

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, FEBRUARY 27, 2018
6:30 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
 1. **C.B. 18-06** – An Ordinance annexing certain adjacent territory commonly known as 534 West Fir Road into the City of Carthage, Jasper County, Missouri as requested by Liberty Tree Enterprises, LLP. (Planning and Zoning)
 2. **C.B. 18-07** – An Ordinance rezoning certain property at 534 West Fir Road in the City of Carthage from District A, to District E, General Business as requested by Liberty Tree Enterprises, LLP. (Planning, Zoning and Historic Preservation)
 3. **C.B. 18-08** – An Ordinance to amend Section 10-26 (a) and (c) of the Carthage Code to amend the requirements for firefighters. (Public Safety)
 4. **C.B. 18-09** – An Ordinance authorizing the Mayor to execute an agreement with Corbin Design Inc., to provide consulting services during a citywide wayfinding and welcome signage system bidding and implementation process, between the City of Carthage, Missouri and Corbin Design, Inc. (Budget Ways & Means)
 5. **C.B. 18-10** – 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. (Staff)
12. New Business

1. **C.B. 18-11** – An Ordinance authorizing the Mayor to enter into an agreement with Alley Capital LLC for Roof Replacement on City Buildings, Carthage, Missouri. (Public Works)

13. Mayor's Appointments

14. Resolutions

1. **Resolution 1826** – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City policy. (Staff)

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 13, 2018

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 Mike 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: Juan Topete, Tim Shields, David Armstrong, Ceri Otero, Darren Collier, Dan Rife, Jason T.A. Shelfer, and Brady Beckham. Council members James Harrison and Mike Daugherty were absent. 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. Collier made a motion, seconded by Mr. Beckham, to amend the agenda to add a closed session as allowed by Section 610.021 (2) RSMO, to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys thereof. Motion passed.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve the minutes of the January 23, 2018 Council Meeting. Motion carried.

During Citizen's Participation Period: Wendi Douglas, Convention and Visitors Bureau, informed the council that the contracts for the Welcome/Wayfinding Signage had been signed and the bid process is next. Mark Elliff, President of the Chamber of Commerce and Economic Development Director, discussed economic indicators for 2018 noting the economy is expected to be good.

Mr. Rife reported the Budget, Ways and Means Committee met February 12. MoDOT has signed the contracts for the Welcome/Wayfinding Signage. The Committee approved a proposal from Corbin Design to oversee the bidding process of the project. This is being presented in C.B. 18-09. The grant application process for the taxi program has been moved to March 1; therefore the Committee approved an Ordinance to authorize the mayor to apply for federal financial assistance for the taxi program and is being presented in C.B. 18-10. Goals and priorities for the Fiscal 2019 Budget were reviewed. Mr. Rife made a motion, seconded by Mr. Collier, to approve the goals and priorities for the Fiscal 2019 Budget. Motion passed. A budget adjustment to appropriate donated funds was also discussed and is being presented in Resolution 1824.

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

Mr. Collier reported the Public Safety Committee was between meetings with the next meeting scheduled for February 20.

Mr. Beckham reported the Public Services Committee met February 5. A donation from the Jasper County Youth Fair Board for \$2,500.00 to be used towards the epoxy floor installation at the fair ground restroom is included in Resolution 1825. A letter of support for US Bike Route 66 was discussed. Mr. Beckham made a motion, seconded by Mr. Armstrong, to recommend drafting and signing a letter of support for the US Bike Route 66. Motion passed. The committee discussed utilizing funds from the Steadley Grant to hire CE Golf Design for professional services for preliminary design, budget preparation and site planning for construction of a new golf clubhouse. These funds are being appropriated in Resolution 1825. Capital projects for the 2019 Fiscal Year were reviewed with heavy discussion of a splash pad in Central Park.

Mr. Beckham reported the Public Works Committee meeting scheduled for February 6 was cancelled due to lack of quorum; however, roof bids for the Street Department shop roof were received as follows for a TPO roof: Alley Capital - \$24,856.71, Guarantee Roofing - \$33,740.00, and Brenneman's Construction & Roofing - \$37,700.00. Mr. Beckham made a motion, seconded by Ms. Otero, to accept the low bid from Alley Capital. Motion passed.

Special Committee and Board Liaison reports were given by Mr. Topete for the Carthage Tree Board, Mr. Armstrong for the Planning and Zoning, Ms. Otero for the HSTCC and Library Board, Mr. Shelfer for the Jasper County Commissioners.

Mayor Mike Harris congratulated the Carthage Wrestling Team for a successful meet.

Fire Chief Roger Williams reported the new storm siren has been installed and construction of Fire Station No. 2 has begun.

Public Works Director Zeb Carney reported the new grader has been delivered. During the recent ice storm, 18 employees generated 131 hours of comp time.

Parks Director Alan Bull reported bids had been opened for the sidewalk at Central Park. CWEP is currently working on lighting in Central Park and a new sewer line is being installed.

City Administrator Tom Short reported on the following: a meeting with the Park Director and Golf Pro to discuss the Steadley Grant, a cost share project meeting with MoDOT, public hearing for CWEP, discussions with county commissioners regarding parking issues, meetings with Wendi Douglas regarding the Wayfinding Signs, a Public Policy meeting with the Chamber, a privacy fence has been installed on the north side of the north public parking lot, a Vision Carthage Retreat, United Way luncheon, sales tax revenues, and golf course revenues.

The Committee on Claims filed a report in the amount of \$721,026.60 against the

following funds: General Revenue \$125,968.13, Public Health \$118,083.27, Parks/Stormwater \$47,820.63, Golf Course \$12,866.80, Lodging \$8,333.33, Library \$62,387.39, Capital Improvements \$23,475.45, and Payroll \$322,091.60. Mr. Shelfer made a motion, seconded by Mr. Armstrong to accept the report and allow the claims. Motion carried.

Under old business, **C.B. 18-05** – An Ordinance authorizing the Mayor to execute a Purchase Service Agreement between the City of Carthage and Crexendo Business Services, Inc. for Business Phone Services was placed on second reading followed by a roll call vote of 8 yeas and no nays. The council bill was approved and numbered Ordinance 18-05.

Under new business, a Public Hearing on Annexation for property at 534 West Fir Road was held with no citizens present to address the Council.

C.B. 18-06 – An Ordinance annexing certain adjacent territory commonly known as 534 West Fir Road into the City of Carthage, Jasper County, Missouri, as requested by Liberty Tree Enterprises, LLP was placed on first reading with no action taken.

C.B. 18-07 – An Ordinance rezoning certain property at 534 W. Fir Road in the City of Carthage from District A, to District E, General Business as requested by Liberty Tree Enterprises, LLP was placed on first reading with no action taken.

C.B. 18-08 – An Ordinance to amend Section 10-26 (a) and (c) of the Carthage Code to amend the requirements for firefighters was placed on first reading with no action taken.

C.B. 18-09 – An Ordinance authorizing the Mayor to execute an agreement with Corbin Design Inc., to provide consulting services during a citywide wayfinding and welcome signage system bidding and implementation process, between the City of Carthage, Missouri and Corbin Design, Inc. was placed on first reading with no action taken.

C.B. 18-10 – 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 first reading with no action taken.

Mr. Collier made a motion, seconded by Mr. Rife, to approve Resolution **1822**, a Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. Mr. Armstrong expressed his concerns with the City accepting anonymous donations. Motion passed.

Mr. Collier made a motion, seconded by Mr. Rife, to approve Resolution **1823** – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. Motion passed.

Ms. Otero made a motion, seconded by Mr. Rife, to approve Resolution 1824 - A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. Motion passed.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1825 – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. Motion passed.

Mayor Harris requested a motion to go into closed session. Mr. Beckham requested closing remarks be held according to Section 2-46 of the Carthage Code of Ordinances. City Attorney Nate Dally explained that the closing remarks could be viewed as a violation of the Sunshine Law. Mayor Harris declined to hold the closing remarks session. Mr. Beckham then made a motion to appeal the ruling by the Mayor, seconded by Mr. Armstrong. Votes were as follows: Ayes – Mr. Beckham, Mr. Shelfer, Mr. Armstrong and Mr. Collier. Nays: - Mr. Rife, Mr. Topete, Mr. Shields, and Ms. Otero. Mayor broke the tie by casting a nay vote to defeat the motion.

Mr. Beckham made a motion, seconded by Mr. Collier, to close the meeting according to Section 610.021 (2) RSMO, the agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys thereof followed by a roll call vote on the board of 8 yeas and no nays. Motion carried.

CLOSED SESSION

Mr. Shields made a motion, seconded by Mr. Collier, to return to the regular session of the Council Meeting followed by a roll call vote of 8 yeas and no nays. Motion carried.

Mr. Shields made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Mr. Beckham cast a nay vote. Motion carried and meeting adjourned at 7:38 PM.

J. Michael Harris, Mayor

Traci Cox, City Clerk

***OLD
BUSINESS***

COUNCIL BILL NO. 18-06

ORDINANCE NO. _____

An ordinance annexing certain adjacent territory commonly known as 534 West Fir Road into the City of Carthage, Jasper County, Missouri as requested by Liberty Tree Enterprises, LLP.

WHEREAS, a verified Petition signed by all the owners of the real estate hereinafter described requesting annexation of said territory into the City of Carthage, Missouri, was filed with the Clerk; and

WHEREAS, said real estate as hereinafter described is adjacent and contiguous to the present corporate limits of the City of Carthage; and

WHEREAS, a public hearing concerning the said matter was held at the City Hall, Carthage, Missouri, at 6:30 p.m. on February 13, 2018; and

WHEREAS, notice of said public hearing was given by publication of notice thereof, in the Carthage Press; and

WHEREAS, at said public hearing all interested persons, corporations, or political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation; and

WHEREAS, no written objections to the proposed annexation were filed with the Council of the City of Carthage within fourteen days after the public hearing; and

WHEREAS, the Council of the City of Carthage does find and determine that said annexation is reasonable and necessary to the proper development of the City; and

WHEREAS, the City is able to furnish normal municipal services to said area within a reasonable time after annexation.

NOW THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, MISSOURI, JASPER COUNTY, MISSOURI as follows:

SECTION I: Pursuant to the provisions of Section 71.012 RSMo., the following described real estate is hereby annexed into the City of Carthage, Missouri, to wit:

All that part of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE ¼) of Section 21, Township 28, Range 31, Jasper County, Missouri, described as beginning at a point 281 feet East of the Northwest corner of the Northwest Quarter of the Northeast Quarter of Section 21, Township 28, Range 31, Thence East 381 feet, Thence South along existing fence a distance of 291 feet, thence West 145 feet, thence South 51 feet, thence West 236 feet, thence North 342 feet to the point of beginning.

SECTION II: The boundaries of the City of Carthage, Missouri are hereby altered so as to encompass the above described tract of land lying adjacent and contiguous to the present corporate limits of the City.

SECTION III: The City Clerk of the City of Carthage is hereby ordered to cause three certified copies of this Ordinance to be filed with the Jasper County Clerk.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Planning and Zoning Commission

PRE-DEVELOPMENT APPLICATION

Complete with required information (write 'n/a' if information not applicable to proposal)



Preliminary Plat

Filing Fee: \$200.00

✓ Annexation

Filing Fee: \$100.00

Date: 12/08/2017

Applicant / Company Name: Liberty Tree Enterprises

Tele: 417-793-3736

Address: 534 W. Fir Road

City: Carthage

State: MO Zip: 64836

Contact: Eli Bruton

Tele: 417-793-3736

Address: 12240 State Highway 96

City: Carthage

State: MO Zip: 64836

Project Name: Country Mall and Flea Market/Liberty Tree

Land Use and Zoning abutting or adjacent to site:

Zoning:

North: General Business/Lowe's

"E"

South: Light Industrial/Hair Salon, Banking

"F"

East: Light Industrial/Retail Sales

"F"

West: Light Industrial/Convenient Store/Restaurant

"F"

Project Address / Location: 534 W. Fir Road Carthage, MO 64836

Property Owner: Liberty Tree Enterprises

Site acreage: 2.46 Acres

Subdivision / Tract Description: Legal description is attached

(Lot / Block / Tract Info)

If residential, estimated Number of Dwelling Units: Single family: 0

Multi-family: 0

Please provide an Overview of your Project:

Annexation of 2.46 acres. Antique Mall, Multiple Retail sales, Liquor Store, and Misc. All existing structures, asphalt parking lot.

Upon completion, return to the Public Works Department.

X

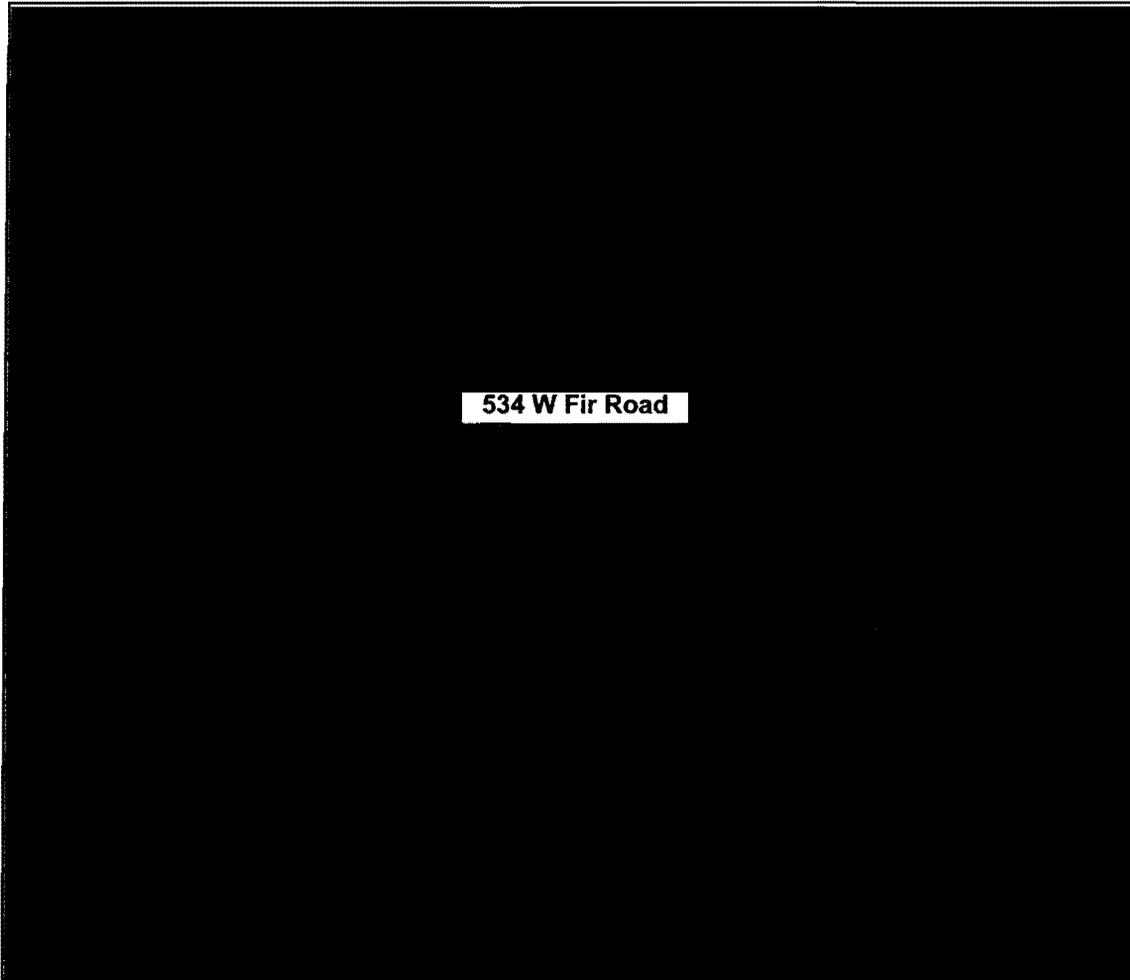
Office Use Only:

Date Received: 12/0/2017

Staff Meeting Date: _____

P & Z Meeting Date: JAN. 15, 2018

City Limit Map



Overview



Legend

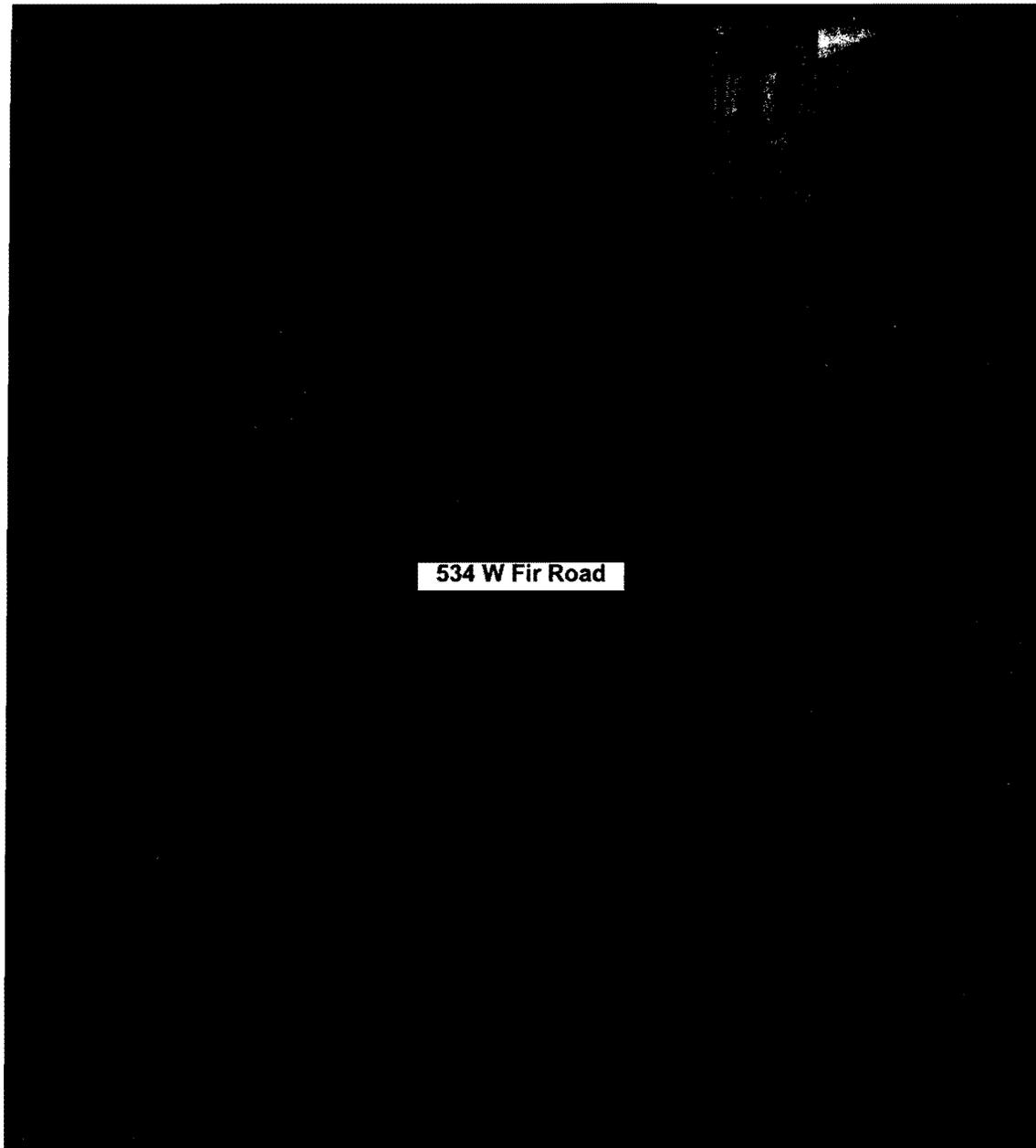
— County Boundary
City Limit Boundaries

■ Carthage

Parcel ID	1450210000034000	Alternate ID	02-140706-0000	Owner Address	LIBERTY TREE ENTERPRISES
Sec/Twp/Rng	21-28-31	Class	C		530 W FIR RD
Property Address	534 W FIR RD	Acreage	2.46		CARTHAGE MO 64836
District	143				
Brief Tax Description	BEG 281' E NW COR NW NE THE 381' S 291' W 145' S 51' W 236' N 342' TO BEG (Note: Not to be used on legal documents)				

Date created: 12/20/2017
Last Data Uploaded: 12/20/2017 4:27:09 AM

185' Property Owner Notification Map



Overview



Legend

- County Boundary
- Parcels
- Local Roads

Date created: 12/8/2017
Last Data Uploaded: 12/8/2017 4:33:16 AM

 Developed by
The Schneider Corporation

COUNCIL BILL NO. 18-07

ORDINANCE NO. _____

An Ordinance rezoning certain property at 534 W. Fir Road in the City of Carthage from District A, to District E, General Business as requested by Liberty Tree Enterprises LLP

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

SECTION I: The following described property is hereby rezoned from District A, to District E, General Business to wit:

All that part of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE ¼) of Section 21, Township 28, Range 31, Jasper County, Missouri, described as beginning at a point 281 feet East of the Northwest corner of the Northwest Quarter of the Northeast Quarter of Section 21, Township 28, Range 31, Thence East 381 feet, Thence South along existing fence a distance of 291 feet, thence West 145 feet, thence South 51 feet, thence West 236 feet, thence North 342 feet to the point of beginning.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Planning, Zoning and Historic Preservation Commission

COUNCIL BILL NO. 18-08

ORDINANCE NO. _____

An Ordinance to amend Section 10-26 (a) and (c) of the Carthage Code to amend the requirement for firefighters.

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

SECTION I: Section 10-26 of the Carthage Code is hereby amended to read as follows:

- (a) No member of the city fire department shall serve as a firefighter (full-time or part-time) until he or she has reached their twenty-first birthday and is a citizen of the United States. No person shall continue to serve as a firefighter after his sixty-fifth birthday. No person shall serve as a firefighter within the city fire department unless he/she possess and maintains a telephone (landline or cell) and resides within a fifteen mile radius of the Fire Station located at 401 W. Chestnut in the City of Carthage. Any employee assigned a City owned emergency response type vehicle shall reside within the city limits or the designated boundaries of the city fire protection district.

- (c) Applicants/current employees. Applicants or current employees who do not conform to the residency requirements established by this section, shall establish residence within the boundaries specified in this section within nine (9) months after the date of appointment for new hires or effective date of the ordinance from which this section is derived for current employees. In the discretion of the city administrator, persons who, at the time the nine (9) months expires, have entered into a contract to purchase a residence for their use and who are prepared to move in within a reasonable time not to exceed six (6) months may be deemed to have met this requirement.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

ATTEST:

J. Michael Harris, MAYOR

Traci Cox, CITY CLERK

Sponsored by: Public Safety Committee

COUNCIL BILL NO. 18-09

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an agreement with Corbin Design Inc., to provide consulting services during a citywide wayfinding and welcome signage system bidding and implementation process, between the City of Carthage, Missouri and Corbin Design Inc.

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 on behalf of the City of Carthage, Missouri an agreement with Corbin Design Inc., to provide consulting services during a citywide wayfinding and welcome signage system bidding and implementation process, between the City of Carthage, Missouri and Corbin Design Inc., sanctioning the City to construct, install and maintain wayfinding and welcome signs under various conditions, a true copy of which 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 _____, 2018.

J. Michael Harris, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

PROPOSAL FOR SERVICES

City of Carthage, Missouri

**Wayfinding and Signage System:
Task Four, Implementation**

Submittal Date: June 9, 2017

SUBMITTED BY:

Shelley Steele, President

Corbin Design

109 East Front Suite 304
Traverse City, MI 49684

Telephone 231 947-1236
800 968-1236
Fax 231 947-1477
Email shelley@corbindesign.com
Web www.corbindesign.com

corbindesign

Project Description

The Carthage Convention and Visitors Bureau (CCVB) has requested that Corbin Design, Inc. (Corbin Design) submit a proposal to provide consulting services during a citywide wayfinding and signage system implementation process.

Project Approach

Task Four: Implementation

- We develop bid documents;
- Assist with an open, advertised bid process;
- Review shop drawings, color samples, keystroking documents, etc.;
- Consult with the selected fabricator during fabrication and installation; and
- Conduct a final inspection and document the required modifications.

Task Four Details

Task Four, Implementation, includes consulting during the bid, fabrication and installation processes.

During the bid process we:

- Develop bid documents;
- Assist with the issuing of the bid;
- Conduct a pre-bid conference call;
- Field bidder questions and issue any needed bid addenda during the bidding period;
- Evaluate bid returns, including bid samples (if applicable) and other submittals;
- Create a bid analysis spreadsheet, requesting clarification where needed; and
- Submit the bid analysis and a summary of findings for CCVB's review.

Once CCVB selects a fabricator, you hold the primary contractual relationship as Owner. It is the responsibility of the awarded fabricator to work from the approved Sign Message Schedule to create individual layouts for every sign face, in accordance with the specifications detailed in the Design Intent Drawings.

It is Corbin Design's responsibility to protect the design intent and assure faithful implementation of the sign message schedule and location plan. During this process we:

- Work with the selected fabricator to issue necessary documentation;
- Review pre-fabrication submittals up to two times (shop drawings, color samples, etc.);
- Review keystroking documents up to two times for layout and adherence to the design;
- Work with CCVB as you verify the accuracy of the messaging in these documents;
- Answer the fabricator's questions during the fabrication period;
- Monitor the fabrication progress via digital photos and conference calls;
- Conduct an onsite inspection after the completion of the initial installation phase; and
- Submit a list of items from the onsite inspection to CCVB and the fabricator for the fabricator to correct.

Deliverables: A digital version of the final inspection report

Onsite Meetings: One, one-person trip to complete the final inspection

Timeline: Four to six months

Additional Services

Corbin Design is often asked to provide additional services in conjunction with a wayfinding and signage program, to promote the program and/or expand its reach. While we are able to provide such services, they are considered additional. If asked to provide any of these services, we will submit a detailed cost estimate and obtain approval before performing any work. These services include but are not limited to:

- Designing or developing:
 - Custom icons, logos, maps and directory artwork
 - Donor recognition signs or sign elements
 - Interior wayfinding signage for any parking decks/garages
 - Presentation materials for use in education or promotion of the program
 - Electronic, interactive or Web-based wayfinding applications
 - Sign by sign audit of existing signage or a demolition report
- Mockup, temporary, prototype or sample signs, including:
 - Production, coordination or management
 - Fabrication or installation
- Determining electrical or structural requirements for building-mounted signage
- Construction documents with a seal from a licensed architect and/or engineer
- Zoning, DOT or Planning approval, including:
 - Attendance at meetings
 - Management of the process
 - Documentation beyond the items listed as deliverables in this proposal
- Building the logic or providing consulting services for soliciting funding, whether by developing formulas or identifying potential sources for implementation funds

Proposal Fee

Corbin Design asks to be compensated professional fees and estimated reimbursable expenses for Task Three, Documentation as follows:

Professional Fees	Travel Expenses	General Expenses
\$17,470	\$1,250	\$300

Project Total: \$19,020

A breakdown of the primary tasks is as follows:

- Bid process: \$3,790
- Fabrication and installation process: \$10,100
- Final inspection and report: \$5,130

Fine Print

1) **Professional Fees** for services are billed monthly according to the progress of the work together with expenses incurred, and are payable within 30 days. No initial payment is required. Balances unpaid for 30 days after the date of invoice are subject to a late charge of 1½ percent per month. For any additional services that are requested, we first define a scope of services sufficient to determine the amount of professional fees required, receiving approval from CCVB before any additional services are provided. If the project is not completed within six months from the date of this contract, additional professional fees may be required.

- 2) **Travel Expenses** will be billed at the actual cost of transportation and living expenses incurred while performing services on the project. Estimated travel expenses for this project include one, single-person trip to Carthage. In order to maintain cost efficiency and stay within estimated budget guidelines, we request that meeting dates be confirmed at least two weeks in advance. If the project is not completed within six months from the date of this contract, or meeting dates are not confirmed at least two weeks in advance, additional travel expenses may be required.
- 3) **General Expenses** will be billed at actual cost for expenses we incur on behalf of the project such as printing, communications and shipping.
- 4) **Maximum Fees:** These maximum fees and expenses apply as long as the scope of the work remains the same, previously approved materials are not revised, and the work schedule proceeds directly and efficiently without a delay that exceeds six months. If it appears that the maximum fees and expenses could be exceeded for reasons beyond our control, we will notify you, and agree either on new fee and expense limits or a new strategy for completing the project within the existing fees and expenses.
- 5) **Reactivation Compensation:** If the project is suspended for longer than six months and is subsequently reactivated, CCVB and Corbin Design shall, prior to reactivation, agree upon a lump sum or other basis of reimbursement to Corbin Design for any extra start-up costs occasioned as a result of the work having been suspended.
- 6) **Leadership Changes:** Should CCVB leadership change during the course of Corbin Design's work, or should new entities join the leadership team, necessitating additional client education, Corbin Design may elect to put its work on hold until a meeting is held to discuss project progress to date and future direction, to assure a smooth transition. Corbin Design's time and expenses applicable to such meeting, if any, shall be paid by CCVB as an additional expense along with associated fees.
- 7) **Insurance Coverage:** As a professional services firm located in Michigan, Corbin Design maintains the following insurance coverage:
 - Commercial General Liability: \$2,000,000 per occurrence/\$4,000,000 aggregate;
 - Automobile Liability: \$2,000,000 combined single limit;
 - Excess Liability: \$1,000,000 per occurrence/\$1,000,000 aggregate;
 - Workers Comp and Employer Liability: \$1,000,000 per occurrence; and
 - Professional Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate.

If additional insurance coverage is required, the cost of purchasing the additional coverage, if any, shall be paid by CCVB as an additional expense.

- 8) **Conditions and Responsibilities:** CCVB, through the suppliers identified by itself and Corbin Design, will be ultimately responsible for ordering, purchasing, receiving and verifying the signage, supervising installation and authorizing final payment. Corbin Design will not directly purchase or supply any specified items unless it is agreed upon prior to the purchase.

In dealing with contractors and suppliers, Corbin Design will act only as a consultant to CCVB, and CCVB will be solely responsible for payments to contractors and suppliers who might be involved in the work as a result of the design services provided by Corbin Design. Corbin Design will not be held responsible for the failure of contractors or suppliers to satisfactorily perform under their agreements with CCVB.

The Sign Location Plans provided to CCVB by Corbin Design are general in nature and not to scale, and reflect locations deemed desirable for the effectiveness of the overall wayfinding plan. They do not include exact locations or provide mounting, electrical or landscaping

specifications. The investigation of actual exterior site conditions such as underground utilities and other encumbrances is the responsibility of CCVB and the sign contractor selected to install the signs.

Bid Documents prepared by Corbin Design show design intent, not construction or engineering detail. The fabricator is responsible for fabrication, installation and overall product quality. We expect the more detailed development and engineering of the design-intent drawings and installation detail to be shown in the fabricator's submitted shop drawings. Corbin Design and CCVB will review all shop drawings submitted by the fabricator.

Although we would prefer to work with signage contractors mutually selected by CCVB and Corbin Design, we recognize that certain conditions may require that the competitive bidding process for the signage fabrication and installation be open to all bidders, regardless of their qualifications. If such an open bid process or management of a prequalification process is required, we reserve the right to adjust our fees for Task Four based on our evaluation of the qualifications of the successful bidder and the need for additional project management on Corbin Design's part. We will notify CCVB before issuing a change order for these services.

CCVB is responsible for coordinating the provision of electrical service to sign locations that require electricity, working with the fabricator to set up sign installation schedules and following up with the fabricator to verify that all punch list items have been corrected to CCVB's satisfaction.

This fee proposal shall remain in effect for 90 days. We reserve the right to re-evaluate our proposal if not acted upon during this period. Our quotation for professional fees is based on the anticipated project schedule, and our past experience with projects of similar size and complexity.

This Agreement may not be assigned, sublet or transferred without the written consent of both parties. Either party may terminate the Agreement by giving seven days written notice or at the completion of any of the parts or tasks outlined above. In the event of termination, Corbin Design shall be compensated for all work performed to the date of notification, including authorized general expenses, change orders and additional services.

Although our services result in the provision of tangible items to CCVB, this Agreement is a contract for services and not for the sale of goods. Corbin Design will determine methods, details and means of performing the services provided at our sole and reasonable discretion.

If the above conditions are acceptable to you, an authorized signature below will constitute an agreement. Please return one signed copy for our records. Also, please email a purchase order to carol@corbindesign.com

We look forward to working with you again on this exciting project!

for **Corbin Design, Inc.**

Date

for **Carthage Convention and Visitors Bureau**

Date

COUNCIL BILL NO. 18-10

ORDINANCE NO. _____

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.

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

SECTION I. That the Mayor is hereby authorized 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.

SECTION II. That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

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

PASSED AND APPROVED THIS _____ DAY OF _____ 2018.

J. Michael Harris, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Staff

***NEW
BUSINESS***

COUNCIL BILL NO. 18-11

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an agreement with Alley Capital LLC for Roof Replacement on City Buildings, Carthage Missouri.

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 enter into an agreement, pursuant to the agreed to requirements of the bid specifications, with Alley Capital LLC for the replacement of the Street Department shop roof including labor, material, equipment, and salvage of old roofs for the sum of \$24,856.71 a copy of the specifications 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 _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works

**PROPOSAL/BID
SPECIFICATIONS
CITY OF CARTHAGE
MISSOURI**

This Document Contains the Following:

- PART I: Invitation to submit proposal/bids**
- PART II: Instructions to bidders**
- PART III: Contractual requirements**
- PART IV: Technical specifications**
- PART V: Bid page**

**PART I
INVITATION TO SUBMIT PROPOSAL/BIDS**

The City of Carthage will accept sealed proposal/bids from qualified persons or firms interested in providing the following:

PROPOSALS/BIDS MUST BE RECEIVED BY AND WILL BE OPENED AT:

2:00 P.M. on January 23, 2018

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL/BID – "ROOF REPAIR
AND/OR REPLACEMENT FOR CITY BUILDINGS"**

AND RETURN IT TO:

City Clerk's Office

326 Grant St.

Carthage, MO. 64836

PART II
**INSTRUCTIONS TO VENDORS CONCERNING THE INVITATION FOR REQUEST
FOR PROPOSAL/BIDS**

GENERAL INSTRUCTIONS

A-1. AWARD.

The City reserves the right to reject any or all bids and to waive any minor informality or irregularity in bids received. The City may accept any item or group of items of any proposal unless qualified by specific limitation of the vendor. The Contract shall be awarded to that responsible vendor whose proposal, conforming to the Invitation for Proposal, will be most advantageous (lowest price and best value) to the City, price and other factors considered. The City of Carthage will select the plan which best suits its needs and is not required to choose the lowest priced proposal.

A-2. PREPARATION OF PROPOSAL/BIDS.

- (a) Vendors are expected to examine the terms, specifications and all instructions.
- (b) Each vendor shall furnish the information required by the invitation and print or type his name. Erasures or other changes must be initialed by the person signing the offer.
- (c) Unit price of each unit quoted shall be shown and such price shall include packing and delivery unless otherwise specified. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (d) Vendors must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the invitation.
- (e) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- (f) If the item has a trade name, brand and/or catalog number, such must be stated in the proposal.
- (g) Prices quoted are to be firm and final.
- (h) In submitting bids, Vendor agrees that the City of Carthage shall have until January 31, 2017 in which to accept or reject any of the bids submitted unless otherwise specified.
- (i) Proposal sheets MUST be returned with bids.

A-3. EXPLANATION TO VENDORS.

Any explanation desired by a vendor regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach vendors before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective vendor concerning an invitation will be furnished to all prospective vendors as an addendum to the invitation, if such information is necessary to vendors in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed vendors.

A-4. ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS.

Receipt of an addendum to an invitation by a vendor must be acknowledged by signing and returning the addendum. Such acknowledgment must be received prior to the hour and date specified for receipt of bids, or returned with the proposal and received prior to closing time and date.

A- 5. SUBMISSION OF BIDS.

(a) Bids and modifications thereof shall be enclosed in sealed envelopes and addressed to the City Clerk, 326 Grant Street, Carthage, Missouri 64836. The vendor shall show its company name and address on the face of the envelope.

(b) Telegraphic or faxed bids will not be considered unless authorized by the invitation.

(c) Submission of a proposal constitutes an assignment by the vendor of any and all anti-trust claims that it may have under the Federal and/or State laws resulting from this Contract.

A- 6. FAILURE TO SUBMIT PROPOSAL.

If no proposal is to be submitted, the invitation should not be returned unless otherwise specified. Failure of the recipient to bid or to notify the issuing office that future invitations are desired, may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the invitation.

A- 7. WITHDRAWAL OF BIDS.

A proposal may be withdrawn in person by a vendor or its authorized representative provided the representative's identity is made known and a receipt for the invitation is signed, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. Telephonic requests to withdraw a proposal will be considered only if confirmed by letter or telegram.

A- 8. LATE BIDS AND MODIFICATIONS.

It is the responsibility of the vendor to deliver its proposal or proposal modification on or before the date and time of the proposal receipt deadline.

A- 9. DISCOUNTS AND PROPOSAL EVALUATION.

Discounts offered for prompt payment will be considered in the proposal evaluation.

A-10. ALTERNATE BIDS.

Vendors must submit complete specifications on all alternate bids. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to proposal clauses must be clearly noted on the proposal form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

A-11. GUARANTEE.

All customary guarantees for workmanship, quality and performance specified by the manufacturer for any or all items shall apply to the items offered under this proposal.

A-12. EVALUATION OF BIDS.

(a) The evaluation of bids will include consideration of price, quality, adherence to specifications, ability to meet the City's need for service and prior experience. Evaluation may also include financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and data on the materials, services and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.

(b) "Or Approved Equal" Clause.

Whenever a material, service, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and any material, article, or equipment or other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, service, article, or equipment so proposed, is, in the opinion of the City, of equal substance and function. Substitute items may be rejected at the discretion of the City.

(c) Whenever the name of the manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The City may assume that items quoted are equal or it may request samples and proof thereof unless approved before shipment. City reserves the right to return at vendor's expense all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.

(d) By virtue of statutory authority, the City shall give preference to all commodities, manufactured, mined, produced, or grown within the State of Missouri and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to United States products and supplies. Preference may be given for Carthage services, products and supplies.

(e) Submission of proposal must contain a copy of the installation certification from the manufacturer of the material to be installed.

A-13. NOTICE OF AWARD.

After considering the basis of award and evaluation of bids, City will notify the successful vendor of acceptance of the proposal.

A-14 ENROLLMENT IN FEDERAL WORK AUTHORIZATION PROGRAM

Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

A-15 SAFETY TRAINING

Bidders are informed that the Project is subject to the requirements of Section 292.675, RSMo, which requires all contractors or subcontractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations which is as least as stringent as an approved OSHA program. The training must be completed within sixty (60) days

of the date work on the Project commences. On-site employees found on the work site without documentation of the required training shall have twenty (20) days to produce such documentation.

PART III

CONTRACTUAL REQUIREMENTS REQUIREMENTS PERTAINING TO ALL CITY CONTRACTS

A-1. DEFINITIONS.

- (a) "Owner" shall refer to City of Carthage, Missouri and its authorized representatives.
- (b) "Seller" and "Contractor" are terms which refer to the corporation, company, partnership, firm or individual, named and designated in the contract agreement and who has entered into this contract and its, his or their duly authorized agents or other legal representatives. "Seller" shall be used to describe a supplier of goods. "Contractor" shall be used if work is to be performed for the City.
- (c) The "technical specifications" include instruction to Vendors, the Terms and Conditions of Purchase, and Definitions and the technical specifications of the work.
- (d) A "sub-contractor" is a person, firm or corporation supplying labor or materials for, and under separate contract or agreement with the contractor.

A-2. CONTRACT TERMS.

- (a) The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or proposal documents. The Scope of Work to be done under the Contract shall be subject to modification of the duly authorized representatives of the Contracting parties. No provision in the Contract shall be changed or modified without the execution of a formal amendment to the Contract, mutually agreed to by the City and the Contractor. Upon request by the City, the Contractor shall provide an estimate of cost of any modification to the Scope of Work and the Contract. Any different or additional terms other than those herein contained are hereby objected to.
- (b) The term of the coverage shall be one year beginning January 01, 2017. The contract shall not bind, nor purport to bind, the City for any contract term beyond the original term of the contract. It is the intention of the City to continue with the successful vendor for a period of three years. The City does reserve the right to make a change in Agents/Carriers or Coverage prior to the end of the three years if doing so would be in the best interest of the City.
- (c) The City may, at its sole option, give notice to the Contractor to extend the contract for additional successive one-year terms unless the contractor has notified the City at least sixty days prior to the end of the contract term or extensions thereto that the Contractor will not renew the contract.
- (d) The Contractor shall secure and maintain during the entire term of the contract and extensions thereto, professional liability insurance in an amount satisfactory to the City to cover any alleged errors and omissions or fraud. A copy of the liability insurance shall be provided to the City prior to the effective date of the Contract.
- (e) The successful bidder must furnish a certificate showing that Errors and Omissions

Insurance is carried with a coverage limit of at least \$2,000,000 per occurrence. The City of Carthage, Missouri must be notified thirty (30) days in advance in the event the Errors and Omissions Insurance is canceled or non-renewed. A certificate of the above required coverage must be submitted with the proposal.

(f) If, through any cause, the Contractor shall fail to fulfill in timely and proper manner Contractor's obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective day of such termination. City or Contractor may, with or without cause, terminate this contract upon 30 day's prior written notice. In either such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Contractor under this contract shall, at the option of the City, become the City's property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of the contract by the Contractor.

A-3 PERFORMANCE BOND

Bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of Missouri pursuant to the Revised Statutes of Missouri.

A-4 LABOR AND MATERIAL (PAYMENT) BOND

Bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract.

A-5 INTERPRETATION OF CONTRACT.

This contract shall be construed according to the laws of the State of Missouri.

A-6 INTEREST OF CERTAIN OFFICIALS OR EMPLOYEES.

No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this contract. Any federal regulations, and applicable provisions in Section 105.450 et. seq. RSMo. Shall not be violated. In addition, no conflict of interest provisions established in the Purchasing Manual of the City of Carthage shall be violated.

A-7 FUND ALLOCATION.

Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of City funds.

A-8 TAX EXEMPT.

The City is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code Annotated.

A-9 UNIFORM COMMERCIAL CODE.

This Contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.

A-10 PROVISIONS REQUIRED BY LAW DEEMED INSERTED.

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.

A-11 ACTS OF GOD.

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault of negligence.

A-12 BANKRUPTCY OR INSOLVENCY.

In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the Seller, City may cancel this contract or affirm the Contract and hold Seller responsible in damages.

A-13 COMPLIANCE WITH APPLICABLE LAWS.

The Seller warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipality or any other Governmental authority or agency in the manufacture or sale of the items covered by this order, including but not limited to, all provisions of the Fair Labor Standards Act of 1938, as amended. The Seller agrees to comply with the City's Purchasing Policy adopted by Council Bill 7009. The Seller may review a copy of this Purchasing Manual by contacting the City Clerk's office, 326 Grant Street, Carthage, Mo.

64836.

A-14 EXECUTION OF AGREEMENT.

Unless otherwise specified, the Contract shall consist of a copy of the signed bids attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: That both parties thereby accept and agree to the terms and conditions of said proposal documents, and that the parties are bound thereby and the compensation to be paid the Vendor is as set forth in the Proposal. Items not awarded, if any, have been deleted.

A-15 AUTHORIZED EMPLOYEES

Contractor acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the state of Missouri. Contractor therefore covenants that it is not knowingly in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform work on the Project, and that its employees are lawfully eligible to work in the United States.

A-16 SAFETY TRAINING

(a) Contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for all employees who will be on-site at the Project. The construction safety program shall include a course in construction safety and health that is approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program as required by Section 292.675, RSMo.

(b) Contractor shall require its on-site employees to complete a construction safety program within sixty (60) days after the date work on the Project commences.

(c) Contractor acknowledges and agrees that any of Contractor's employees found on the Project site without documentation of the successful completion of a construction safety program shall be required to produce such documentation within twenty (20) days, or will be subject to removal from the Project.

(d) Contractor shall require all of its Subcontractors to comply with the requirements of this Section and Section 292.675, RSMo.

A-17 NOTICE OF PENALTIES FOR FAILURE TO PROVIDE SAFETY TRAINING

(a) Pursuant to Section 292.675, RSMo., Contractor shall forfeit to City as a penalty two thousand five hundred dollars (\$2,500.00), plus one hundred dollars (\$100.00) for each on-site employee employed by Contractor or its Subcontractor, for each calendar day, or portion thereof, such on-site employee is employed without the construction safety training required in A-14 above.

(b) The penalty described in Subsection a of this Section shall not begin to accrue until the time periods described in Sections A-14 b and c above have elapsed.

(c) Violations of Section A-14 above and imposition of the penalty described in this Section shall be investigated and determined by the Missouri Department of Labor and Industrial Relations.

(d) In the event that the Missouri Department of Labor and Industrial Relations has determined that a violation of Section 292.675, RSMo, has occurred and that a penalty as described in Section A-14 shall be assessed, the City shall withhold and retain all sums and amounts due and owing when making payments to Contractor under this Contract.

PART IV
TECHNICAL SPECIFICATIONS
Roof Repair and/or Replacement for City Buildings

SCOPE OF SERVICES

The City of Carthage, Missouri (the "City") is seeking sealed proposals for roof repair and/or replacement of specific buildings herein listed due to the May 27, 2017 hail storm.

The City is requesting firms with extensive experience doing roof repair and/or replacement services to submit proposals for roof repair/replacement. The City reserves the right to reject all proposals submitted in response to this Request for Proposal. However, any Bidder who submits a proposal for the Services will be expected to commence work as soon as the scope of work for the Services and the fees to be paid by the City to the Bidder as compensation for the Services can be negotiated. All proposals will be evaluated based on price, the completeness of the response, and the Bidder's experience and capacity to perform the Services.

• Work shall include the incorporation of the Missouri Prevailing Wages- Jasper County, Missouri: Annual Wage Order No. 24 located at:

https://apps.labor.mo.gov/DLS/PrevailingWage/AWO/24_WO049.pdf

SALVAGED METAL

Bidder shall salvage the metal from any replaced metal roofs and provide a figure for a reduction in the bid pricing for the value of the salvaged metal and indicate a price per pound.

FORM OF RESPONSE TO REQUEST FOR QUALIFICATIONS

The Bidder is strongly encouraged to thoroughly review this entire Request for Proposal since all submittals will be reviewed for compliance with the requirements set forth herein. The Bidder must use the following outline to organize its Proposal and to provide all of the required information. This will simplify the review process and permit the maximum degree of comparison by the City. The Bidder must, at a minimum, provide the information described below when submitting a Proposal.

REQUIREMENTS FOR SUBMISSION

- The proposal should describe clearly and accurately the current capability, knowledge, experience and qualifications of each person who will perform the services requested.
- A representative list of other public agency clients and/or services performed similar in nature to those referred to in this Request.
- Summary of current workload and statement of capability and commitment to carry out the proposed scope of services.

- Insurance: A statement of Bidder errors and omissions insurance coverage should be included.
- Provide a list of Bidder references.

SCHEDULE FOR REQUEST FOR PROPOSAL

PROPOSALS OPENING:

The deadline for submission of a Proposal will be January 23, 2018 at 2:00 pm. At which time the bid/proposal will be publicly opened. Three sealed bound copies of the Proposal should be submitted. All sealed proposals will be open at the City's office at time of deadline. All submissions should be made to the following:

City Clerk's Office
326 Grant St.
Carthage, MO. 64836

Questions regarding this Request for Proposal should be directed to Zeb Carney, Public Works Director. To schedule a site visit to the property on January 18th please contact the Public Works Department.

**Part V
BID PAGE**

Specifications for each building are delineated in Exhibit "A" of this packet for the expected work. Vendors are free to provide alternative solutions for the specified repair/replacement work. Vendors shall provide the specifications of their alternative recommendation(s) as part of the submittal. Vendors may provide bids for one project or any combination of all projects. Column One (Per. Specs) below provides space for bidders price pursuant to the specifications described in Exhibit "A" for each building. Pricing in this column will be assumed to be exactly as specified in Exhibit "A". Column Two (Alternative) provides space for bidders pricing pursuant to bidders' proposed alternatives. The City will consider, but reserves the right to reject, any and all alternate proposals.

BUILDING 036 STREET DEPARTMENT GARAGE & SHOP

Location: Roof Type: Bid Proposal Per Spec:

621 E. 6th Street Metal \$

 Roof Type: Bid Proposal

Alternative: TPO .60 Mil \$

Salvage Amount if Applicable: \$

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Submitted by:

(PRINT NAME AND
TITLE)

Signature: _____

Date: _____

Company: _____

**SOLICITATION CITY OF CARTHAGE, MISSOURI
"Roof Repair and/or Replacement for City Buildings"**

INVITATION TO SUBMIT PROPOSALS

Sealed Proposals will be received by the City of Carthage, Missouri, for "ROOF REPAIR AND/OR REPLACEMENT FOR CITY BUILDINGS". Proposals and accompanying documents must be received by the City Clerk, 326 Grant Street, Carthage, Missouri, 64836 on or before 2:00 P.M. January 23, 2018. Copies of the Request for Proposals for the aforesaid services may be obtained by contacting the City Clerk's office at 326 Grant Street, Carthage, Missouri, 64836, or by phone at 417-237-7000.

The full bid package may be obtained by contacting the City Clerk's Office, 326 Grant St., Carthage, MO. 64836, 417-237-7000. Questions may be addressed to Zeb Carney, Public Works Director. 417-237-7010

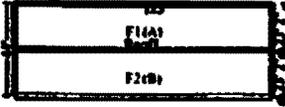
The City of Carthage reserves the right to reject any or all bids, to waive technical deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

Leamon Peterson & Bello

Bldg 36 Street Dept Garage & Shop

Main Level

Roof



5797.51 Surface Area
342.76 Total Perimeter Length

57.98 Number of Squares
125.00 Total Ridge Length

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
472. Remove Metal roofing - ribbed - 26 gauge - 1 1/8" to 1 1/2"	5,797.51	SF				
473. Metal roofing - ribbed - 26 gauge - 1 1/8" to 1 1/2"	6,377.26	SF				
474. R&R Steel rake/gable trim - mill finish	86.00	LF				
485. R&R Furnace vent - rain cap and storm collar, 8"	2.00	EA				
486. R&R Furnace vent - rain cap and storm collar, 5"	1.00	EA				
488. R&R Neoprene pipe jack flashing for metal roofing	1.00	EA				

Leamen Peterson & Bello

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
478. R&R Ridge cap - metal roofing	2.00	LF				
480. R&R Ridge end cap for metal roofing	2.00	EA				
475. Boom lift - 30'-45' reach	3.00	DA				
476. Equipment Operator - per hour	24.00	HR				
477. Fall protection harness and lanyard - per day	8.00	DA				
551. R&R Snow bar - galvanized - powder coated	22.00	LF				
552. R&R Closure strips for metal panels	250.00	LF				

Totals: Roof

Left Elevation

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
482. R&R Gutter / downspout - box - aluminum - 7" to 8"	124.00	LF				

Totals: Left Elevation

Right Elevation

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
483. R&R Gutter / downspout - box - aluminum - 7" to 8"	124.00	LF				

Totals: Right Elevation

General

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
481. Dumpster load - Approx. 20 yards, 4 tons of debris	1.00	EA				
586. Commercial Supervision / Project Management - per hour	24.00	HR				

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1826

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 \$26,344.30 for: 2018 ODET Fee \$4,000; Animal Control Truck Box \$8,000; 12 Replacement Axon BWC \$5,988 & other costs \$5,407; 5 Portable Radios (5) \$2,799.30 with software \$150.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

J. Michael Harris, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Staff

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

BUDGET WAYS & MEANS COMMITTEE
MONDAY, February 12, 2018 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Dan Rife, Darren Collier and Tim Shields. Juan Topete was absent.

OTHERS PRESENT: Mayor Mike Harris, City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams, Council Member James Harrison and Wendi Douglas from CVB.

Chairman Rife called the meeting to order at 5:30 P.M.

***NOTE:** All areas *"italic"* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

OLD BUSINESS

Consideration and approval of minutes from previous meeting. Mr. Collier made a motion to accept the minutes of the January 8 meeting. Motion approved 4-0.

NEW BUSINESS

1. **Consider and discuss Wayfinding/Welcome Signage installation Agreement with Corbin Design.**

"MODOt has signed and delivered the contracts for the Welcome signs and the Wayfinding signs which were approved by the Council in November 2017. Wendi Douglas (CVB) has received a proposal from Corbin Design (included) to oversee the bidding, installation and inspection portion of the project. In a meeting with Public Works, it was determined that it would be preferable to use Corbin for this instead of the City using its resources and Engineer. As the project involves City and State right-of-way, and City funds, it was determined that the City should be signing the Agreement with Corbin. Up until this point, CVB has been contracting with Corbin for the design work and coordinating with MODOt. We are awaiting a proposed Agreement from Corbin for consideration, but in order to keep this project moving forward, we have only put the Council Bill in the packet. We'll follow up on this at the meeting."

Wendi Douglas stated contracts for the Wayfinding/Welcome Signs have been signed by MoDOT. The bidding process is the next phase to determine project costs. Corbin Design can complete the bid process for \$3,790. Additional phases including fabrication and installation can be divided up. Mr. Short informed the committee this was how other cities have handled the process. Mr. Shields made a motion to recommend to the council to move forward with Corbin Design for the bid phase of the project. Motion carried 4-0.

2. **Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.**

"The State has moved up their timeframes for approval of the grant process regarding the taxi program. We now have to have the completed application to them by March 1,

2018. This year will not include any capital items as are awaiting the replacement of the "bus" this year and the van was replaced approximately a year to a year and half ago. In order to meet this timeframe we need approval by the Council by the end of the month. This is about a month earlier than we have done it in the past."

Mr. Short discussed the changes to the deadline and the need to proceed with the grant application. Mr. Collier made the motion to authorize the Mayor to apply for federal financial assistance for the Taxi program. Motion carried 4-0.

3. **Consider and discuss Overall Goals and Priorities for Fiscal 2019 Budget.**

"Included is a draft copy of the goals and priorities for the Fiscal 2019 Budget. This is basically a marked-up version of the approved 2018 goals and policies. There have been a number of items added or changed that will be discussed at the meeting. The changes appear in the red print. A clean copy of the changes is also included for easier reading. Once the goals and priorities for next year's budget are determined, they will be communicated to the departments and agencies for preparation of their requests. The forms for the requested 2019 budget will be sent out February 26, 2018 to the Agencies and Departments."

Mr. Short reviewed areas of the goals that had changed from last year, including the addition of an IT Department. Mr. Collier made a motion to approve the Overall Goals and Priorities for Fiscal 2019 Budget. Motion carried 4-0.

4. **Consider and discuss Budget Adjustment Resolution to the 2018 Annual Operating and Capital Budget.**

"We are requesting to appropriate donated funds via a Resolution before the next Budget Adjustment Ordinance. These are for up to \$2,500 for renovating the floors in Municipal Park restrooms from supplemental revenues from a donation of \$2,500 from the Jasper County Youth Fair Board; up to \$10,000 for a conceptual Golf clubhouse design from supplemental revenues from a grant of \$10,000 from the Kent D. Steadley and Mary L. Steadley Memorial Trust; and up to \$25,000 for acquiring up to ten (10) Zoll brand Automated External Defibrillators (AEDs) for distribution and use in municipally owned public facilities from supplemental revenues from a grant of \$25,000 from The McCune Brooks Regional Hospital Trust. This resolution will be incorporated in to the next Budget Adjustment Ordinance."

Mr. Short provided additional information regarding the adjustment. Mr. Collier made a motion to approve the budget adjustments and send them to the full Council for approval. Motion carried 4-0.

STAFF REPORTS

*"We have received the **February Sales Tax** numbers. This month's receipt for the 1% General Fund portion was 19.78% (\$34,243.32) more than the same month last fiscal year.*

*Year-to-date, we are 4.80% (\$72,629.28) higher than last year's year-to-date totals. Last month, we had basically caught up and were only .44% (\$5,929.25) below year-to-date totals. Included is the summary fund **Expense & Revenue Report** (unaudited) budget report as of the end of January 2018. Currently, there do not appear to be any major budgetary concerns, on a fund basis, outside of the Golf Course Fund. Currently, expenditures are running higher than anticipated in the approved budget and lower in revenues than originally projected. The original budget anticipated using about \$31,000 from the Golf Fund's fund balance in addition to a transfer from the General Fund of \$80,000. We will continue to monitor the budget for any outstanding and potential adjustments that will need to take place before the end of the year. A reminder, next month's meeting will include the discussion of the **5 Year Capital Plan** and presentations from Department Heads. I will also update the Committee on a few items that may impact this year's budget and several items for next year's budget. **SUPREME COURT TO RULE ON INTERNET SALES TAX COLLECTION...** In a move that could bring sweeping changes to the online commerce sector, the Supreme Court has agreed to decide whether states may require out-of-state retailers to collect sales tax. In *Quill Corp. v. North Dakota* (1992), the Supreme Court held that states cannot require retailers with no in-state physical presence to collect sales tax. South Dakota asks the Supreme Court to overturn *Quill* in *South Dakota v. Wayfair*. In March 2015 Justice Kennedy wrote a concurring opinion stating that the "legal system should find an appropriate case for this Court to reexamine *Quill*." The National League of Cities has joined in support of Amicus Brief on the case. However, at a recent MML meeting it was reported that an Amazon Distribution Center was going to be opened in Hazelwood. Preliminary discussions indicated that this site would probably be considered as a point-of-sale facility for the collection of sales tax, possibly negating use taxes distributed to Cities. Along these lines, the City of Carl Junction will be voting on the implementation of a Use Tax for internet sales in April. The City of Webb City had passed theirs in conjunction with the Sales Tax/Use Tax election for vehicles at the election in August 2017. We have discussed considering an election for these sales after evaluation the public sentiment when other cities in the area put theirs on the ballot. **Prevailing Wage Bills** SB 688 (Sater) was voted "do pass" out of the Senate General Laws Committee. This bill exempts maintenance and repair from prevailing wage. The House Economic Development Committee held hearings on HB 1436 - Love, HB 1621 - Rehder, and HB 1729 - Justus dealing with prevailing wage."*

Mr. Short reported Sales Tax for this month were up in comparison to last year in the General Fund. Supplemental sales tax payments were also discussed. Financial statements as of January 31 were reviewed with no major concerns; however, staff will continue to monitor. Mr. Short reviewed legislative bills of municipal interest that are currently being considered.

ADJOURNMENT: The meeting adjourned at 6:16 PM on motion by Mr. Shields. Motion carried 4-0.

Respectfully Submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, FEBRUARY 13, 2018
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Jason T.A. Shelfer, Ceri Otero, and David Armstrong.
James Harrison was absent.

OTHER COUNCIL MEMBERS: Mayor Mike Harris.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox.

Chairman Jason Shelfer called the meeting to order at 4:52 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Ms. Otero, the minutes of the January 23, 2018 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 3-0 on a motion by Ms. Otero.

NEW BUSINESS:

Staff Reports:

Mr. Short informed the committee the new grader had been delivered and the roof at City Hall has been replaced. Staff is working on obtaining estimates for variable rates for insurances to be incorporated in the 2019 Fiscal Budget. Ms. Cox informed the committee of changes to the workers compensation reporting requirements and also stated she had been working on an investment policy that it is currently being reviewed by the city administrator.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:02 PM. Motion carried 3-0.

Traci Cox
City Clerk

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT

The Carthage Public Library Board of Trustees met Tuesday, Dec 12, 2017 in the Carthage Public Library Board Room. The meeting was called to order at 5:14 pm by Peggy Ralston, President.

APPROVED

Roll Call

Board Members present were: Peggy Ralston, Kevin Johnson, Sandy Swingle, Kelli Nugent, Gary Cole, Justin Baucom, Eric Putnam and Kelly Hartley. Also present was Library Director Julie Yockey, Judy Welch and City Council liaison Ceri Otero. Board member Carrie Campbell was absent.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting. A motion to approve the minutes of the regular session of Nov 14, 2017 was made by Sandy Swingle and seconded by Eric Putnam. Motion passed unanimously.

Financial Report

Attached. Discussion included: (1) Approx. \$293,000 of the \$844,000 in assets was the balance of the insurance payment for the roof. Roughly one half of the material expenses for the dome have been paid. We still owe approx. \$317,000. (2) We have not received the property tax income yet. (3) Parks and Storm Water receipts are down about 2% although the October payment was approx. \$48,000 (up slightly). (4) Recent bequests from the Kirk Bryant Trust and the Kathryn Hyde Trust have been received. Both are up from the previous quarter. (5) We have received bequests from three patrons who remembered the Library in their final arrangements: Kenny Johnson, Twila Dunn and Mildred Marshall. Gary Cole moved to accept the November 2017 financial report. Eric Putnam seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) The Library Foundation appreciation event has been tabled indefinitely. Memorial Hall is not available anytime soon to host the event. (2) Copper-colored roofing material has been taken off the dome and taken to Springfield so new forms can be made as each panel was slightly different. There is currently a snow and ice guard covering in place. The contractor estimated the end of January to start the remaining roof work. (3) Julie is writing grants to the state for the bilingual reading program. Steadley Trust will match the funds. (4) The Steadley Trust will also meet our request for funding eBooks. (5) Julie gave an update about the state library committee she is on. Julie will also attend the annual conference in May in Washington DC. (6) A patron fell in the library. Julie made a report to the insurance who instructed her to keep the video. She also noted the patron rode away on a bicycle. This patron has not been back in contact with the library so far.

Youth Services Progress and Services Report

Attached.

President's Message

No report.

Council Liaison's Report

(1) Ceri reported filing is open for the April City Council elections. Three people have filed for the open mayor position.

Committee Reports

Building Committee – (1) Gary reiterated the roof update given in the Directors report.

Budget Committee – No report.

Community Relations – No report.

By-Laws - No report.

Library Gardens – No report.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Sandy Swingle said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Kelli Nugent seconded. Motion passed unanimously.

Other New Business

No report.

Closed Session

None.

Adjournment

Gary Cole made a motion to adjourn. Eric Putnam seconded. Motion passed unanimously. Meeting was adjourned at 5:45 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

The Carthage Public Library Board of Trustees met Tuesday, Jan 9, 2018 in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Julie Yockey, Library Director.

APPROVED

Roll Call

Board Members present were: Kevin Johnson, Sandy Swingle and Gary Cole. Also present was Library Director Julie Yockey, Judy Welch and Rebecca Friedrich from KPM CPAs & Advisors. Board members Peggy Ralston, Kelli Nugent, Justin Baucom, Eric Putnam, Carrie Campbell and Kelly Hartley were absent.

Because a quorum of board members was not present no meeting was held.

Respectfully submitted,



Kevin Johnson
Secretary-Treasurer

**CWEP
BOARD MEETING MINUTES**

February 15, 2018

The Carthage Water & Electric Plant Board met in regular session February 15, 2018, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

- | | |
|---|--|
| <input type="checkbox"/> Ron Ross - President | <input checked="" type="checkbox"/> Danny Lambeth - Member |
| <input checked="" type="checkbox"/> Pat Goff - Vice President | <input checked="" type="checkbox"/> G. Stephen Beimdiek - Member |
| <input type="checkbox"/> Neel Baucom - Secretary | <input checked="" type="checkbox"/> Brian Schmidt - Member |
| <input checked="" type="checkbox"/> Darren Collier - Liaison | |

Staff:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Chuck Bryant - General Manager | <input checked="" type="checkbox"/> Jason Choate - Director of Water Services |
| <input checked="" type="checkbox"/> Cassandra Ludwig - General Counsel | <input checked="" type="checkbox"/> Kelli Nugent / CFO |
| <input type="checkbox"/> Jason Peterson - Director IT & Broadband | <input checked="" type="checkbox"/> Kevin Emery - Director of Power Services |
| <input type="checkbox"/> Susan Wendleton - Administrative Assistant | <input type="checkbox"/> Meagan Milliken - Customer Relations Mgr. |
| <input checked="" type="checkbox"/> Stephanie Howard - Director of Business & Economic Development | |
| <input checked="" type="checkbox"/> Dustin Johnson - IT Operations Manager | |

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

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Lambeth and seconded by Beimdiek to approve the minutes of the regular meeting of January 18, 2018, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Beimdiek to approve disbursements for January in the amount of \$2,741,030.02 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent reviewed financials for January which showed a consolidated net income of \$123,911 compared to budget of (\$109,632).

A motion by Beimdiek and seconded by Schmidt to approve the January financial statements passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF PURCHASING 3-REEL TURRET TRAILER

General Manager Bryant reviewed bids received for a three-reel turret trailer with reel brakes for the electric department. Bids were received from Brooks Brothers Trailer & Equipment - \$34,150, and Murphy Tractor & Equipment Co - \$34,812.00.

A motion by Beimdiek and seconded by Lambeth to accept the bid of Brooks Brothers Trailers & Equipment at the price of \$34,150.00 passed unanimously.

PRESENTATION OF SMOKE TESTING RESULTS BY TREKK

Representatives from Trekk Design Group presented the results of the recent smoke testing performed on basin 3 of the CWEP wastewater system. The presentation detailed the defects found as a result of the testing as well as some recommendations for the most cost-effective solutions moving forward.

PRESENTATION BY RAINBOW ENERGY MARKETING

Representatives from Rainbow Energy Marketing (REMC) provided the Board with an update of services REMC performs for and on behalf of CWEP. The presentation discussed the changes that took place with the launch of the SPP Integrated Marketplace and how those changes affected REMC's role with CWEP, as well as an SPP market outlook to discuss developments in the RTO.

MISCELLANEOUS AND STAFF REPORTS

General Manager Bryant noted CWEP's new winter peak of 50MW, set on January 16, 2018, and due in large part to the extremely cold weather and increased use of electric heat and space heaters. Bryant also updated the board on the progress of the operations center, and he praised Customer Relations Manager Meagan Milliken for her work in selecting, printing, and hanging the new pictures found in CWEP's halls.

CFO Nugent discussed the increase in bill complaints received from customers in January and applauded the work of customer service representatives in handling those complaints. She also praised purchasing and the warehouse personnel for their work over the last month, as they processed over 115 orders and handled more deliveries than normal.

General Counsel Ludwig updated the board on the status of CWEP's air permit renewal application and informed the board of the closing of the final piece of property adjacent to the Centennial complex.

Director of Power Services Emery advised the board of progress being made on both the Central Park and River/Fairview intersection improvement projects. Emery also discussed the research being done by CWEP staff in evaluating AMI systems for future deployment in Carthage.

IT Operations Manager Johnson praised the work of fiber installers during January, as they worked through many cold days to continue fiber deployment to several new residences as well as some businesses, and he commended Andrew Moore in particular for his recent certification in fiber optic installation. Johnson also detailed the work being done to upgrade surveillance cameras and access control.

Director of Water Services Choate updated the board on the status of the wastewater plant expansion progress, stating that everything has been submitted to DNR, and Allgeier Martin hopes to have the project out for bid in the fall, with construction hopefully beginning in January 2019. He applauded the work of the water distribution crew for their long hours spent working on main breaks at the beginning of January, noting that the 11 main breaks throughout the month contributed to a decent amount of water loss.

Director of Business & Economic Development Howard reviewed with the board the industrial breakfast taking place on February 22, as well as the process CWEP will be undertaking to work with its industrial and large commercial customers to support business retention and expansion efforts.

BOARD MEMBER COMMENTS:

City Liaison Collier updated the board on the construction about to begin at River and Fairview, and noted council's appreciation of CWEP's involvement with the central park project.

At 5:38 p.m. the meeting adjourned.

President – Ron Ross

Secretary – Neel Baucom

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING
Public Safety Committee – Agenda
Tuesday February 20, 2018
5:30 p.m.
Carthage Fire Department
401 W Chestnut, Carthage MO 64836

TENTATIVE AGENDA

****Meeting cancelled due to
lack of business****

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

NEW BUSINESS.

1. **Staff Reports.**
 - a) Police Department
 - b) Fire Department

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

February 27, 2018

4:45 PM

Carthage City Hall

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. 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***



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet February 15, 2018, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: January 18, 2018

APPROVAL OF DISBURSEMENTS: January - \$2,741,030.02

FINANCIAL STATEMENT: January

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD

OLD BUSINESS: None.

NEW BUSINESS:

1. CONSIDERATION OF PURCHASING 3-REEL TURRET TRAILER
2. PRESENTATION OF SMOKE TESTING RESULTS BY TREKK
3. PRESENTATION BY RAINBOW ENERGY MARKETING

MISCELLANEOUS

STAFF REPORTS

BOARD MEMBER COMMENTS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Susan Wendleton, P O Box 611 Carthage, MO 64836 417-237-7300

CITY OF CARTHAGE



Planning, Zoning, & Historic
Preservation Commission

Date: 02/26/18
Place: City Hall Chambers
326 Grant St.
Time: 5:15 pm

AGENDA

To Consider the following items:

Requested by: Garrett Baugher

Purpose: Certificate of Appropriateness request for the placement of exterior signage located at 423 S Main.

Requested by: Steve Wilson

Purpose: Certificate of Appropriateness request for the placement of exterior signage located at 820 Howard.

Requested by: Chairman Harry Rogers

Purpose: Committee discussion regarding the Historic District (time permitting)

Requested by:

Purpose:

Requested by:

Purpose:

Commission Members:

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Kara Hardesty	325 S Main	417-359-8182
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Eric Putnam	521 E Highland	417-388-2739
	Member	Abi Almandinger	1220 S Main	417-793-6589
	Member	Richard "Bud" Rogers	2122 S Main	417-758-9854
	Member	Jim Swatsenbarg	601 Howard	417-358-1690
Non-Voting Members:	Mayor	J. Michael Harris	City Hall	417-237-7003
	Councilmember	David Armstrong	1024 Oak	417-793-9811
	City Administrator	Tom Short	City Hall	417-237-7003
Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010

CORRESPONDENCE

**Carthage Public Library
Balance Sheet - Cash basis
January 31, 2018**

Assets

	<u>2018</u>
Current Assets	
Cash in bank - treasurer's cash	\$ 964,267.97
Cash in bank - Simmons Bank	47,125.71
Cash on hand - circulation desk	42.10
Cash on hand - Internet desk	24.05
Petty cash	<u>240.00</u>
Total Current Assets	<u>1,011,699.83</u>
 Total Assets	 <u>\$ 1,011,699.83</u>

Liabilities and Net Assets

Current Liabilities	
Insurance proceeds payable	\$ <u>254,533.62</u>
Total Current Liabilities	<u>254,533.62</u>
 Total Liabilities	 <u>254,533.62</u>
Net Assets	
Unrestricted Net Assets	327,027.75
Temporarily Restricted Net Assets:	
Boylan Grant	8,490.80
Carthage Community Foundation	443.26
CPL Development Foundation	13,858.79
Debbie Putnam - Ebooks	7,739.74
Library Gardens	9,965.39
Racing to Read Grant	(410.00)
Racing to Read Grant - Local	16,217.40
Spotlight on Literacy Grant - MOSL	(118.75)
Spotlight on Literacy Grant - Local	12,714.99
Steadley Trust	11,162.24
Summer reading program - MOSL grant	2,421.30
Operational reserves	195,998.47
Change in net assets	<u>151,654.83</u>
Total Net Assets	<u>757,166.21</u>
 Total Liabilities and Net Assets	 <u>\$ 1,011,699.83</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Seven Months Ended January 31, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	\$ 239.35	\$ 250.00	\$ (10.65)	\$ 1,705.40	\$ 3,000.00	\$ (1,294.60)
Copier income	739.05	583.34	155.71	4,677.87	7,000.00	(2,322.13)
Donations	204.27	0.00	204.27	24,417.84	0.00	24,417.84
Donations-restricted	1,500.00	708.34	791.66	74,466.38	8,500.00	65,966.38
Fax income	128.60	166.67	(38.07)	782.00	2,000.00	(1,218.00)
Fine income	794.55	708.34	86.21	4,091.37	8,500.00	(4,408.63)
Interest income	144.12	150.00	(5.88)	2,398.92	1,800.00	598.92
Non-resident fee income	680.00	666.67	13.33	3,940.00	8,000.00	(4,060.00)
Payment for lost books	43.32	13.89	29.43	345.57	166.67	178.90
Postage income	6.00	13.89	(7.89)	40.00	166.67	(126.67)
State aid	0.00	583.34	(583.34)	4,034.86	7,000.00	(2,965.14)
Sur tax	3,236.36	1,000.00	2,236.36	3,236.36	12,000.00	(8,763.64)
Tax income	160,661.74	16,916.67	143,745.07	191,346.05	203,000.00	(11,653.95)
Tax income - Park and storm water	28,663.32	38,083.34	(9,420.02)	264,424.90	457,000.00	(192,575.10)
Other income	80.31	13.89	66.42	501.20	166.66	334.54
Total revenue	<u>197,120.99</u>	<u>59,858.38</u>	<u>137,262.61</u>	<u>580,408.72</u>	<u>718,300.00</u>	<u>(137,891.28)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Seven Months Ended January 31, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	32,305.20	39,613.01	7,307.81	245,670.29	471,047.00	225,376.71
Lagers	1,523.18	1,658.83	135.65	11,749.65	19,906.00	8,156.35
Insurance - health	313.00	1,136.36	823.36	1,438.86	12,500.00	11,061.14
Payroll taxes - FICA	2,471.87	2,962.25	490.38	18,817.77	35,547.00	16,729.23
Payroll taxes - unemployment	0.00	872.73	872.73	320.00	9,600.00	9,280.00
Total payroll expenses	<u>36,613.25</u>	<u>46,243.18</u>	<u>9,629.93</u>	<u>277,996.57</u>	<u>548,600.00</u>	<u>270,603.43</u>
Employee goodwill	1,732.38	250.00	(1,482.38)	3,224.09	3,000.00	(224.09)
ADA Compliance	0.00	4.16	4.16	0.00	50.00	50.00
Advertising	0.00	166.66	166.66	717.75	2,000.00	1,282.25
Audio-visuals	212.60	333.33	120.73	336.10	4,000.00	3,663.90
Books	2,243.55	2,500.00	256.45	15,877.34	30,000.00	14,122.66
Books - children's	0.00	1,250.00	1,250.00	8,743.22	15,000.00	6,256.78
Contract fees	5,776.50	2,916.66	(2,859.84)	25,900.04	35,000.00	9,099.96
Dues and travel	1,524.91	833.33	(691.58)	6,924.83	10,000.00	3,075.17
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	326.83	1,500.00	1,173.17	7,675.29	18,000.00	10,324.71
Information technology (IT)	20.17	583.33	563.16	657.78	7,000.00	6,342.22
Insurance	0.00	1,500.00	1,500.00	19,174.00	18,000.00	(1,174.00)
Legal and professional	0.00	583.33	583.33	5,400.00	7,000.00	1,600.00
Periodicals	3.99	500.00	496.01	4,036.11	6,000.00	1,963.89
Postage	65.99	125.00	59.01	724.40	1,500.00	775.60
Programs - adult	364.02	308.33	(55.69)	1,387.36	3,700.00	2,312.64
Programs - children	1,024.76	1,083.33	58.57	3,323.42	13,000.00	9,676.58
Programs, teens	19.10	83.33	64.23	234.95	1,000.00	765.05
Repairs and maintenance	672.68	1,666.66	993.98	11,141.90	20,000.00	8,858.10
Supplies	1,978.12	2,083.33	105.21	11,803.65	25,000.00	13,196.35
Telephone	378.89	704.16	325.27	3,514.53	8,450.00	4,935.47
Utilities	3,303.46	3,125.00	(178.46)	16,760.56	37,500.00	20,739.44
	<u>19,647.95</u>	<u>22,391.60</u>	<u>2,743.65</u>	<u>150,757.32</u>	<u>268,700.00</u>	<u>117,942.68</u>
Total expenses and losses	<u>56,261.20</u>	<u>68,634.78</u>	<u>12,373.58</u>	<u>428,753.89</u>	<u>817,300.00</u>	<u>388,546.11</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Seven Months Ended January 31, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	140,859.79	(8,776.40)	149,636.19	151,654.83	(99,000.00)	250,654.83
Transfers from temporary restricted	4,528.91	8,416.67	(3,887.76)	36,965.25	101,000.00	(64,034.75)
Transfers to temporary restricted	(1,500.00)	0.00	(1,500.00)	(74,466.38)	0.00	(74,466.38)
Increase/(Decrease) in unrestricted net assets	<u>143,888.70</u>	<u>(359.73)</u>	<u>144,248.43</u>	<u>114,153.70</u>	<u>2,000.00</u>	<u>112,153.70</u>
Changes in temporarily restricted net assets						
CPL Development Foundation	0.00			3,250.00		
Debbie Putnam - Ebooks	0.00			25,000.00		
Racing to Read Grant	0.00			2,362.00		
Spotlight on Literacy Grant - MOSL	0.00			9,362.00		
Spotlight on Literacy Grant - Local	0.00			18,500.00		
Summer reading program	1,500.00			1,500.00		
Summer reading program - MOSL grant	0.00			4,492.38		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Boylan Grant	0.00			(1,902.40)		
CPL Development Foundation	(235.69)			(3,255.58)		
Library Gardens	0.00			(732.73)		
Racing to Read Grant	(357.50)			(1,603.75)		
Racing to Read Grant - Local	(859.42)			(7,222.60)		
Spotlight on Literacy Grant - MOSL	(987.50)			(5,675.00)		
Spotlight on Literacy Grant - Local	(1,674.28)			(8,185.43)		
Steadley Trust	0.00			(1,059.56)		
Summer reading program - MOSL grant	(414.52)			(7,328.20)		
Increase/(Decrease) in temporarily restricted net assets	<u>(3,028.91)</u>			<u>37,501.13</u>		
Change in net assets	<u>\$ 140,859.79</u>			<u>\$ 151,654.83</u>		

See accountant's compilation report.

**Carthage Public Library
Gift Account Activity
For the One Month and Seven Months Ended January 31, 2018**

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 8,490.80	\$ 0.00	\$ (1,902.40)	\$ 6,588.40
Carthage Community Foundation	443.26	0.00	0.00	443.26
CPL Development Foundation	13,858.79	3,250.00	(3,255.58)	13,853.21
Debbie Putnam - Ebooks	7,739.74	25,000.00	0.00	32,739.74
Library Gardens	9,965.39	0.00	(732.73)	9,232.66
Racing to Read Grant	(410.00)	2,362.00	(1,603.75)	348.25
Racing to Read Grant - Local	16,217.40	0.00	(7,222.60)	8,994.80
Spotlight on Literacy Grant - MOSL	(118.75)	9,362.00	(5,675.00)	3,568.25
Spotlight on Literacy Grant - Local	12,714.99	18,500.00	(8,185.43)	23,029.56
Steadley Trust	11,162.24	0.00	(1,059.56)	10,102.68
Summer reading program - Local	0.00	1,500.00	0.00	1,500.00
Summer reading program - MOSL grant	2,421.30	4,492.38	(7,328.20)	(414.52)
Thelma Stanley Foundation Grant	0.00	10,000.00	0.00	10,000.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 278,483.63</u>	<u>\$ 74,466.38</u>	<u>\$ (36,965.25)</u>	<u>\$ 315,984.76</u>

See accountant's compilation report.

CARTHAGE PUBLIC LIBRARY

Expenditures Reimbursed by Grants	Year to Date Ending 01/31/2018				
	Actual Expenses Year to Date	Grant Funded Amount	Actual Expenses w/o Grant Amount	Year to Date Budget	Year to Date Variance
Salaries	245,670.29	11,453.75	234,216.54	471,047.00	(236,830.46)
Grant Wages	-	-	-	-	-
Employee Goodwill	3,224.09	37.96	3,186.13	3,000.00	186.13
LAGERS	11,749.65	-	11,749.65	19,906.00	(8,156.35)
Health Insurance	1,438.86	-	1,438.86	12,500.00	(11,061.14)
Payroll Taxes - FICA	18,817.77	-	18,817.77	35,547.00	(16,729.23)
Payroll Taxes - Unemployment	320.00	-	320.00	9,600.00	(9,280.00)
ADA Compliance	-	-	-	50.00	(50.00)
Advertising	717.75	-	717.75	2,000.00	(1,282.25)
Audio-Visuals	336.10	-	336.10	4,000.00	(3,663.90)
Adult Book	15,877.34	999.24	14,878.10	30,000.00	(15,121.90)
Children Book	8,743.22	2,395.25	6,347.97	15,000.00	(8,652.03)
Contract Fees	25,900.04	641.65	25,258.39	35,000.00	(9,741.61)
Dues and Travel	6,924.83	4,463.74	2,461.09	10,000.00	(7,538.91)
Ebooks	3,200.00	-	3,200.00	3,500.00	(300.00)
Furniture and Equipment	7,675.29	2,661.08	5,014.21	18,000.00	(12,985.79)
Information Technology (IT)	657.78	-	657.78	7,000.00	(6,342.22)
Insurance	19,174.00	-	19,174.00	18,000.00	1,174.00
Legal and Professional	5,400.00	-	5,400.00	7,000.00	(1,600.00)
Miscellaneous	-	-	-	-	-
Periodicals	4,036.11	-	4,036.11	6,000.00	(1,963.89)
Postage	724.40	-	724.40	1,500.00	(775.60)
Preservation of Historical Documents	-	-	-	-	-
Programs - Adult	1,387.36	1,300.68	86.68	3,700.00	(3,613.32)
Programs - Children	3,323.42	2,033.18	1,290.24	13,000.00	(11,709.76)
Programs - Teens	234.95	-	234.95	1,000.00	(765.05)
Repairs and Maintenance	11,141.90	511.18	10,630.72	20,000.00	(9,369.28)
Supplies	11,803.65	5,553.01	6,250.64	25,000.00	(18,749.36)
Telephone	3,514.53	-	3,514.53	8,450.00	(4,935.47)
Utilities	16,760.56	-	16,760.56	37,500.00	(20,739.44)
Depreciation and Amortization	-	-	-	-	-
Capital Improvement projects/assets	-	-	-	-	-
Journal Entries	-	4,500.01	(4,500.01)	-	(4,500.01)
	-	-	-	-	-
	\$ 428,753.89	\$ 36,550.73	\$ 392,203.16	\$ 817,300.00	\$ (425,096.84)

January Director's Progress and Service Report

Julie Yockey, Director

2017 is in the history books, and this Library is looking forward to a very progressive 2018! Honestly, where did the year go? It seems like yesterday we were reviewing our audit, and here we are doing it again this evening. Our community has a lot to be thankful for during this upcoming year, and our Library will do it's best to be at the forefront offering great things to our patrons. During this year we will be working hard to plan, build and eventually secure funds for more space for our children and teens. We also have building maintenance needs that need to be met in our community room as well as our gardens. A priority of our Board and this Director is for us to never let our building maintenance needs get the better of us again. We plan to stay on top of it, instead of behind.

During January and early February, various staff members will be attending professional development programs. Library Advocacy Day for Missouri will be held February 5 and 6. I will be attending this event in order to network with our legislators, Governor and the Secretary of State. Insuring that library services and needs are met financially through our state government is our priority. National Library Legislative Day in Washington DC will be held May 7, 8. I will be heading up the group that attends from Missouri with a stipend from the Missouri State Library.

Our Library is blessed to have such a great partner in our Carthage School District. I have personally congratulated Dr. Baker on his new position of Superintendent, and look forward to continuing our partnership with the school. Mark has always supported our library since the very first day I arrived, and I am thankful for that. I also would like to share that it is a huge help to the Library and our staff knowing that we can contact our local principals when we have situations with children and teens that we need assistance with. Mrs. Jenny Bogle has been a huge help to us as we deal with a large number of teens recently that have been abusing their library privileges. She has been known to sit at our front doors after school in order to remind students what correct library conduct looks like. Since the new year began she has once again stepped up and

spoken with a number of children and their parents about their inappropriate library behavior. I appreciate her, her professionalism and her concern for her students.

Two grants have been written and submitted to the State Library in order to continue with our Racing to Read early literacy program as well as our adult citizenship class. Local, matching money has already been secured for both programs to carry on one more year.

People keep coming; checking out books, researching, using the internet, attending programs and using our beautiful spaces. Thank you Carthage for your support of your Library.

Respectfully submitted,

Julie Yockey, Director

February 2018 Director's Report

Julie Yockey

A quote from Secretary of State Jay Ashcroft, "If you have good education and a library, people can teach themselves anything." Mr. Ashcroft also says that cutting library funding would be "penny wise and pound foolish." These thoughts were shared in a two hour budget hearing at our Capital on the 5th. The Secretary has submitted a budget to our Governor for libraries which is for \$10.6 million in general funding for libraries. Governor Greitens' proposed budget recommends \$5.1 million in general revenue funding. "We have over 360 public libraries that have highly trained individuals," Ashcroft testifies. "They're open at night, they're open on weekends, they have meeting facilities and they have broadband." Ashcroft says 91 percent of Missourians have access to taxpayer-supported libraries.

The Missouri Constitution authorizes the state to support and aid public libraries. Library Advocacy Day was cancelled this year due to inclement weather, and has been rescheduled for April. Secretary Ashcroft is an important advocate for libraries in our state and we will continue to work on the front lines with him to gain adequate funding for our communities.

During January and the first part of February, I got back to hitting the floor running every morning! It is not unusual for me to attend 2-3 meetings/events a day. Which is great, we are popular, and getting more so every week. KODE television showed up early one am, and requested an interview about our ever popular Citizenship class! Numerous positive comments were shared once again about our program. Dr. Mark Baker, Superintendent of Schools and I sat together for a good visit about library/school collaboration. During the time we spent together, I feel we left the meeting feeling very positive about our partnership, including all the good both entities do in our community. Work on replacing the original dome is almost complete. I finally got brave enough to ask Randy Dubry to accompany me up on the lift truck to the roof of the building. Something I have always wanted to do and not been able to. It was amazing! It was easy to see the damage that had been done by the hail storm, and equally as easy to feel a sense of reverence when looking at all the original construction on our dome. Mr. Dubry is here daily to supervise the work being done and he has become a huge asset and advocate for our library. A meeting has been set up with "Vision Carthage" group to look into partnering with them in order to refurbish our library gardens. The Library Development Foundation met on the 29th of January. They approved a motion to apply, on behalf of the Library, for us to proceed with our plans to move our email service to G-Suite Gmail and google docs for non-profit's. Morenet currently hosts our email service and this will end June 30th of this year. In working with the Foundation, because they are a 501 C3 Corp. there will be no cost for us to move to the more modern, accessible email system as well as easily allow is to collaborate with shared documents. Numerous other public libraries and schools have switched to G-Suite. In planning for the future, this is a good move for us. There will be no cost to our Library, and it also will let us administer Chrome books when we decide to start using them in our library.

At this time I am going to share a few interesting statistics with you about our Library. During the first 6 months of this fiscal year, 678 people signed up for library cards! We average about 115 each month! There were 110 programs held for children with 2267 children in attendance. This does not include all of the outreach our Children's Librarian does at PAT, Head Start as well as local daycare facilities. Thirty one adult Citizenship classes were held at the library with 158 unique adults in attendance. This is an average of 23 programs a month with @ 405 people in attendance. Remember, these are the calmest months this library has. Reports of the next 6 months will even be larger. Thankfully, our children's programs receive generous grant donations for programming supplies/books and materials, but we are out of storage space. Sherri is constantly purchasing more

large totes to organize and store materials. She likes to rotate manipulatives in and out of her department on a monthly basis, but she is out of space to store the items that are not in use. Not a bad problem to have! We currently employ 18 staff members 5 of which are full time, as well as 5 grant employees. We are open a total of 56 hours each week. During January we were closed 2 days for inclement weather, and so far in February we have been closed one day due to slick roads. In one month we average about 5,500 people who enter our doors. Could these numbers be the reason we have an increase in our supply expenditures? This is not a bad problem to have.

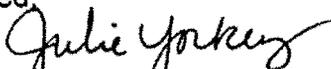
It seems like I always report each month on grant writing, but it is a huge part of my job. Before March 15, I will be writing 3 grant requests as well as compiling 2 interim grant reports for the State Library as well as the Steadley Trust. The Building Committee will report on upcoming maintenance/building issues that need attention.

Please take time to look around at the new artwork that has been placed in our library. An anonymous donor has purchased for us a beautiful piece by the late Betsy Pauly. It hangs behind the CIRC desk. Other pieces from the first "Midwest Gathering of the Artists" which now belong to the library, have been placed in various locations throughout the library. Our walls are bare no more!

The Literacy Center of Carthage has made a \$1,500 donation to our Summer Reading Program as well as the Library Development Foundation made a \$2,000 donation to use for rewards, incentives and programs during the upcoming summer. Yes, it is just February, but it takes a lot of planning to provide the best SRP possible for our community.

Valentine's Day party is tomorrow for our early literacy children. Stop in any Monday or Wednesday at 10:00 to witness for yourself all the good that the library provides for our children. Have a great month.

Submitted


Julie Yockey, Director

Children's Progress Report December 2017, Sherri Luce

In December, we hosted three regular story times, three Spanish story times, one PAWS event, and 10 outreach English story times. This included our Christmas Story Time with Santa. We had cocoa, cookies, crafts, books, and visits with the big guy. Ben is continuing 'Anime Night' once a month for our Teens, though has seen a decline in attendance with so many school activities taking place this time of year.

January brings with it the start of our Winter Reading Program. There are three age groups (Primary, Independent, and Teens). Each group has a BINGO board from which to choose activities/book genres. When a row of five is complete, the patron may bring it in and choose a prize. He/she may continue filling rows for up to five prizes. The program starts Jan. 8th, and runs through Feb. 17th.

Children's Progress Report January 2018, Sherri Luce

We've had a slow start to our new year because of illness throughout the community, but we are finishing the month strong and are ready to plan lots of activities for the spring and summer.

Ms. Sherri hosted two story times this January, one being teamed up with the Show-Me Hope group from Mercy. They joined us to promote weather awareness for our young patrons. Ms. Janine hosted four bi lingual story times, and Ben had a craft night teaching a few patrons the art of leather stamping.

January brings with it the start of our Winter Reading Program. There are three age groups (Primary, Independent, and Teens). Each group has a BINGO board to choose activities/book genres from. The program starts Jan. 8th, and runs through Feb. 17th. There are over 100 children and teens signed up to participate in this program.

"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.