiek to accept the bid proposal of Vermeer Great Plains Inc in the amount of \$43,056 for a Vermeer vibratory cable plow passed unanimously.

CONSIDERATION OF BIDS FOR TRACK LOADER

General Manager Bryant and Director of Power Delivery Potter reviewed the sole bid for a compact track loader with debris package from Fabick Cat of Joplin. This skid steer type unit will have the ability to clear some right-of-way as well as cause less damage than a back hoe when working on some projects. Budgeted at \$120,000, the proposal including extended warranty was \$117,525.

A motion by Goff and seconded by Beimdiek to accept the bid proposal of \$117,525 for a Cat 299D2 XHP Compact Track Loader with debris package and extended warranty passed unanimously.

STAFF REPORTS

General Manager Bryant updated the Board on various meetings attended. He suggested the Board take note of new street lights recently completed on the inside of the Carthage Square, thanking Distribution crews for their work on that project. He also thanked Customer Relations Manager Meagan Milliken and Power Plant and Distribution Personnel for their leadership in activities during recent Public Power Week.

Director of Power Delivery Potter reviewed system average duration index charts and demonstrated a fault indicator that is helpful in locating an outage more quickly in some instances.

General Manager Bryant noted two upcoming retirements: Jane Hummel – Office Manager and Susie Campbell – Billing Coordinator, recognizing the positive impact these women have had on the Utility.

Administrative Assistant Wendleton shared positive comments from families and Columbian Elementary staff after CWEP personnel shared not only lunch, but recess with 3rd graders at the school.

BOARD MEMBER COMMENTS: None.

At 5:24 p.m. the meeting adjourned.

President – Brian Schmidt

Secretary – Pat Goff

MINUTES
CARTHAGE TREE BOARD

November 2, 2016
5:15 P.M.
Park Department Office

Tree Board Members Present; Cody Smith, Anne Stocker and Ed Browning.
Tree Board members absent; Justin Baucom and Dale Hopp.
Non-Members Present; Alan Bull, Brian Potter, Jon Skinner and Larry Chapin.

Meeting was called to order at 5:27.

A) Consider and discuss possible changes to City Tree Ordinance – Ms. Stocker explained she had found her notes from last year and handed them out to all members. The Board went through each item discussing possible changes. The Board discussed at length the possibility of having trees planted to replace trees removed during construction or repairs. It was discussed on whether it should be stem for stem or use size and possibly value to determine the replacement. Also discussed was putting a replacement on private property. Mr. Bull stated using public funds on private property would probably not make it through Council. Mr. Skinner agreed that was something most municipalities wouldn't do. The Board also discussed removing the approved tree list and instead wording the Ordinance to say trees that are on the Tree Board's approved list. This way the Ordinance doesn't need to be changed to change the approved trees. Discussion was held on possible changes to term of Board members and how the Board Officers were handled. The Board discussed the possibility of adding certain low growing shrubs that could be planted under power lines. Also discussed was adding the term utility friendly to show what could be used near power lines. Nuisance and hazardous trees were discussed with Mr. Bull explaining these items were covered and addressed by the Public Works Department. Mr. Bull will send Ms. Stocker a copy of the current Ordinance in a word document so she can cut and paste items into it for further discussion. Mr. Bull explained the process that would need to be followed to make the changes. The City Attorney would need to go through the proposed changes, then it would go to the Public Services Committee and once approved through the Committee it would go to the full Council for approval.

Mr. Smith discussed his new job and how it would affect his attendance for future meetings. Mr. Smith stated he really wanted to remain on the Board as he enjoyed working on the Board and wanted to help with trees in the City. The Board discussed having meetings with Mr. Smith phoning in.

The Board discussed the up-coming pruning seminar. Mr. Skinner stated he had everything ready to go, all he really needed was some advertising. Mr. Bull stated he would be contacting the paper and try to get some advertising. Ms. Stocker stated she had volunteered Mr. Smith to be interviewed on the local radio station to try and get more people to the seminar. Mr. Smith agreed to do a radio spot.

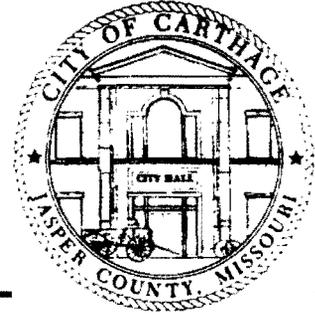
Meeting adjourned 6:09

***AGENDAS
STANDING
COMMITTEES***

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011
Email: pwd@carthagemo.gov

"America's Maple Leaf City"



AGENDA TUESDAY EVENING

November 1, 2016 - 5:30 P.M.
PUBLIC WORKS COMMITTEE

Public Works Committee Meeting has been cancelled.

*Persons with disabilities who need special assistance - Call 417-237-7010 (voice)
or 1-800-735-2466 (TDD via Relay Missouri) at least 48 hours prior to meeting date.*

Meeting is normally held the first and third Tuesday of each month
Public Works Department, 623 E. 7th St.

PUBLIC SERVICES COMMITTEE
MONDAY NOVEMBER 7, 2016
5:15 P.M.
PARK DEPARTMENT OFFICE
521 ROBERT ELLIS YOUNG DRIVE

Tentative Agenda

1. Consideration and approval of minutes of previous meeting
2. Citizen participation

Old Business

1. Consider and discuss possible bike share program.

New Business

1. Consider and discuss possible Adopt-A-Park for Central Park.
2. Consider and discuss bids for skate park equipment.
3. Consider and discuss bids for vehicle lift.
4. Consider and discuss possible changes to golf course credit card/POS system.
5. Consider and discuss possible splash pad at Central Park.

Staff reports

Other Business

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: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

November 08, 2016

4:45 PM

Carthage City Hall

--Tentative Agenda --

Old Business

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

New Business

1. Consider and discuss bids for copier for Administration.
2. Staff Reports
3. Other Business

Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE
CALL 417-2377000 (VOICE) OR 1-800-735-2466 (TOO VIA RELAY
MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.)**

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

John Bartosh
Presiding Commissioner

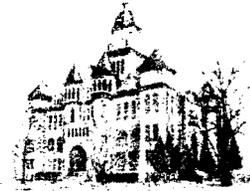
JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

Jim Honey
Eastern District Commissioner

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

Daricus K. Adams
Western District Commissioner



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

COMMISSION AGENDA
OCTOBER 25, 2016
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
 - ◊ **Jasper County Auditor-2016 Budget Transfers**
 - ◊ **Wendi Douglas –Resolution for Carthage Convention and Visitor’s Bureau**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ◊ **Jasper County Sheriff-Surplus Property Request**
7. COMMISSIONER’S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◊ **Award Bid for the Jasper County Highway Department Addition to the Sarcoxie Road Barn**
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

John Bartosh
Presiding Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

Jim Honey
Eastern District Commissioner

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

Daricus K. Adams
Western District Commissioner



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

COMMISSION AGENDA
NOVEMBER 1, 2016
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
 - ◊ **Beimdiek Insurance-JoAnn Evans and Kim Ross-Present Jasper County Employee Voluntary Insurance**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◊ **Approve County Holidays for 2017**
 - ◊ **Appoint Brent Westhoven to Sheltered Facilities Board**
 - ◊ **Re-Appoint Robert Wilkie to Mental Health Fund Board of Trustees**
 - ◊ **Annual CERF contribution election.**
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

CARTHAGE TREE BOARD

WEDNESDAY, NOVEMBER 2, 2016
5:15 P.M.

CARTHAGE PARK DEPARTMENT

MUNICIPAL PARK

TENTATIVE AGENDA

1. Consider and discuss possible changes to City Tree Ordinance.

Other Business

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: _____

By: _____

John Bartosh
Presiding Commissioner

Jim Honey
Eastern District Commissioner

Daricus 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
NOVEMBER 8, 2016
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

NO MEETING DUE TO THE ELECTION

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 NOVEMBER 4, 2016 AT 4:00 P.M.

(RSMO 610.020)



612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, November 8th, 2016 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Presentation to Jeremy Leibbrand

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
HVAC

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Unfinished Business

New Business

Payment of Bills

Closed Session

Adjournment



CARTHAGE
PUBLIC LIBRARY

612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

Posted at 9:00 A.M. this 1st day of November, 2016

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a meeting in the Carthage Public Library Board Room at 5:15 p.m. on Tuesday, November 8th, 2016.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

CITY OF CARTHAGE

Planning, Zoning, & Historic
Preservation Commission

Date: 11/21/16
Place: City Hall Chambers
326 Grant St.
Time: 5:15 pm



AGENDA

To Consider the following items:

Requested by:

Purpose:

**NOTICE: DUE TO LACK OF BUSINESS
MEETING IS CANCELLED**

Requested by:

Purpose:

Requested by:

Purpose:

Requested by:

Purpose:

Requested by:

Purpose:

Commission Members:

Chairman	Harry Rogers	1350 S Main St	417-358-4527
Vice Chairman	Kara Hardesty	325 S Main	417-359-8187
Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
Liason	Jim Swatsenbarg	601 Howard	417-359-5210
Member	Eric Putnam	521 E Highland	417-388-2739
Member	Abi Almandinger	1220 S Main	417-793-6589
Member	Richard "Bud" Rogers	2127 S Main	417-438-4645
Member			
Staff	Tom Short	City Hall	417-237-7003
Staff	Zeb Carney	Public Works Department	417-237-7010
Staff	Mike Harris	City Hall	417-237-7003

CORRESPONDENCE

Council Committee

November 2016

Committee on Insurance/Audits

Budget Ways & Means

Jim Swatsenbarg*
Larry Q. Chapin**
Dan Rife
Darren Collier

and Claims

Jasaon Shelfer*
Timothy Shields**
Mike Daugherty
Jim Irwin

Public Service

Brady Beckham*
Timothy Shields**
Juan Topete
Jim Irwin

Public Safety

Dan Rife*
Larry Chapin**
Mike Daugherty
Darren Collier

*Chairman
**Vice-Chairman

Public Works

Jason T.A. Shelfer*
Brady D. Beckham**
Jim Swatsenbarg
Juan Topete

Elected Officials and Administrative Staff

City Administrator- Tom Short

326 Grant Street
237-7003

City Attorney-Nate Dally

341 S Main
358-2727

Mayor J. Michael Harris

326 Grant Street
237-7000

City Clerk-Traci Cox

326 Grant Steet
237-7000

Municipal Judge-Brad Cameron

1107 S Maple Street
358-2659

Council Members

WARD 1

Juan Topete**

314 Orchard St.
758-3031

WARD 3

Mike Daugherty**

1114 Sophia
793-6640

WARD 4

Darren Collier**

528 E. Centennial
793-0462

Jim Swatsenbarg*

601 Howard St.
358-1690

Jim Irwin*

1482 Piper Drive
540-3363

Dan Rife*

1841 Wynwood
850-7455

WARD 2

Timothy Shields**

325 Kansas Ave.
388-8981

*Term ends 2017

**Term ends 2018

WARD 5

Jason T.A. Shelfer**

1628 S. Maple
347-974-3537

Larry Q. Chapin*

728 W Central
793-5986

Brady D. Beckham*

1346 S. Main Street
388-9623

Board Liaison Representatives from Council

November 2016

Boards	Liaison
Carthage Chamber of Commerce <i>Meets 3rd Thursday, 7:30am</i>	<u>Jason Shelfer</u>
Carthage Convention and Visitors Bureau <i>Meets 4th Tuesday, 7:30am</i>	<u>Jason Shelfer</u>
Carthage Humane Society Board <i>Meets 3rd Thursday 6:30pm, Humane Society</i>	<u>Kirby Newport</u>
Carthage Water & Electric <i>Meets 3rd Thursday, 4:00pm, CW&EP</i>	<u>Jim Swatsenbarg</u>
Civil War Museum <i>Meets on Call</i>	<u>Paul H. McCoy</u>
County Commissioners Meeting <i>Meets every Tuesday 9:00am, Jasper County Courthouse</i>	<u>Jason T.A. Shelfer</u>
H.S. Truman Council of Government <i>Meets 4th Wednesday, 11:30am, C.J. Police Depart</i>	<u>Jim Swatsenbarg</u>
Kellogg Lake <i>Meets 3rd Tuesday, 7pm, Meeting Place TBA</i>	<u>Jim Irwin</u>
Library Board <i>Meets 2nd Tuesday, 5:15pm, Public Library</i>	<u>Jim Irwin</u>
Mercy McCune-Brooks Hospital <i>Quarterly, Hospital</i>	<u>Jim Irwin</u>
Personnel Appeals Board <i>Meets on Call</i>	<u>Dan Rife</u>
Planning/Zoning <i>Meets 3rd Monday, 5:15pm, Council Chambers</i>	<u>Jim Swatsenbarg</u>
Police & Fire Pension <i>Meets on Call</i>	<u>Jason T.A. Shelfer</u>
Police Personnel Board <i>Meets on Call</i>	<u>Jason T.A. Shelfer</u>
Powers Museum <i>Meets 3rd Monday, 7pm</i>	<u>Brady Beckham</u>
Tree Commission <i>Meets on Call</i>	<u>Larry Q. Chapin</u>

BID TABULATION: VEHICLE LIFT

Bids opened November 3, 2016
2:00 P.M.

BIDDER	BID AMOUNT
Metcalf Auto Supply 147 West Central Carthage, MO 64836	\$4,199.00
Greg Smith Equipment 5800 Massachusetts Ave Indianapolis, IN 46218	\$2,645.00

Bid Committee; Alan Bull, Tom Bayless and Traci Cox.

Budget amount - \$4,000.00

BID TABULATION: SKATE PARK EQUIPMENT

Bids opened November 2, 2016
2:00 P.M.

BIDDER

ATHCO 13500 W 108 th Street Lenexa, KS 66215	Quarter pipe	\$7,020.00
	Jersey barrier	\$1,850.00
	Grind rail	\$600.00
	Wedge, flat	\$1,310.00
	Hubba wedge	\$6,290.00
	Bank ramp	<u>\$7,310.00</u>
	TOTAL	\$25,580.00
American Ramp Company 601 S McKinley Joplin, MO 64801	Quarter pipe	\$3,361.52
	Jersey barrier	\$4,012.29
	Grind rail	\$286.00
	Wedge, flat	\$4,306.15
	Hubba wedge	\$2,873.73
	Bank ramp	<u>\$3,332.36</u>
	TOTAL	\$18,172.06
Installation	<u>\$1,652.00</u>	
GRAND TOTAL	\$19,824.06	

Bid Committee; Alan Bull, Tom Bayless and Traci Cox.

Budget amount - \$20,000.00

Carthage Chamber of Commerce
Balance Sheet
As of September 30, 2016

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
General Checking	-10,302.25
Money Market	53,964.98
Petty Cash	200.00
Total Checking/Savings	43,862.73
Accounts Receivable	
1200 - Accounts Receivable	8,728.50
Total Accounts Receivable	8,728.50
Other Current Assets	
Maple Leaf Account	88,009.86
Prepaid Insurance - Business	5,355.17
1499 - Undeposited Funds	21,258.18
Total Other Current Assets	114,623.21
Total Current Assets	167,214.44
Fixed Assets	
Accumulated Depreciation	-82,117.21
Building	222,745.00
Building Improvements	19,112.39
Land	28,000.00
Office Equipment	9,252.14
Office Equipment - Copier	8,742.83
Total Fixed Assets	205,735.15
TOTAL ASSETS	372,949.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued PTO	716.73
Lease Payable - Copier	4,554.04
2100 - Payroll Liabilities	27,081.05
Total Other Current Liabilities	32,351.82
Total Current Liabilities	32,351.82
Long Term Liabilities	
UMB Building Loan	106,980.42
Total Long Term Liabilities	106,980.42
Total Liabilities	139,332.24
Equity	
3900 - Retained Earnings	214,006.99
Net Income	19,610.36
Total Equity	233,617.35
TOTAL LIABILITIES & EQUITY	372,949.59

Carthage Chamber of Commerce

Profit & Loss

September 2016

10/11/16

Accrual Basis

	Sep 16
Ordinary Income/Expense	
Income	
Economic Development contract	9,310.00
Golf	250.00
Interest incomes	20.78
Maple Leaf income	11,035.58
Membership dues	
New member	42.00
Renewal	1,829.25
Total Membership dues	1,871.25
Miscellaneous Income	140.00
Registration fees	
Expo Booth Fee	210.00
Mulligans	360.00
Putting contest	230.00
Team fee	2,100.00
Registration fees - Other	320.00
Total Registration fees	3,220.00
Sponsorships	
Beverage	35.00
Expo Sponsorship	250.00
Friday Coffee	250.00
Golf Grand	700.00
Golf hole	100.00
Newsletter	98.75
Total Sponsorships	1,433.75
Tenant Agreement	410.00
Total Income	27,691.36
Gross Profit	27,691.36
Expense	
Advertising & publicity	
Signs	105.00
Advertising & publicity - Other	1,996.95
Total Advertising & publicity	2,101.95
Awards & prizes	
Flight prizes	2,400.00
Awards & prizes - Other	708.25
Total Awards & prizes	3,108.25
Bank & credit card fees	40.72
Car allowance	200.00
Contract services	40.00
Depreciation Expense	667.01
Dues & subscriptions	190.79
Equipment lease	309.37
Facility use fees	
Greens/carts	3,500.00
Total Facility use fees	3,500.00
Food & drinks	16.18
Insurance - health	1,086.35
Interest expense	331.89
Maple Leaf expense	2,496.64
Meals & entertainment	739.25

8:56 AM

10/11/16

Accrual Basis

Carthage Chamber of Commerce

Profit & Loss

September 2016

	<u>Sep 16</u>
Mileage	413.81
Office supplies	
Office equipment	474.00
Office supplies - Other	76.50
Total Office supplies	550.50
Postage & delivery	15.00
Printing	123.26
Repairs & maintenance	465.67
Salaries & wages	
Employer retirement contributio	1,225.51
Payroll taxes	730.21
Salaries & wages - Other	10,212.60
Total Salaries & wages	12,168.32
Seminars & conferences	50.00
Travel	
Lodging	113.59
Total Travel	113.59
Utilities	212.25
Write Offs	1,383.00
Total Expense	30,323.80
Net Ordinary Income	-2,632.44
Net Income	-2,632.44

1:19 PM

10/10/16

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Directory	0.00	0.00	0.00	0.0%
Donations	2,000.00	0.00	2,000.00	100.0%
Economic Development contract	27,930.00	27,930.00	0.00	100.0%
Golf	250.00			
Interest incomes	67.95	66.96	0.99	101.5%
Maple Leaf clearing account	0.00	0.00	0.00	0.0%
Maple Leaf income	38,665.94	27,301.96	11,363.98	141.6%
Membership dues				
New member	1,127.50	1,450.00	-322.50	77.8%
Renewal	8,720.71	10,373.50	-1,652.79	84.1%
Membership dues - Other	0.00	0.00	0.00	0.0%
Total Membership dues	9,848.21	11,823.50	-1,975.29	83.3%
Miscellaneous income	1,298.00	0.00	1,298.00	100.0%
Postage	0.00	0.00	0.00	0.0%
Printing & copying	0.00	0.00	0.00	0.0%
Registration fees				
Christmas open house	0.00	0.00	0.00	0.0%
Expo Booth Fee	210.00	0.00	210.00	100.0%
Mulligans	600.00	720.00	-120.00	83.3%
Putting contest	230.00	195.00	35.00	117.9%
Quarterly Luncheon	660.00	900.00	-240.00	73.3%
Sidewalk Sale	480.00	550.00	-70.00	87.3%
Team fee	4,500.00	1,200.00	3,300.00	375.0%
Ticket Sales	0.00	0.00	0.00	0.0%
Registration fees - Other	520.00	500.00	20.00	104.0%
Total Registration fees	7,200.00	4,065.00	3,135.00	177.1%
Sponsorships				
Annual Banquet Sponsorship	0.00	2,450.00	-2,450.00	0.0%
Beverage	35.00	0.00	35.00	100.0%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	0.00	250.00	-250.00	0.0%
Eggs & Issues	0.00	0.00	0.00	0.0%
Expo Sponsorship	250.00	0.00	250.00	100.0%
Friday Coffee	250.00	0.00	250.00	100.0%
Golf cart	0.00	0.00	0.00	0.0%
Golf contest	1,000.00	1,000.00	0.00	100.0%
Golf Grand	2,800.00	5,185.00	-2,385.00	54.0%
Golf hole	800.00	700.00	100.00	114.3%
Newsletter	296.25	296.25	0.00	100.0%
Quarterly Luncheon Sponsor	125.00	0.00	125.00	100.0%
Trivia Sponsor	0.00	0.00	0.00	0.0%
Sponsorships - Other	1,650.00	575.00	1,075.00	287.0%
Total Sponsorships	7,206.25	10,456.25	-3,250.00	68.9%
Tenant Agreement	1,230.00	1,230.00	0.00	100.0%
Total Income	95,696.35	82,873.67	12,822.68	115.5%
Gross Profit	95,696.35	82,873.67	12,822.68	115.5%
Expense				
Advertising & publicity				
Signs	105.00	537.09	-432.09	19.5%
Advertising & publicity - Other	3,350.65	1,720.03	1,630.62	194.8%
Total Advertising & publicity	3,455.65	2,257.12	1,198.53	153.1%
Awards & prizes				
Flight prizes	2,400.00	2,400.00	0.00	100.0%
Awards & prizes - Other	718.25	520.84	197.41	137.9%

**Carthage Chamber of Commerce
 Profit & Loss Budget vs. Actual
 July through September 2016**

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Total Awards & prizes	3,118.25	2,920.84	197.41	106.8%
Bank & credit card fees	97.14	59.62	37.52	162.9%
Car allowance	600.00	600.00	0.00	100.0%
Complimentary sponsorship	0.00	0.00	0.00	0.0%
Contract services	62.50	112.59	-50.09	55.5%
Depreciation Expense	2,001.03	1,980.79	20.24	101.0%
Dues & subscriptions	1,004.96	2,707.71	-1,702.75	37.1%
Equipment lease	1,059.62	1,200.00	-140.38	88.3%
Facility use fees				
Greens/carts	3,500.00	3,500.00	0.00	100.0%
Room & setup fees	400.00	135.00	265.00	296.3%
Facility use fees - Other	0.00	0.00	0.00	0.0%
Total Facility use fees	3,900.00	3,635.00	265.00	107.3%
Food & drinks				
Appetizers/snacks	0.00	0.00	0.00	0.0%
Beverages	0.00	2.08	-2.08	0.0%
Breakfasts	0.00	0.00	0.00	0.0%
Dinners	0.00	135.27	-135.27	0.0%
Lunches	48.48	1,446.79	-1,398.31	3.4%
Teacher luncheon	403.56	0.00	403.56	100.0%
Food & drinks - Other	16.18	0.00	16.18	100.0%
Total Food & drinks	468.22	1,584.14	-1,115.92	29.6%
Insurance - business	0.00	0.00	0.00	0.0%
Insurance - health	3,079.35	3,262.50	-183.15	94.4%
Interest expense	1,025.37	1,220.54	-195.17	84.0%
Internet & website	159.88	500.06	-340.18	32.0%
Maple Leaf expense	9,604.43	11,671.20	-2,066.77	82.3%
Marketing	0.00	0.00	0.00	0.0%
Meals & entertainment	1,467.70	837.56	630.14	175.2%
Mileage	631.14	416.30	214.84	151.6%
Miscellaneous expense	1,150.00	15.00	1,135.00	7,666.7%
Office supplies				
Office equipment	1,188.00	1,172.71	15.29	101.3%
Office supplies - Other	312.39	452.56	-140.17	69.0%
Total Office supplies	1,500.39	1,625.27	-124.88	92.3%
Postage & delivery	20.22	784.60	-764.38	2.6%
Printing				
Member plaques	0.00	450.00	-450.00	0.0%
Printing - Other	320.76	1,368.13	-1,047.37	23.4%
Total Printing	320.76	1,818.13	-1,497.37	17.6%
Professional fees	500.00	0.00	500.00	100.0%
Repairs & maintenance	1,635.84	804.00	831.84	203.5%
Salaries & wages				
Employer retirement contributio	1,225.51	1,187.25	38.26	103.2%
Payroll taxes	2,192.46	2,783.34	-590.88	78.8%
Salaries & wages - Other	30,637.80	30,370.03	267.77	100.9%
Total Salaries & wages	34,055.77	34,340.62	-284.85	99.2%
Seminars & conferences	349.00	850.00	-501.00	41.1%
Taxes & licenses	46.28	125.32	-79.04	36.9%
Travel				
Airfare	60.00	0.00	60.00	100.0%
Lodging	1,244.92	350.00	894.92	355.7%
Travel - Other	0.00	0.00	0.00	0.0%
Total Travel	1,304.92	350.00	954.92	372.8%
Utilities	1,721.57	2,400.00	-678.43	71.7%

1:19 PM

10/10/16

Accrual Basis

**Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July through September 2016**

	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Write Offs	1,746.00			
Total Expense	76,085.99	78,078.91	-1,992.92	97.4%
Net Ordinary Income	19,610.36	4,794.76	14,815.60	409.0%
Net Income	<u>19,610.36</u>	<u>4,794.76</u>	<u>14,815.60</u>	<u>409.0%</u>

CITY OF CARTHAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
110-GENERAL REVENUE	8,554,433.00	602,586.34	2,412,344.75	28.20	6,142,088.25
121-PUBLIC HEALTH	169,155.00	7,621.96	38,540.71	16.87	140,614.29
122-LANDFILL CLOSURE	995.00	75.81	323.68	32.53	671.32
123-LODGING TAX	112,750.00	5,598.48	41,942.16	37.20	70,807.84
124-CIVIC ENHANCEMENT	150.00	5.14	21.94	14.63	128.06
125-STORMWATER	10.00	0.70	2.97	29.70	7.03
126-PUBLIC SAFETY GRANT	3,000.00	0.00	9,737.00	324.57 (6,737.00)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,141,628.00	91,213.40	380,275.43	33.31	761,352.57
129-TIF & CID SPECIAL TAX	15.00	2.53	16,010.12	6,734.13 (15,995.12)
130-INMATE SECURITY FUND	4,850.00	312.04	1,236.93	25.50	3,613.07
131-FIRE PROTECTION TAX	558,928.00	45,674.56	190,581.06	34.10	368,346.94
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	549,420.00	42,153.27	204,477.47	37.22	344,942.53
161-CAPITAL IMPROVEMENTS	1,376,192.00	150,701.54	511,180.23	37.14	865,011.77
162-PARKS & RECREATION	179,330.00	471.43	2,975.87	1.66	176,354.13
163-MYERS PARK	300.00	11.86	50.66	16.89	249.34
164-JUDICIAL EDUCATION FU	2,200.00	154.06	608.65	27.67	1,591.35
175-Public Fac/Bond Fund	1,952,154.00	3,084,192.45	3,084,661.31	158.01 (1,132,507.31)
221-ECONOMIC DEVELOPMENT	276,158.00	0.12	0.52	0.00	276,157.48
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	10,338.25	149,406.67	0.00 (149,406.67)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	14,881,668.00	4,041,113.94	7,034,378.13	47.27	7,847,289.87
	=====	=====	=====	=====	=====

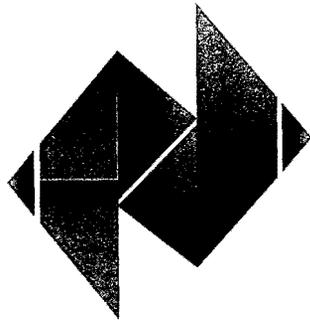
*Unaudited
Funds*

CITY OF CARTHAGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
110-GENERAL REVENUE	9,000,308.00	613,131.93	2,634,976.00	29.28	6,365,331.80
121-PUBLIC HEALTH	166,144.00	8,211.08	38,973.07	23.46	127,170.93
122-LANDFILL CLOSURE	0.00	0.00	0.00	0.00	0.00
123-LODGING TAX	127,000.00	8,333.33	33,333.32	26.25	93,666.68
124-CIVIC ENHANCEMENT	0.00	0.00	0.00	0.00	0.00
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	3,000.00	1,400.37	2,752.87	91.76	247.13
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,193,154.00	56,955.12	177,440.91	14.87	1,015,713.09
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	6,000.00	615.66	923.49	15.39	5,076.51
131-FIRE PROTECTION TAX	327,044.00	0.00	20,191.40	6.17	306,852.60
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	624,179.00	50,091.46	217,276.00	34.81	406,903.00
161-CAPITAL IMPROVEMENTS	2,376,575.00	240,973.83	380,437.83	16.01	1,996,137.17
162-PARKS & RECREATION	179,330.00	0.00	0.00	0.00	179,330.00
163-MYERS PARK	60,000.00	0.00	0.00	0.00	60,000.00
164-JUDICIAL EDUCATION FU	1,700.00	0.00	0.00	0.00	1,700.00
175-Public Fac/Bond Fund	1,952,154.00	6.47	1,141,869.72	58.49	810,284.28
221-ECONOMIC DEVELOPMENT	276,158.00	0.00	0.00	0.00	276,158.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	20,761.89	109,399.57	0.00	(109,399.57)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	16,292,746.00	1,002,481.14	4,757,574.38	29.20	11,535,171.62
REVENUES OVER/(UNDER) EXPENDITURES	(1,411,078.00)	3,038,632.80	2,276,803.75		(3,687,881.75)

*Unaudited
Funds*

*** END OF REPORT ***

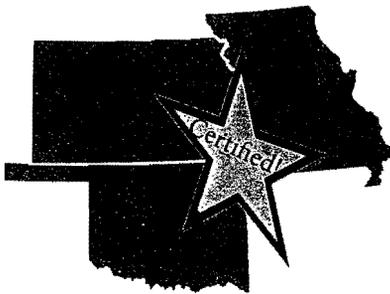


JOPLIN REGIONAL PARTNERSHIP

Economic Development Update

Fall 2016

The First Work Ready Certified Tri-State Region Ottawa County first Work Ready Certified county in Oklahoma Labette County, Kansas, becomes Certified Work Ready



The Joplin Region became the first tri-state area of the U.S. to be Work Ready Certified when Ottawa County (Miami), Oklahoma achieved it certification in August. The Joplin Regional Partnership has been working with businesses, communities and counties for several years on adopting the ACT Work Ready program as a way to help validate basic skill levels of employees for existing and new businesses. Work Ready Certification is an extension of ACT's long-used WorkKeys program, which assesses skill levels in reading, math and finding and utilizing

information (tech manuals, charts).

The Ottawa County Work Ready team worked on engaging employers to utilize the Work Ready certification program and providing the testing to people already employed as well as students planning to enter the workforce. Paul Marquez, Miami Workforce Center Manager for the Oklahoma Employment Security Commission, pointed out the need for a nationally recognized platform to validate employee skills regionally. "Our employers have people who come from Ottawa County and also from Kansas and Missouri as well. By using the Work Ready certification, people can prove they have basic employment skills to the companies that need good workers regardless of where they live or work," Marquez noted. Marquez also stressed the support Ottawa County received from the Joplin Regional Partnership. "JRP staff helped us get our core team organized, and provided extensive support through our training and outreach. We could not have done this without its support," said Marquez.

At the same time, Labette County became the second Kansas Work Ready Certified county. Labette joins Cherokee County as the only two counties in Kansas to be Work Ready Certified. Both are part of the Joplin Regional Partnership. The effort was led by Labette Community College and had strong involvement from Labette County High School. "We see the Work Ready testing as a way to help our students show they have the key basic skills need to do the job for our area employers" noted John Wyrick, superintendent.

Labette's efforts were supported by the Joplin Regional Partnership staff as well.

Inside ...

- *Labor Study Released*
- *Neosho Designated Foreign Trade Zone*
- *Welcome Steve Gilbert*

Labor Supply Certification Study

There is workforce availability, in the seven-county Joplin Region, but employers need to think more geographically in their recruiting. That's one of the take-aways from a just-released Labor Supply study conducted by Growth Services Group.

The study, paid for by a grant from the U.S. Department of Labor to the Southwest Missouri Workforce Investment Board Region (WIB) shows that the region provides a stable and productive workforce. The study also indicates that the education levels and skills of the workforce add value and competitiveness to the area labor market. The study points out that there is a strong availability of labor in some sectors due to underemployment, but also notes the availability is also dictated by commute times for jobs.

The report estimates a total available regional workforce of more than 132,000. Of that, more than 43,000 are under-employed with an additional 26,000 currently non-employed but available, depending on the job.

The report notes that the average number years on the job for workers is more than seven years, reflecting "both a stable and mature" workforce.

More than 52 percent of the total available labor force has some level of college education.

The primary driver for people either currently seeking a job or interested in moving for the right opportunity is employer-provided health care.

The results from the survey will allow businesses and site selectors to better evaluate the area's human resource assets for "Underemployment, Available Skills, and Desired Wages," allowing employers to match their labor needs or demand with our local area's labor supply.

The JRP (MO-KS-OK) Labor Certification Report can be found at
<http://www.workforcezone.net/laborstudies/>.

Business Attraction



JRP Marketing Director Kevin Welch and community partner Astra Ferris, Barton County Chamber of Commerce president, talk with a prospect at the North American Supply Chain Executives Summit in the Chicago area.

JRP aggressively promotes the region at trade shows and site consultant events. JRP also directly participates in key trade shows in targeted business sectors and has regular meetings with site consultants. In addition, JRP participates in events with state partners. Since the beginning of 2016, JRP has engaged in more than a dozen events, meeting directly with 55 representatives of companies and site consulting firms.

Foreign Trade Zone Neosho Industrial Park FTZ Designated

The Industrial Park in Neosho is now a Magnet Site of the Southwest Missouri Foreign Trade Zone.

The FTZ was created to promote international trade. Now, items can be brought into the Neosho Industrial Park without customs delays and without incurring customs taxes until the product leaves the zone, enhancing company cash flow.

Customs duty, or tax, is generally about 2.5 percent of the product cost, but varies depending on the type of goods and from where they come.



Congressman Billy Long at the Foreign Trade Zone presentation.

"It just means that businesses that are already here and those that may choose to come here can enjoy the benefits of the Foreign Trade Zone," said Mike Franks, CEO of the Neosho Area Business and Industrial Foundation Inc., or Grow Neosho.

Businesses in the park can be approved to become part of the FTZ. If any of the businesses' products come from overseas, this designation can save the company money.

Welcome Steve Gilbert Gilbert to Lead Newly Combined EDO and Chamber

Steven Gilbert has been selected to lead the combined and newly renamed Miami Regional Chamber of Commerce. As the organization's president/CEO, Gilbert will report to the chairman of the new combined board of directors of the Miami Chamber of Commerce and the Miami Area Economic Development Service.

Gilbert comes to Miami with a strong background in economic and business development, and he has more than 30 years of experience. He has held senior positions at major regional chambers of commerce in Tulsa, Memphis and St. Louis, and served as a city manager and economic development director for several communities, including his hometown of Stroud, Oklahoma.



Gilbert has a BA in Communications from the University of Oklahoma and graduate course work in Public Administration. He is a Certified Customer Relations Facilitator and a frequent presenter, keynote speaker and expert panelist at local, state and national conferences. Gilbert has served as the National Chairman of the Workforce Development Special Interest Group, ACCE, and served on the US Chamber of Commerce, Employment, Education and Training Committee.

**Story information from The Miami News Record, August 3, 2016*

HS Baking Opens Cracker Operations in Joplin

60 New Jobs, \$8-million Investment

HS Baking will open its snack and cracker operations in Joplin, Missouri, making the location its new flagship bakery. HS Baking's expansion will initially create 60 new local jobs with plans to build up its employment level in the future.

HS Baking is a new subsidiary company of Indiana-based Darlington Snacks. The former General Mills/Annie's facility in Joplin is the first wholly-owned manufacturing operation for the company, which was founded in 1984.



Max Jones, plant manager, and Mike Downing, director of Missouri Department of Economic Development.

The company's more than \$8-million expansion project includes the purchase of new equipment and the manufacturing plant that was previously operated by General Mills. The City of Joplin gave HS Baking a forgivable loan, and the state provided additional incentives through the Missouri Works Program. Renovations will be underway over the next few months to build and install a new manufacturing line to produce a new line of snack and cracker products.

Kendall Packaging Doubles Current Plant Size and Jobs

\$10-Million Expansion

Kendall Packaging, a 30-year-old Pittsburg, Kansas, firm is launching a \$10 million expansion. Through a partnership with the City of Pittsburg, the flexible packaging converter will more than double its current plant size and add jobs within the near future.

Kendall Packaging provides custom packaging solutions for a broad cross section of private label companies and specializes in products in the baked goods, cheese, confectionary, dry foods, frozen foods, meats, pasta, snack food, personal care and pet food markets. The products featuring their packaging are offered locally and nationally in grocery stores and other retail locations.



Ground breaking for Kendall Packaging's new 59,000-square-foot facility in Pittsburg's Northeast Regional Industrial Park.

Agreements with the City of Pittsburg will allow Kendall Packaging to borrow funds from a Community Development Block Grant and an Industrial Revenue Bond issue that will provide low-cost financing for the project and temporary tax abatement on the expansion.

Construction is scheduled to be complete by July 2017 with the new equipment running by September 2017. Kendall Packaging plans to hire 15 new employees to support the expansion.

Joplin Regional Partnership

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"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.