

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, MARCH 24, 2020
6:30 P.M. – COUNCIL CHAMBERS**

This meeting shall be conducted via Video Conferencing. This notice will be updated as soon as a video conferencing platform is determined with information to access the meeting.

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments
(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
 1. **C.B. 20-07** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and CDL Electric of Pittsburg, Kansas for lighting improvements and upgrades at City Hall. (Public Works)
 2. **C.B. 20-08** – An Ordinance adopting and amending APPENDIX H (Signs) of the International Building Code/2006. (Public Works)
 3. **C.B. 20-09** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and G&G Construction Co. Inc., of Carthage, Missouri for the River Street Widening and Storm water Improvements project in an amount not to exceed \$241,016.14. (Public Works)
 4. **C.B. 20-10** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and Sprouls Construction, Inc., of Lamar, Missouri for Storm water Improvement projects in an amount not to exceed \$207,240.00. (Public Works)
 5. **C.B. 20-11** – An Ordinance vacating a portion of an alley running North (from approximately 286 feet to 460 feet) off Centennial Street between Grand Avenue and Clinton Street, between

1429 S Clinton and 1500 Grand Avenue in Carthage Miscellaneous Addition, in the City of Carthage, Missouri. (Public Works)

16. New Business

1. **C.B. 20-15** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2019-2020 for various funds. (Budget Ways & Means)
2. **C.B. 20-16** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and Dick Horton Consulting, 507 Norris, Pittsburg, KS 66762 for Parks and Recreation Consulting Services in an amount not to exceed \$130,000. (Public Services)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1898** – A Resolution authorizing withdrawal of the City of Carthage's participation from Midwest Public Risk of Missouri's property and liability programs for the 2020-2021 policy year (Insurance, Audit & Claims)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
MARCH 19, 2020

The Carthage City Council met in Special session on the above date at 12:00 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Notice for the meeting was posted with less than 24 hours due to the emergency nature of the COVID-19 virus. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Darren Collier, Alan Snow, Kirby Newport, Ed Barlow, Juan Topete, James Harrison, Ray West, David Armstrong, Mike Daugherty and Ceri Otero. Council member Juan Topete was 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 & Recreation Director Mark Peterson and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Newport, to approve the minutes of the March 10, 2020 Council Meeting. Motion carried unanimously.

Under New Business, C.B. 20-12 – An Ordinance approving the City of Carthage, Missouri's ability to conduct meetings using video conference technology; and to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mr. Armstrong, to follow the emergency protocol and advance Council Bills 20-12, 20-13 and 20-14 to the second reading. Motion passed.

C.B. 20-12 – An Ordinance approving the City of Carthage, Missouri's ability to conduct meetings using video conference technology; and to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow and West. The council bill was approved and numbered Ordinance 20-06.

C.B. 20-13 – An Ordinance to amend Section 13 of the Code of the City of Carthage by adding section 13-134, Enforcement of the Department of Health and Senior Services Regulation on Infectious Diseases was placed on first reading with no action taken.

C.B. 20-13 – An Ordinance to amend Section 13 of the Code of the City of Carthage by adding section 13-134, Enforcement of the Department of Health and Senior Services Regulation on Infectious Diseases was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison,

Newport, Otero, Snow and West. The council bill was approved and numbered Ordinance 20-07.

C.B. 20-14 – An Ordinance prohibiting any public gathering of 50 or more persons except for educational institutions, daycare facilities, and business operations within the corporate limits of the City of Carthage during the duration of the Mayor's Emergency Government Resolution of State of Emergency in the city of Carthage, State of Missouri dated March 19, 2020 or any extension thereof; authorizing the Mayor to issue an Order amending which public gatherings are prohibited to protect public health; establishing a penalty for violating the prohibition; and containing an emergency clause was placed on first reading with no action taken.

C.B. 20-14 – An Ordinance prohibiting any public gathering of 50 or more persons except for educational institutions, daycare facilities, and business operations within the corporate limits of the City of Carthage during the duration of the Mayor's Emergency Government Resolution of State of Emergency in the city of Carthage, State of Missouri dated March 19, 2020 or any extension thereof; authorizing the Mayor to issue an Order amending which public gatherings are prohibited to protect public health; establishing a penalty for violating the prohibition; and containing an emergency clause was placed on second reading followed by a roll call vote of 6 yeas and 3 nays. Ayes: Collier, Daugherty, Harrison, Newport, Otero, and Snow. Nays: West, Armstrong and Barlow. The council bill was approved and numbered Ordinance 20-08.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve Resolution 1897 – A Resolution supporting the Declaration of a State of Emergency within the City of Carthage; calling for proactive measures to protect the public health, safety and welfare; expressing support for and calling upon the Mayor and City Department Heads to enact regulations to protect the public health, safety and welfare. Mr. Newport made a motion, seconded by Mr. Armstrong, to strike "Canceling or suspending Council and/or Committee meetings or activities" from Resolution 1897. Motion failed with Council Members Collier, Daugherty, Harrison, Otero, Snow and West casting Nay votes. Resolution 1897 was adopted by a vote of 8 yeas and 1 nay. Ayes: Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow and West. Nay: Armstrong.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 12:48 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 20-07

ORDINANCE NO. _____

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

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

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

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

PASSED AND APPROVED THIS _____ DAY OF March _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk



one company many solutions

ALTERNATIVE ENERGIES DIVISION

cdlsolution.com

2/26/2020

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

SCOPE OF WORK

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

NOT INCLUDED

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

ACKNOWLEDGE ADDENDA

COMPANY PROPOSAL

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

Thank you for this opportunity.
Sincerely,

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

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

Date of Acceptance: _____

Authorized Signature: _____

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

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

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

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

Section III:

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

Section H104 DELETE: Identification (complete section)

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

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

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

Section H113 DELETE: Marquee signs (complete section)

Section H106.1 DELETE: ICC and INSERT: NEC

Section H106.2 DELETE: ICC and INSERT: NEC

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

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

Section H110.3 DELETE: solid INSERT: Roof

Section H110.3 DELETE: having a solid surface

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

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

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

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

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

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

PASSED AND APPROVED THIS __ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

APPENDIX H

SIGNS

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

SECTION H101 GENERAL

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

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

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

SECTION H102 DEFINITIONS

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

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

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

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

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

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

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

2006 INTERNATIONAL BUILDING CODE

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

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

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

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

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

SECTION H103 LOCATION

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

SECTION H104 IDENTIFICATION

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

SECTION H105 DESIGN AND CONSTRUCTION

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

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

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

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

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

Exception s:

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

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

SECTION H106 ELECTRICAL

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

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

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

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

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

SECTION H107 COMBUSTIBLE MATERIALS

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

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

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

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

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

SECTION H108 ANIMATED DEVICES

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

SECTION H109 GROUND SIGNS

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

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

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

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

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

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

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

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

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

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

SECTION H110 ROOF SIGNS

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

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

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

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

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

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

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

SECTION H111 WALL SIGNS

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

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

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

SECTION H112 PROJECTING SIGNS

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

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

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

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

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

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

**SECTION H113
MARQUEE SIGNS**

H113.1 Materials. Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H1106.1 and H1107.1.

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

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

H113.4 Height limitation. Marquee signs shall not extend more than 6 feet (1 829 mm) above, nor 1 foot (305 mm) below sub-marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2 438 mm).

**SECTION H114
PORTABLE SIGNS**

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

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

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (Inches)	TYPE OF GLASS
Any dimension (Inches)	Area (square Inches)		
< 0	500	1/8	Plain, plate or wired
45	700	3/16	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
> 144	> 3,600	1/4	Wired glass

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

TABLE 4-B
THICKNESS OF PROJECTION SIGN

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

For SI: 1 foot = 304.8 mm

**SECTION H115
REFERENCED STANDARDS**

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

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

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

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

Section III

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

Section H104 DELETE: Identification (complete section)

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

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

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

Section H113 DELETE: Marquee signs (complete section)

Section H106.1 DELETE: ICC and INSERT: NEC

Section H106.2 DELETE: ICC and INSERT: NEC

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

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

Section H110.3 DELETE: solid INSERT: Roof

Section H110.3 DELETE: having a solid surface

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

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

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

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

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

COUNCIL BILL NO. 20-09

ORDINANCE NO. _____

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

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

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

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

PASSED AND APPROVED THIS _____ DAY OF September _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

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

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

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

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

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

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

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

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

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

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

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

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

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

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Curtis Garner
(Please Type or Print)

Name _____

Title President

NOTICE OF AWARD00501

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

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

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

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

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

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

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

Dated this _____ day of _____, 20 ____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

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

By _____

Title _____

NOTICE TO PROCEED.....00502

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

DATE: _____

PROJECT: River Street Widening and Stormwater

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

City of Carthage
By: _____
Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by _____

this the ____ day of _____, 20____

By _____

COUNCIL BILL NO. 20-10

ORDINANCE NO. _____

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

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

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

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

PASSED AND APPROVED THIS _____ DAY OF March _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

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

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

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

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

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

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

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

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

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

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

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

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

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

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Dwight Sprouls
(Please Type or Print)

Name _____

Title President

NOTICE OF AWARD00501

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

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

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

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

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

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

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

Dated this _____ day of _____, 20____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

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

By _____

Title _____

NOTICE TO PROCEED.....00502

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

DATE: _____

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

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

City of Carthage
By: _____
Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED
is hereby acknowledged by _____

this the _____ day of _____, 20_____

By _____

COUNCIL BILL NO. 20-11

ORDINANCE NO. _____

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

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

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

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

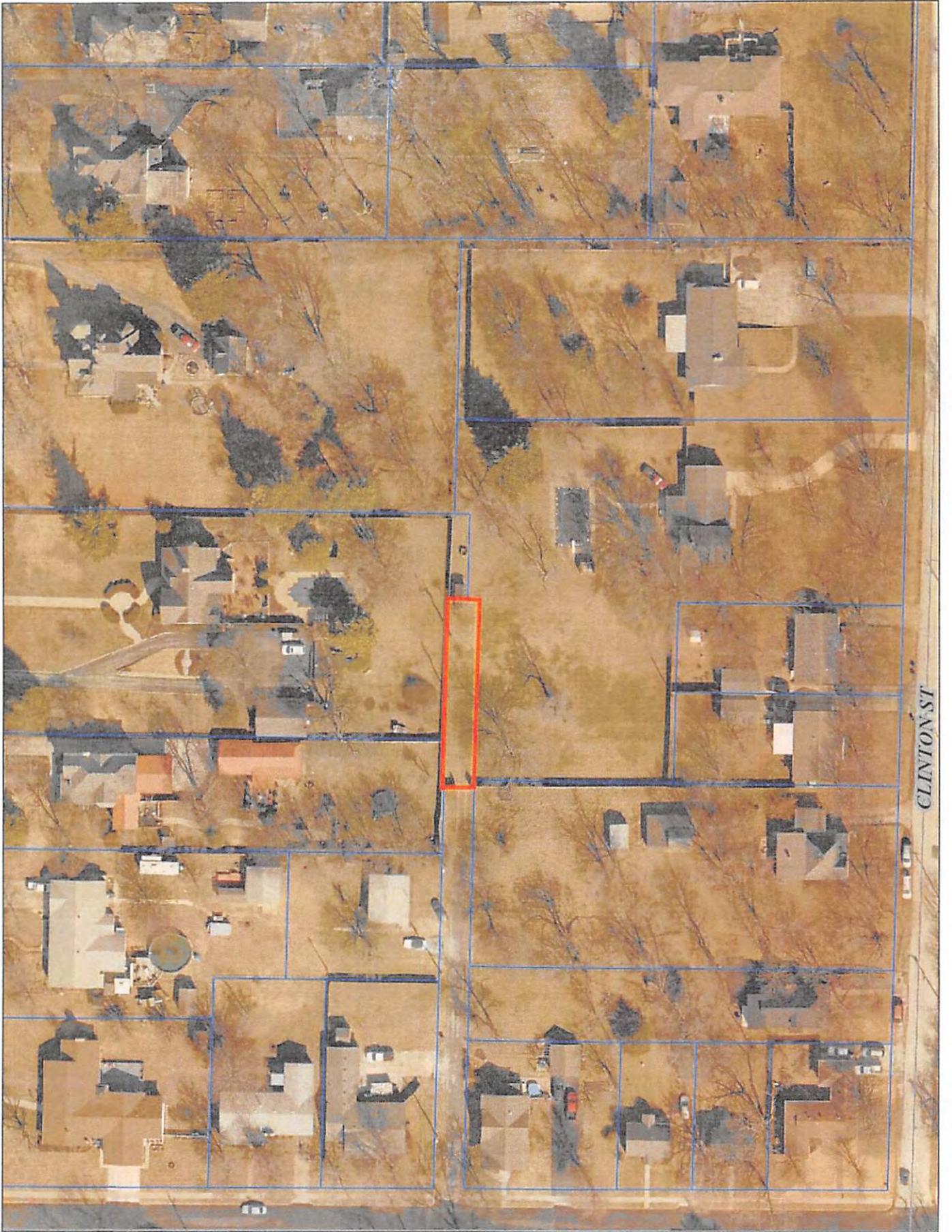
PASSED AND APPROVED THIS __ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee



***NEW
BUSINESS***

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2019-2020 for various funds.

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

SECTION I: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the General Fund, is hereby amended to reflect a supplemental appropriation for:

A. Central Municipal Activities Department;

- a. to reflect a supplemental appropriation of \$15,968.75; for remittance of the difference between estimated and actual expenses for Financial Advisor's fees regarding closing costs in relation to the Direct Loan Program for Wastewater Treatment Plant improvement costs, from the unallocated and undesignated fund balance; and
- b. to reflect a supplemental appropriation not to exceed \$30,000 to the Personnel Study line item for consulting services to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees from supplemental revenues of \$482,700 from bank interest correction; and
- c. to reflect a supplemental appropriation not to exceed \$25,000 to the Council Contingency line item for Attorney Fees (Spencer Fane) from the unallocated and undesignated fund balance; and
- d. to reflect a supplemental appropriation not to exceed \$15,060 to the Council Contingency line item for fees to replace an HVAC unit at City hall and the Fire Department from the unallocated and undesignated fund balance;

B. Pool Department; to reflect a supplemental appropriation not to exceed \$5,000 to the Maintenance line item for repairs to the pool pump; and

- a. \$5,000 to the Contract Services line Item for increases to the contract with the YMCA for pool management from the unallocated and undesignated fund balance;

C. Information Technology Department; to reflect a supplemental appropriation not to exceed \$12,000 to the Computer Services line item for additional services provided by Pearson Kelly during the search for a new IT manager, and Cyber Security programs, from the unallocated and undesignated fund balance;

D. Police Department; to reflect a supplemental appropriation not to exceed \$6,000 to the Radio Maintenance line item for additional services, pursuant to Agreement for remainder of the fiscal year, to maintain the City's Radio system, and; \$27,643 to the Computer Services line item for the annual subscription and maintenance of

the report writing software, from the unallocated undesignated fund balance.

- E. **Capital Improvements Department:** to reflect a supplemental appropriation not to exceed \$6,000 to the Capital Outlay line item for replacement of the pump (fountain) at the Golf Course and to purchase 18 benches from the R-9 Vo-Tech program for the course.

SECTION II: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Public Safety Grant Fund**, is hereby amended to reflect a supplemental appropriation

- a. of up to \$28,000 from Donation Revenues of \$28,000 to the Fire Department Uniform Expense line of item (\$2,000) and the General Tools & Equipment line item (\$26,000) for purchase of duty uniform jackets and acquisition of fire equipment or supplies respectively for the Fire Department; and
- b. to reflect a supplemental appropriation of up to \$23,625 for Donation Revenues from Law Enforcement Sales Tax (LEST) to the Police Department Capital Outlay line item for the purchase of (2) pole cameras and (12) portable radios, and to the Miscellaneous Expenses line item for ODET fees; and
- c. to reflect a supplemental appropriation of up to \$6,500 from Donation Revenues from Arvest Bank to the Police Department Capital Outlay line item for Forward-looking infrared (FLIR) equipment.
- d. to reflect a supplemental appropriation of up to \$10,000 from Donation Revenues of \$10,000 from an anonymous donor for use in the Carthage Police Department.

SECTION III: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Public Health Fund**, is hereby amended to reflect a supplemental appropriation of up to \$255,000 to the **Capital Outlay** line item from **Lease Proceeds** of \$255,000 to properly account for capital (lease) purchases regarding the Street Sweeper.

SECTION IV: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Golf Fund**, is hereby amended to reflect a supplemental appropriation of up to \$53,000 to the **Capital Outlay** line item from **Lease Proceeds** of \$53,000 to properly account for capital (lease) purchases regarding the Wide Area Mower.

SECTION V: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Fire Protection Tax Fund**, is hereby amended to reflect a supplemental appropriation of up to \$585,000 to the **Capital Outlay** line item from **Lease Proceeds** of \$585,000 to properly account for capital (lease) purchase regarding an Engine.

SECTION VI: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Public Fac/Bond Fund** is hereby adjusted to reflect the following allocations of currently appropriated funds, and

supplemental appropriation from the unallocated and undesignated fund balance;

- | | |
|---------------------------------------|--------------|
| a. I-49 Ramp/HH Highway | \$2,687,682 |
| b. Governor's Cost Share | \$1,009,805* |
| c. Hazel Imprv. Airport to HH Highway | \$277,500 |
- *(If approved)

SECTION VII: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Parks Storm Water** Fund is hereby adjusted to reflect the following allocations of currently appropriated funds;

	From	To
a. Municipal Park Stormwater Repair	\$40,000	\$80
b. Parks Master Plan	\$45,000	\$84,920

SECTION VIII: The City of Carthage's 2019 - 2020 Annual Operating and Capital Budget for the **Capital Improvement Sales Tax** Fund is hereby adjusted to reflect the following allocations of currently appropriated funds;

	From	To
a. Parks/Golf Maintenance Addition	\$59,400	\$10,203
b. Parks Master Plan	\$0	\$45,080

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 20-16

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage, Missouri and Dick Horton Consulting, 507 Norris, Pittsburg, KS 66762 for Parks and Recreation Consulting Services in an amount not to exceed \$130,000.00.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute a Contract between the City of Carthage, Missouri and Dick Horton Consulting, 507 Norris, Pittsburg, KS 66762 for Parks and Recreation Consulting Services in an amount not to exceed \$130,000.00, pursuant to RFQ specifications and recommendation, which Contract is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____ 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Dick Horton Consulting

507 Norris
Pittsburg KS 66762



Agreement to Perform Park and Recreation Consulting Services

Date

March 17, 2020

City of Carthage Rules and Regulations

This Consulting Agreement is issued pursuant to the selection of Dick Horton Consulting to develop a Park and Recreation Master Plan for the City of Carthage.

This Agreement, effective on March 17, 2020 will be aligned with the Scope of Work as detailed below and in accordance with all City of Carthage rules and regulations.

Period of Performance

The Services shall commence on March 17, 2020, and will be completed by November 30, 2020

Scope of Work

Consultant shall provide the Services and Deliverable(s) as follows:

1. Public Engagement - Ten public engagement opportunities to include:
 - a) steering committee meetings as needed
 - b) stakeholder interviews (one or two days)
 - c) one day of focus group meetings with special interest groups
 - d) two public meetings following the return of the survey results from the ETC Institute – one of which to be held with the Hispanic Community
 - e) two public meetings upon completion of the draft master plan – one of which to be held with the Hispanic Community
 - f) one each draft report and final report meeting with the Public Services Committee and the City Council
2. Citizen Survey – The ETC Institute will complete a statistically valid citizen survey. The survey will guarantee 400 completed responses and a level of confidence of 95% and a precision of +/- 5% upon its completion. The survey process will incorporate bi-lingual assistance as needed. To be included as part of the survey will be a tool that ETC calls Geocoding (plots on a map where responses come from in the community), national

- benchmarks for many of the responses such as how many citizens say they use the park system, and priority investment ratings for programs and facilities (ratings that rate in categories of high, medium, and low the preferences that citizens have and are willing to support financially).
3. Demographic Assessment – Socio-demographic characteristics and census data will be compiled to determine the Carthage profile so that informed decisions can be made about how and where (geographically) resources should be allocated.
 4. Review of Other Planning Documents – Other planning documents such as the city’s comprehensive plan, the Fair Acres Plan, and the Drury College Plan will be reviewed to check for previous community discussions about the park system that should be carried forward into the 2020 Park and Recreation Master Plan.
 5. Review of Other Providers – The consultant will evaluate other providers of destination programs, services and recreation facilities within an area that includes Joplin and Springfield. This effort is to ensure that the City of Carthage is aware of destination attractions to avoid investing dollars when it is not necessary for the same attractions in Carthage.
 6. Park System Assessment – Each amenity in each park will be evaluated and rated to determine the overall performance of the park. After each park is evaluated, the total score will be used to determine that overall performance of the entire system. To be considered in the assessment:
 - a) General state and condition
 - b) Compatibility with surrounding neighborhoods
 - c) Compatibility with surrounding communities
 - d) Aesthetics/design
 - e) Safety/security
 - f) ADA compliance
 - g) Public access and connectivity with neighborhoods
 - h) Program capacity and compatibility with users
 - i) Partnership and sponsorship opportunities
 - j) Revenue generating opportunities
 7. Future Park Land Acquisition - Based on results of the consultant’s park system assessment and mapping exercise, options for land acquisition will be identified, if needed.
 8. Trail Assessment – The consultant will evaluate the current on-road trail network and work with the Steering Committee to determine if an off-road route should be mapped.
 9. Recreation Facilities – To be evaluated are the Rock Park Stadium and the best option for a building in the golf course area. That building could be an upgrade to the existing golf course clubhouse, and/or, a new community building elsewhere in the vicinity. All recreation facilities will be analyzed by the consultant to determine their physical and functional ability to meet programming needs.
 - a) From a physical perspective, the existing clubhouse has been assessed previously, thus design concepts and cost estimates are available. This master plan will determine how best to proceed with the building.
 - b) From a functional perspective, the consultant will evaluate the Rock Park Stadium’s ability to accommodate the baseball program (s) that will be using it. The same would be true for the existing clubhouse to determine if it is meeting the needs of the golfing public and special event needs for which it is being used.
 10. Park System Mapping – The consultant will develop a series of G.I.S. Maps that are overlaid with data from various sources. For example, demographics, location and quality of existing parks and trails, recreation facility location and quality. The mapping process will portray where gaps in services might exist such as an area that is underserved with park land or equitable access to recreation facilities.
 11. Recreation Program Assessment – The consultant will evaluate the existing recreation program that is offered in the community by others. For example, are current programs aligned with citizen preferences as quantified in the citizen survey?
 12. Organizational Assessment – The consultant will evaluate the Park and Recreation Department in the categories of external impacts, organizational practices, organizational capacity, and organizational performance.

13. Maintenance Management – The consultant will evaluate the Park and Recreation Department’s maintenance program. To be evaluated is the level of resources currently being allocated by the Department for its maintenance program and if that level is adequate to maintain the system to meet user needs/expectations. To be considered is manpower, equipment, efficiency and times the staff is working outside the park system on other community projects; e.g. storm damage.
14. Partnership Assessment - The consultant will evaluate all current Park and Recreation Department partners to determine if those partnerships are adequate. At the core of the assessment is to determine if the partnership is a win/win for both the city and its partners. Components of the review will include:
 - a) Is there a written agreement and is the agreement formally reviewed on an annual basis?
 - b) What contributions are made by both the city and the partner?
 - c) Has the partner been a good representative of programs and services that occur in or at city facilities?
 - d) Has the partner been responsive to city requests?
15. Trends Assessment – The Park and Recreation Department is routinely impacted by emerging trends that are brought to it by special interest groups or citizens-at-large. To be evaluated and presented to the Park and Recreation Department for consideration by the consultant are:
 - a) Is the Department aware of national, regional and local trends?
 - b) Are resources allocated to respond to emerging trends?
 - c) Is the Department partnering with others to address emerging trends?
 - d) Is there a formal process in place to evaluate emerging trends and how the Department should respond?
16. Pricing – The consultant will evaluate existing pricing issues facing the Department. For example, pricing and cost recovery agreements with contractors. The consultant will develop agreements for the Department’s consideration that specify the structure that each contractor agreement should take.
17. Benchmarking – The Park and Recreation Department will be benchmarked with others to provide insights about its how its level of service compared with others. Benchmark data will be retrieved from three communities with whom Carthage routinely compares itself and other sources such as:
 - a) NRPA Park Metrics
 - b) Trust for Public Lands (TPL) research
 - c) The state of Missouri Statewide Comprehensive Outdoor Recreation Plan (SCORP)
18. Financial Assessment – The consultant will evaluate the Park and Recreation Department’s Budget to determine the following:
 - a) If there is a dedicated funding source for operating and capital needs
 - b) Percentage of budget expended on new projects versus maintenance and operations
 - c) Dollar amount of deterred maintenance
 - d) Funding sources that could be considered other than the general fund
19. Design Concepts – The consultant will develop design concepts for Central Park, Kellogg Lake and new amenities to the existing pool.
20. Cost Estimates – The consultant will develop an opinion of probable costs for all planned improvements.
21. Recommendations - The consultant will provide “evaluation filters” against which all master plan recommendations will be made. Those filters will be:
 - a) Citizen preferences - As expressed and supported in the statistically valid survey.
 - b) Park System Needs – Does the project take care of what we have, enhance what we have, or add a new high-level destination to the system? When asked, citizens prefer to take care of what they have before applying resources to the other two options.
 - c) Life cycle of the program – Evaluation of the popularity of the program to determine if it is growing, stable/mature, or declining. To overstate the obvious, it is not a good idea to invest in facilities that accommodate declining programs.
 - d) Demographics – Assessment of demographic characteristics that will affect the success of the project, including age, household income, ethnicity, education, and gender.
 - e) Quality of life – Consideration for equitable citizen access to quality parks and facilities.
 - f) Revenue Producing – Revenue producing capability of the project.
 - g) Facilities provided by others – Availability of facilities provided by others
 - h) Best practices in the park and recreation profession – Consideration of the successes of others who are highly regarded in the profession throughout the United States.

- i) Geographic considerations – Relationship between the project and the location where the majority of users live.

Deliverables

1. A professionally designed master plan report using InDesign. The master plan report will include a specific detailed chapter to include all twenty-one of the tasks detailed above in the Scope of Work.
2. Statistically valid citizen survey report will be complete with graphs, charts, geocoding, and priority investment ratings.
3. Park System Mapping to visually portray existing parks, recreation facilities and trails by location and quality and gaps where new parks, facilities, and trails could be considered.
4. Concepts/designs for Central Park, Kellogg Lake and amenities that could be added to the existing outdoor pool.
5. Electronic copy and six bound copies of the final master plan.

Consultant Fee

The fee for the development of the Carthage Park and Recreation Master Plan is \$130,000. The fee includes all travel, supplies and professional expertise required to complete the master plan on time and to the satisfaction of the City of Carthage.

Invoice Procedures

DHC will submit an invoice to the Park and Recreation Department on a monthly or bi-monthly basis beginning on April 30, 2020.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

City of Carthage

Dick Horton Consulting

By: _____
Name:
Title:

By: _____
Name:
Title:

*MAYOR'S
APPOINTMENTS*

RESOLUTIONS

Resolution 1898

A RESOLUTION AUTHORIZING WITHDRAWAL OF THE CITY OF CARTHAGE'S PARTICIPATION FROM MIDWEST PUBLIC RISK OF MISSOURI'S PROPERTY AND LIABILITY PROGRAMS FOR THE 2020-2021 POLICY YEAR

WHEREAS, Midwest Public Risk of Missouri (MPR) is a not-for-profit corporation created for the purpose of providing a voluntary self-insured pool for municipalities and school districts for property and casualty and other insurance coverage areas; and

WHEREAS, the City of Carthage has been a Member of MPR; and

WHEREAS, MPR bylaws outlined in Section 5.8 require any member entity wishing to withdraw from participation in one or more of its programs to provide notification to MPR within ninety (90) days of the beginning of a new policy year; and

WHEREAS, the City of Carthage recently solicited bids for Property and Liability insurance coverage commencing July 1, 2020, which will result in its withdrawal from MPR.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carthage, Missouri as follows:

Section 1. The City Council of the City of Carthage, Missouri hereby authorize the City Administrator or the City Clerk to inform Midwest Public Risk (MPR) that the city is withdrawing from membership in MPR's Property and Liability Insurance.

Section 2. The effective date of such withdrawal from Property and Liability Insurance is July 1, 2020.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI THIS _____ DAY OF MARCH, 2020.

Mayor

ATTEST:

City Clerk

Sponsored by Insurance, Audit & Claims

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, MARCH 9, 2020 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Darren Collier, Alan Snow, Juan Topete, and Ray West.

OTHERS PRESENT: City Administrator Tom Short, Deputy City Clerk Michael Miller, Council Members Ceri Otero and Ed Barlow, Fire Chief Roger Williams, Parks & Rec Director Mark Peterson, IT Manager Kevin Kinsey, Police Lieutenant Michael Banes, Deputy Fire Chief Ryan Huntley, Police Chief Greg Dagnan, Public Works Director Zeb Carney, Mayor Dan Rife, and Citizen Abi Almandinger.

Mr. Snow 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:

1. **Consideration and approval of minutes from previous meeting.**

Mr. Collier made a motion to approve the minutes of the February 10 Budget meeting.
Motion carried 4-0.

NEW BUSINESS

1. **Consider and discuss Five-Year Capital Improvement Program (CIP) 2021-2025.**

“Departments will be present to discuss their five-year CIP requests. These are in the same format we have had in the past few years. Included in the agenda packet is the electronic plan document which includes the summary sheets and the CIP Request Forms with project description and justification. The Summary Sheets have the final numbers and totals for departments and funds. The Grand Total is \$68,550,128. This compares to \$ 68,206,948 in last plan year, \$65,030,009 in the prior plan; \$57,277,037 in the year before that and \$46,941,375 the prior year. The document is over 200 pages long. We are planning on working from the electronic version. However, we will print out a hard copy for any Committee Members who needs one and bring it to the meeting, or can be picked up at City Hall. It is planned to display the entire plan through the projectors at the meeting. If you need the hard copy, please let me know and we can make arrangements. Again, just let me know prior to the meeting.”

Public Works Director Zeb Carney discussed the Five-Year CIP for the Public Works Department, Street Department, Street Engineering, Capital Improvement Tax, Myers’ Park, Parks & Stormwater, and Public Health. IT Manager Kevin Kinsey discussed the Five-Year CIP for Information Technology. Parks & Rec Director Mark Peterson discussed the Five-Year CIP for the Parks Department, Memorial Hall, Golf Course, and Parks & Stormwater. Fire Chief Roger Williams discussed the Five-Year CIP for Emergency Management, Fire Department, and Fire Sales Tax. Police Chief Greg Dagnan discussed the Five-Year CIP for the Police Department and Taxi.

2 Consider and discuss acceptance of 2020 Jasper County Law Enforcement Sales Tax (LEST) Grant.

“Area law enforcement agencies in Jasper County were given the opportunity to apply for funding from the LEST Grant for the 2020 award cycle. A total of approximately \$200,000 was available Budget for LEST Grant Awards. The grant applications awarded in 2020 from area law enforcement agencies totaled approximately \$195,000. By accepting this Grant, the City accepts the award and agrees to abide by the program guidelines. JASCO usually requires recipients to expend grant funds by the end of the fiscal year. Therefore, instead of waiting for the Public Safety Committee to consider a recommendation to accept this grant, it is being presented to the Budget Committee for recommendation. The Grant is for the Carthage PD - ODET Fee; 34 Load Bearing Vest; 3 Taser Replacement for a total award of \$28,771. This should speed up the process by about 3 weeks.”

Mr. Short discussed that this grant usually goes through the Public Safety Committee, however there was a need to speed up the acceptance of this grant due to it needing to be used by the end of the calendar year 2020. Mr. Topete made a motion to accept the grant and forward it on a resolution to City Council. Motion carried 4-0.

3. Consider and discuss an Ordinance Amending the 2019-2020 Annual Operating and Capital Budget for the City of Carthage.

“This ordinance allows the expenditure of the grant funds discussed above so the PD will be able to meet the timeframe of the fiscal year. In the past, the County has insisted that expenditures of funds by the receiving entities be completed by the end of the fiscal year for their internal purposes. This Resolution will facilitate this requirement. The first section of the resolution will also appropriate money from the General Revenue Fund fund balance for repairing and replacing electrical wiring and conduit at Rock Stadium which was stolen and vandalized recently. A formal budget adjustment ordinance will be presented before year end to “officially” amend the budget.”

Mr. Short discussed that this ordinance was to amend the budget to include the LEST grant if approved by City Council. It would also appropriate money that was needed for the City Hall and Fire Department HVAC repairs, pool pump repairs, Pearson-Kelly Technology contract, Nexedge radio system, fountain work, and legal fees to Spencer Fane. Mr. Collier made a motion to forward this item to City Council for approval. Motion carried 4-0.

4 Staff Reports. *“As of this writing, we have not received the **March Sales Taxes Report.** We expect it by the time of the meeting and will report on it then. Also included is the summary budget **Revenue & Expense Report (unaudited)** as of the end of February 2020. As of February 2020, there did not appear to be any major budgetary concerns (on a fund basis) outside of the **Golf Course Fund.** Currently in the **General Fund,** revenues are running higher than expenditures. There are still 4 months left in the fiscal year. The originally approved budget anticipated using a portion of the fund balance. The original budget also anticipated using a portion of the **Golf Fund’s** fund balance in addition to the transfer from the General Fund of \$80,000. We are also seeing an economic impact of the coronavirus to develop. We will continue to monitor the budget for any outstanding and potential adjustments that will need to take place before the end of the fiscal year.*

*Also included in the packet is the **Pooled Investment Report** for February 2020. Activity for the month added about \$12,776 to the City's accounts."*

Mr. Short discussed the March Sales Tax Report and noted that the sales tax revenue is up approximately 2% from this time last year and is on pace to be approximately .6% over budget. Also discussed was a possible need to transfer money from the general fund to the golf course fund.

5. Other Business. None

ADJOURNMENT: The meeting adjourned at 8:08 P.M. on motion by Mr. West.

Respectfully submitted,
Michael Miller

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, MARCH 10, 2020
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short, Deputy City Clerk Michael Miller, and CVB Director Niki Cloud.

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Barlow, the minutes of the February 25, 2020 meeting were approved 4-0.

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

NEW BUSINESS:

- 1. Consider and discuss CVB reporting and financials:** Carthage Convention and Visitor's Bureau Director Niki Cloud discussed the financials of the CVB and the reporting that she has been submitting to the City. Mr. Short is going to send her an example of the previous reporting that the City received so she will know what to include in further reports.
- 2. Staff Reports:** Michael Miller discussed the Work at Health training that he attended with City Clerk Traci Cox. The Wellness Committee is in the process of planning the Health Fair for April 17. Mr. Short discussed the approximate 2% increase in the Worker's Compensation insurance, the increase in the Police and Fire Pension contribution rate, and that he is awaiting the new rates for the City's general liability insurance.

ADJOURNMENT: Mr. Barlow made a motion to adjourn at 5:38 PM. Motion carried 4-0.

Michael Miller
Deputy City Clerk

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

The Carthage Public Library Board of Trustees met Tuesday, February 11, 2020 in the Carthage Public Library Board Room. The meeting was called to order at 5:16 pm by Peggy Ralston, President.

Roll Call

Board Members present were: Donna Maggard, Eric Putnam, Gary Cole, Kevin Johnson, Peggy Ralston, Carrie Campbell and Sandy Swingle. Also present was Library Director Julie Yockey. Board members Miriam Putnam and Justin Baucom were 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 January 14, 2020 was made by Gary Cole and seconded by Eric Putnam. Motion passed unanimously.

Financial Report

Attached. Discussion included: (1) of the \$1,316K in current assets, \$140K is in the building fund and \$244K are restricted donations for furnishing the building. Leaving \$932K as the unrestricted portion for Library operations. Eric Putnam asked what was the beginning MOSIP balance. *[per Aug 14 2018 minutes Miriam Putnam moved to move \$450,000 from the current Cash in Bank – Treasurer’s Cash account to the MOSIP Liquidity Series investment previously approved. Gary Cole seconded. Motion passed unanimously.]* (2) Parks and Storm Water receipt was \$37K. (3) Salaries were over budget because it was a five week month but overall are tracking to be under budget for the year. (4) Legal expense was over budget because we received and paid the final attorney bill for the audit.

Director's Progress and Service Report

Attached. Discussion included: (1) Julie is working on grants to renew the bi-lingual story time, adult literacy education and a technology grant from Missouri for laptops and printers for the new building. (2) Julie has a conflict with the March board meeting. Kevin Johnson moved to reschedule the March meeting to Monday, March 9, 2020 at 5:15 pm. Gary Cole seconded. Motion passed unanimously.

Youth Services Progress and Services Report

No report.

President's Message

Peggy thanked Julie for her work on the grants.

Council Liaison's Report

No report.

Committee Reports

Building Committee – Gary reported: (1) after some weather delays the new building foundation has been poured. They are now working on the wrap and excavating for the patio. Trying to get all of the concrete poured. Sewer has been connected. Framing should start Feb 11, 2020, a slight delay because the lumber did not arrive as scheduled. Over all the building committee is very pleased with the contractor. (2) Roof update. Gary talked with the bonding company after being postponed because their attorney was on vacation. The bonding company has stipulated they will only talk with Gary. The next phone call is Feb 12,

The Carthage Public Library Board of Trustees Meeting Minutes – February 2020

2020 at 1:00 pm, which Gary will attend. G & G will bring in a contractor to do the work as soon as the paperwork is in place. Two questions Gary is working on: 1) will the warranty stay in place after/when they fix the issue around the drain and 2) how long are we protected by the bond.

Budget Committee – No report.

Community Relations – No report.

By-Laws - No report.

Library Gardens – Miriam contacted Pinewood Nursery and will review the landscaping plans before the next board meeting.

ADA Compliance – No report.

Communications – There has been no further contact with the patron who filed a complaint with Eric Putnam however Julie did say the patron has been in the Library multiple times since and has made no effort to talk with the Director or the board President.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Peggy Ralston said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Donna Maggard seconded. Motion passed unanimously.

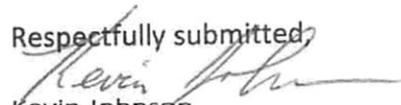
Other New Business

No report.

Adjournment

Gary Cole made a motion to adjourn. Eric Putnam seconded. Motion passed unanimously. Meeting was adjourned at 5:47 pm.

Respectfully submitted,


Kevin Johnson
Secretary-Treasurer

Carthage CVB Board Meeting Minutes

February 12, 2020

Members Present: Steve Willis, Gregg Wolf, Mishell Hoover, Stephanie Howard, Anthea Harbin, Jonathan Roberts, Matt Freeman, Niki Cloud

Meeting called to order at 8:09am by Steve Willis at Carthage Chamber of Commerce office.

Approval of Minutes: A motion was made by Jonathan, second from Stephanie and passed to approve minutes from the January 8, 2020 meeting.

Treasurer's Report- Copies of the Balance Sheet & Profit & Loss from January 31, 2020, were presented. A question about a \$-300.00 on Food Truck Friday income was asked, Niki thought it might have been an error in bookkeeping but will double check with Schmidt & let everyone know. NOTE from SCHMIDT: *Ok so, when I fixed that large deposit that was sitting in accounts receivable (**note from Niki-that was my fault because I entered it incorrectly into Quickbooks**), I noticed that there was a \$300 balance in accounts receivable that had been sitting there since last summer, so I cleared that out to the income account from which it originated. That is why it looks funny as a negative on the income statement.*

The lodging report was distributed from end of January 2020 as well. Things seem on track for the year.

A motion was made by Gregg, second from Matt and passed to approve the financial report.

A motion was made by Mishell, second from Gregg and passed to ask the accountant and audit company about moving some of the checking account money into a money market account.

A motion was made by Stephanie, second from Anthea to look into the PBS show having an episode in Carthage. Niki will gather more details and present at the March meeting.

Old Business-

Food Truck Friday-2020 applications available 2-13-2020. Park reserved, streets closed. No car show for 2020. Niki will ask a CWE rep and Mark with Parks to help on a committee.

Wayfinding Signs-A detailed invoice was received, submitted to city and paid for phases 1-4. Anthea, Mark with Park, Melanie with Memorial Hall & Niki met 2-10-2020 to start looking at phase 5, will meet again 2-24-2020

Board Nominations-A motion was made by Stephanie, second from Anthea to approve: **President Anthea Harbin, Vice President Mishell Hoover, Secretary Gregg Wolf, Treasurer Stephanie Howard.**

A motion was made by Jonathan, second from Gregg to remove Steve Willis and Amy Campbell from all CVB bank accounts and to add Anthea Harbin and Stephanie Howard. Executive Director Niki Cloud will stay on all accounts as well.

New Business-None

City Liaison Report-No report, not present

Chamber Report-No report from Mark (he's on the Crisis Center board meeting), Eggs & Issues Feb 14, Business Expo Feb 28-29

President Report-Steve thanked Matt for his time on the board and is happy with his tenure as president.

Executive Director Report-Niki will attend the Tourism Days at the Capitol next week. Niki spoke about entering the HGTV Hometown Makeover Takeover contest.

A motion was made by Mishell, second by Anthea and passed to adjourn at 9:14am

The next meeting will be March 11, 2020, 8am at the Chamber of Commerce office.

Carthage Chamber of Commerce Board of Directors

Thursday, February 20, 2020

Members present:

Roy Mason, Chair
Elizabeth Simmons, Vice Chair
Kimberly Fullerton, Treasurer
Becky Andrews
Jeanette Clem
Robert Goar
Tom Flanigan, ex-officio
Dr. Jon Haffner
Stephanie Howard, ex-officio
Scott Watson
Greg Wolf, ex-officio

Members absent:

Paul Eckels
John Lenahan
Manny Maturino
Reed Hoagland
Tom Short, ex-officio

Liaisons present:

Niki Cloud

Liaisons absent:

Mike Daugherty
Jeremiah Johnson

Staff present:

Mark Elliff, Pres/Sec
Neely Myers
Colette St. Peter

Guests present:

Abbi Almandinger
Mike Landis

I. Call to Order

Roy Mason called to order the regular meeting of the Board of Directors Meeting at 7:30am on January 23, 2020 at the Carthage Chamber of Commerce. Guests Abbi Almandinger (Vision Carthage) and Mike Landis (Rep. Billy Long's office)

II. Consent Agenda

Dr. Jon Hafner motioned to accept consent agenda with a second from Elizabeth Simmons. Motion passed.

III. Partner Report

- a) CVB: Niki Cloud reported Food Truck Friday will begin in April and is held on the 2nd Friday of the month. The passage of 2 Missouri House bills will help communities with tourism funding. Tourism is Missouri's 2nd largest industry behind agriculture. CVB is partnering with the Chamber to have Carthage featured on the PBS show "Hometown". Filming will take place this summer. The CVB Board added new members to their Board and Executive Committee. New members include Kim Bausinger, Becky Andrews and Michael Goolsby.
- b) Ministerial Alliance: Jeremiah Johnson not present

IV. President's Report

Introduced guests Abbi Almandinger (Vision Carthage) and Mike Landis (Office of Rep. Billy Long). Reported finances allow consideration for building repairs to be done and will be working prioritizing needs. This year's Chamber Banquet had its 2nd best attendance in 10 years. Eggs & Issues was attended by 60 people. City Council and Carthage School Board Candidate Forum will be held on March 31st.

President Elliff attended a pre-construction meeting with Clayco (advisors for the Schreiber expansion). Clayco presented their plans and answered any questions the attendees may have.

V. Jasper County Report

The final meeting for the Jasper County Courthouse renovation was held with the bid process to follow. The windmill project north of Avilla is in progress and anticipated to be completed by November.

VI. New Business

President Elliff made a motion for the Board to accept the Public Policy Committee's recommendation to endorse and promote passage of the Carthage R-9 School Bond Levy issue coming up in the April 7th election.

VII. Strategic Planning

Work continues to find a facilitator for the Economic Development meeting involving the City and CWEP to determine ED priorities, future goals and the process to meet them. Budget preparation has started. Goals outlined in this year's work plan that have been met or are in process include Business Retention and Expansion Policy, continued study with the Carthage Economic Development Corporation regarding a potential industrial park and beginning research on a business incubator models in conjunction with the Joplin Chamber of Commerce. New priorities agreed upon were to determine strategic plan for Myers Park, encourage diligent code enforcement to enhance community appearance and opportunities to increase hotel occupancy.

VIII. Adjourn

Motion to adjourn made by Jeanette Clem and second by Kim Fullerton.

Carthage Convention & Visitors Bureau Board of Directors

Minutes of Electronic Vote Monday, February 24 2020

Members present:

Anthea Harbin	Mishell Hoover	Gregg Wolf
Stephanie Howard	Jonathan Roberts	Kim Bausinger
Michael Goolsby	Becky Andrews	Manny Maturino

On Thursday, February 20, 2020, 8:41am, Niki Cloud Executive Director of the Carthage Convention and Visitors Bureau emailed the following to the Board of Directors:

Per President Anthea Harbin, please vote on the following question which is now open and the voting will be closed at 10:00am on Monday February 24, 2020. Please vote either "I vote Yes" or "I vote No" and use **Reply All**.

Stephanie Howard motioned and Gregg Wolf second to bring Erik the Travel Guy (PBS series Beyond Your Backyard) to Carthage. Economic Development will pay \$10,000. CVB will pay \$10,000 plus arrange lodging.

The electronic votes were received from voting Directors and at 10:55am on Monday February 24 2020, Niki Cloud Executive Director of the Carthage Convention and Visitors Bureau emailed the following to the Board of Directors:

Voting has closed. The motion passed with 6 YES, 2 NO, and 1 abstain.

***AGENDAS
STANDING
COMMITTEES***

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

March 24, 2020

5:00 PM

Carthage City Hall

Council Chambers

This meeting shall be conducted via Video Conferencing. This notice will be updated as soon as a video conferencing platform is determined with information to access the meeting.

Old Business

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

Citizens Participation

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

New Business

1. Consider and discuss Property, Liability and Auto Insurance.
2. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



Carthage Convention and Visitors Bureau Board of Directors

Board Meeting to be held at Carthage Chamber of Commerce, 402 S Garrison Ave.,
Wednesday March 11, 2020 at 8am

Mission Statement: The mission of the Carthage Convention and Visitors Bureau is to develop and promote tourism and overnight stays.

Agenda

Call to order	Anthea Harbin
Approval of Minutes of February 12, 2020 meeting	
Treasures Report	
February 29, 2020 Financials Report	Stephanie Howard/Niki Cloud
Lodging Tax Report	
Old Business	
Food Truck Friday	Niki Cloud
Wayfinding Sign Update	Niki Cloud
New Business	
City Liaison Report	Mike Daugherty
Carthage Chamber Report	Mark Elliff
President's Report	Anthea Harbin
Executive Director's Report	Niki Cloud

The CVB Directors may vote to go into closed session to discuss personnel issues.

2020 Board of Directors meetings to date = 2

Anthea Harbin	2	Mishell Hoover	2
Gregg Wolf	2	Stephanie Howard	2
Jonathan Roberts	2	Manny Maturino	0
Kim Bausinger	0	Becky Andrews	0
Michael Goolsby	0	Mark Elliff	0
Mike Daugherty	0	Niki Cloud	2

Next meeting to be held April 8, 2020 – Chamber office

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
MARCH 17, 2020
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 ♦ **MOKAN Partnership-Tony Robyn**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 ♦ **Award Bid for the Jasper County Highway Department Road Oil.**
10. PUBLIC HEARINGS

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

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

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED MARCH 13, 2020 AT 4:00 P.M.

(RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday March 18, 2020 9:00 AM.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Epidemic and Public Emergency Policy Approval

Closing of the Library due to the COVID-19 virus

New Business

Adjournment



Commerce • Community • Connection

Board of Directors Meeting

Thursday, March 19, 2020

7:30 a.m.

via conference call (425) 436-6362 Access Code 235941

Vision Statement - To foster and facilitate the success of Carthage area businesses, so our community is financially healthy and the people living, working, and playing in Carthage can enjoy a higher quality of life.

Mission Statement - To improve the overall business climate for our members and quality of life for the community through sponsorship of programs which promote civic and economic development, stimulate growth, and support relevant political action.

Agenda

1. Call to Order
2. Consent Agenda Items
 - a. Approval of February Minutes
 - b. Financial Report
 - c. Committee Reports
 - i. Membership
 - ii. Ambassadors
 - iii. Carthage Leading Ladies
 - iv. Maple Leaf
 - v. Marketing/Expo & Home Show
 - vi. CEL
 - vii. Economic Development Report
3. Partner Reports
 - a. CVB - Niki Cloud
 - b. Ministerial Alliance – Jeremiah Johnson
4. Chairman's Report
5. President's Report
6. City of Carthage Report
7. Jasper County Report
8. Old Business
 - a. As needed
9. New Business
 - a. As needed

10. Other Business
 - a. Discussion of Request for Funds-City Economic Development Contract
11. Strategic Planning Discussion
12. Upcoming calendar items (handout)
13. *Next Meeting - Thursday, April 16, 2020*
14. Adjourn

POSTED: _____ BY: _____

2020 Board of Directors meetings total = 2

Roy Mason	2	Robert Goar	2	Niki Cloud	2
Beth Simmons	2	Dr. Jon Haffner	2	Mike Daugherty	0
Kimberly Fullerton	2	Reed Hoagland	1	Stephanie Howard	2
Becky Andrews	2	John Lenahan	0	Tom Flanigan	2
Jeanette Clem	2	Manny Maturino	0	Jeremiah Johnson	0
Paul Eckels	1	Scott Watson	2	Tom Short	0
				Greg Wolf	2

CORRESPONDENCE

Summary of February 2020 Financial Report
Carthage Chamber of Commerce

The Carthage Chamber of Commerce finished the month of February with a net profit of \$12,502.10 compared to a budgeted amount of -\$1,936.21. Year to date net income was \$81,655.57 compared to a budgeted amount of \$46,595.51. Some of the highlights for February are as follows:

1. Income was \$36,174.08 compared to budget of \$22,273.63. The following were the major reasons for the increase.
 - (a) Total Membership Dues were \$3,457 less than budgeted amount due to timing.
 - (b) Directory income was \$6,000 more than budget due to timing.
 - (c) Business Expo Booth Fees was \$11,482 more than budget due to timing.
 - (d) Expo Sponsorships were \$1,850 less than budget due to timing.
2. Expenses were \$23,356.98 compared to budget of \$24,209.84.
3. The above also carried over to the Year to Date bottom line as well.

1:25 PM
03/11/20
Accrual Basis

Carthage Chamber of Commerce
Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
General Checking	23,230.95
Maple Leaf Equity	59,327.80
Money Market	171,370.16
Petty Cash	205.86
Total Checking/Savings	254,134.77
Accounts Receivable	
1200 · Accounts Receivable	88,349.77
Total Accounts Receivable	88,349.77
Other Current Assets	
Prepaid Insurance - Business	5,355.17
1499 · Undeposited Funds	204.00
Total Other Current Assets	5,559.17
Total Current Assets	348,043.71
Fixed Assets	
Accumulated Depreciation	-107,822.20
Building	292,890.82
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,579.38
Total Fixed Assets	242,443.41
TOTAL ASSETS	590,487.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-8.00
Total Accounts Payable	-8.00
Other Current Liabilities	
Accrued PTO	2,196.10
Due to Maple Leaf	33,500.00
2100 · Payroll Liabilities	8,512.18
Total Other Current Liabilities	44,208.28
Total Current Liabilities	44,200.28
Long Term Liabilities	
UMB Building Loan	68,357.81
Total Long Term Liabilities	68,357.81
Total Liabilities	112,558.09
Equity	
3900 · Retained Earnings	396,273.46
Net Income	81,655.57
Total Equity	477,929.03
TOTAL LIABILITIES & EQUITY	590,487.12

4:23 PM
 03/11/20
 Accrual Basis

Carthage Chamber of Commerce
Profit & Loss
 February 2020

	Feb 20
Ordinary Income/Expense	
Income	
Directory	6,000.00
Economic Development contract	9,839.58
Interest incomes	81.90
Membership dues	
New member	840.00
Total Membership dues	840.00
Miscellaneous Income	386.10
Registration fees	
Expo Booth Fee	11,482.50
Registration fees - Other	1,144.00
Total Registration fees	12,626.50
Sponsorships	
Annual Banquet Sponsorship	1,600.00
Business After Hours	900.00
Eggs & Issues	250.00
Expo Sponsorship	2,850.00
Sponsorships - Other	400.00
Total Sponsorships	6,000.00
Tenant Agreement	400.00
Total Income	36,174.08
Gross Profit	36,174.08
Expense	
Advertising & publicity	
Signs	631.00
Total Advertising & publicity	631.00
Awards & prizes	585.00
Car allowance	200.00
Contract services	206.98
Depreciation Expense	667.01
Dues & subscriptions	655.12
Equipment lease	624.42
Facility use fees	
Room & setup fees	350.00
Total Facility use fees	350.00
Food & drinks	
Appetizers/snacks	66.34
Lunches	55.90
Food & drinks - Other	15.15
Total Food & drinks	137.39
Insurance - health	949.82
Internet & website	254.99
Meals & entertainment	77.49
Mileage	423.56
Miscellaneous expense	25.56
Office supplies	
Office equipment	140.37
Office supplies - Other	364.44
Total Office supplies	504.81
Postage & delivery	105.18
Printing	450.62

4:23 PM
03/11/20
Accrual Basis

Carthage Chamber of Commerce
Profit & Loss
February 2020

	Feb 20
Professional fees	700.00
Repairs & maintenance	625.22
Salaries & wages	
Payroll taxes	778.30
Salaries & wages - Other	11,524.62
Total Salaries & wages	12,302.92
Seminars & conferences	590.00
Travel	
Airfare	60.00
Lodging	1,114.12
Total Travel	1,174.12
Utilities	755.77
Write Offs	360.00
Total Expense	23,356.98
Net Ordinary Income	12,817.10
Other Income/Expense	
Other Income	
Non-renewals	-315.00
Total Other Income	-315.00
Net Other Income	-315.00
Net Income	<u>12,502.10</u>

4:26 PM

03/11/20

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Directory	6,000.00	0.00	6,000.00
Donations	0.00	0.00	0.00
Economic Development contract	78,716.64	78,716.68	-0.04
Interest incomes	584.85	533.32	51.53
Maple Leaf income	63,530.90	54,874.42	8,656.48
Membership dues			
New member	5,790.00	5,707.50	82.50
Renewal	77,556.34	81,721.00	-4,164.66
Total Membership dues	83,346.34	87,428.50	-4,082.16
Miscellaneous Income	494.10	0.00	494.10
Postage	0.00	25.00	-25.00
Printing & copying	0.00	67.00	-67.00
Registration fees			
Christmas open house	325.00	1,550.00	-1,225.00
Expo Booth Fee	12,182.50	15,000.00	-2,817.50
Mulligans	0.00	0.00	0.00
Putting contest	0.00	0.00	0.00
Quarterly Luncheon	336.00	500.00	-164.00
Sidewalk Sale	0.00	0.00	0.00
Team fee	0.00	0.00	0.00
Ticket Sales	11,125.00	9,920.00	1,205.00
Registration fees - Other	1,798.00	2,800.00	-1,002.00
Total Registration fees	25,766.50	29,770.00	-4,003.50
Sponsorships			
Annual Banquet Sponsorship	16,700.00	14,000.00	2,700.00
Beverage	0.00	0.00	0.00
Bowling Sponsor	0.00	0.00	0.00
Business After Hours	1,150.00	1,175.00	-25.00
Complimentary sponsorship	1,026.00	1,000.00	26.00
Eggs & Issues	250.00	250.00	0.00
Expo Sponsorship	3,450.00	7,000.00	-3,550.00
Friday Coffee	0.00	450.00	-450.00
Golf contest	0.00	0.00	0.00
Golf Grand	0.00	0.00	0.00
Golf hole	0.00	0.00	0.00
Newsletter	592.50	0.00	592.50
Quarterly Luncheon Sponsor	125.00	300.00	-175.00
Sponsorships - Other	1,480.00	1,500.00	-20.00
Total Sponsorships	24,773.50	25,675.00	-901.50
Tenant Agreement	3,200.00	3,200.00	0.00
Total Income	286,412.83	280,289.92	6,122.91
Gross Profit	286,412.83	280,289.92	6,122.91
Expense			
Advertising & publicity			
Signs	631.00	200.00	431.00
Advertising & publicity - Other	2,081.10	14,231.00	-12,149.90
Total Advertising & publicity	2,712.10	14,431.00	-11,718.90
Awards & prizes			
Flight prizes	0.00	0.00	0.00
Awards & prizes - Other	985.00	2,113.53	-1,128.53
Total Awards & prizes	985.00	2,113.53	-1,128.53

4:26 PM

03/11/20

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget
Bank & credit card fees			
Equipment Fees	0.00	0.00	0.00
Bank & credit card fees - Other	180.75	372.80	-192.05
Total Bank & credit card fees	180.75	372.80	-192.05
Car allowance	1,600.00	1,600.00	0.00
Contract services	1,008.48	650.00	358.48
Depreciation Expense	5,336.08	5,336.08	0.00
Dues & subscriptions	3,259.06	3,063.70	195.36
Equipment lease	2,377.05	2,126.68	250.37
Facility use fees			
Greens/carts	0.00	0.00	0.00
Room & setup fees	1,850.00	2,071.84	-221.84
Facility use fees - Other	0.00	0.00	0.00
Total Facility use fees	1,850.00	2,071.84	-221.84
Food & drinks			
Appetizers/snacks	66.34	0.00	66.34
Beverages	0.00	70.00	-70.00
Breakfasts	0.00	60.00	-60.00
Dinners	11,760.00	12,840.00	-1,080.00
Lunches	55.90	128.41	-72.51
Teacher luncheon	600.00	500.00	100.00
Food & drinks - Other	101.64	61.42	40.22
Total Food & drinks	12,583.88	13,659.83	-1,075.95
Insurance - business	-1,428.50	0.00	-1,428.50
Insurance - health	5,430.25	11,069.32	-5,639.07
Interest expense	2,802.17	2,593.32	208.85
Internet & website	3,443.63	1,466.68	1,976.95
Maple Leaf expense	37,167.37	40,000.00	-2,832.63
Meals & entertainment	1,941.89	3,672.59	-1,730.70
Mileage	801.09	688.00	113.09
Miscellaneous expense	88.59	666.68	-578.09
Office supplies			
Office equipment	1,162.53	2,501.10	-1,338.57
Office supplies - Other	1,478.58	1,110.36	368.22
Total Office supplies	2,641.11	3,611.46	-970.35
Postage & delivery	1,819.19	900.00	919.19
Printing	1,961.72	3,411.65	-1,449.93
Professional fees	7,125.00	8,000.00	-875.00
Repairs & maintenance	9,070.33	3,200.00	5,870.33
Salaries & wages			
Employer retirement contributio	1,957.18	2,547.83	-590.65
Payroll taxes	5,290.76	7,660.52	-2,369.76
Salaries & wages - Other	80,578.83	84,714.00	-4,135.17
Total Salaries & wages	87,826.77	94,922.35	-7,095.58
Scholarships	0.00	1,000.00	-1,000.00
Seminars & conferences	2,787.35	1,745.00	1,042.35
Taxes & licenses	411.01	199.50	211.51
Travel			
Airfare	591.00	1,000.00	-409.00
Lodging	1,398.12	1,355.72	42.40
Travel - Other	0.00	100.00	-100.00
Total Travel	1,989.12	2,455.72	-466.60

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03/11/20

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	<u>Jul '19 - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Utilities	6,131.77	6,666.68	-534.91
Write Offs	360.00	2,000.00	-1,640.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
Total Expense	204,262.26	233,694.41	-29,432.15
Net Ordinary Income	82,150.57	46,595.51	35,555.06
Other Income/Expense			
Other Income			
Non-renewals	-495.00	0.00	-495.00
Total Other Income	-495.00	0.00	-495.00
Net Other Income	-495.00	0.00	-495.00
Net Income	81,655.57	46,595.51	35,060.06

Monthly Committee Reports

February 2020

Membership - With 3 new (417 Hair, Noah's Welding/Cattle Bumper Guards/ATV Collision Repair, and Sweet Chickadees) and 3 dropped members (Joslyn's Artisan Market (OOB), Metro Media, Southwest Waste Services), we finished the month of February flat (447 members) from January 2020 (net loss - \$60) and up 14 from the same month in 2019 (net gain \$3725).

Ambassadors – Since the February Board meeting (as of 3/10) we have hosted a Monday Member Meet-up with fantastic attendance. Ambassadors meet the 8th of April.

Carthage Leading Ladies – February's event was a Life Hacks and Harmony luncheon with 40 attendees. April 22 we will host a self-care panel featuring Dr. Beth Barlet, Dr. Petra McGuire, Doug Osborn, and Deb Herbst. Invitations will be sent out week of 3/9. June 17 we will host new Chamber member and author Jen Kirby to discuss her book and workplace culture.

Maple Leaf – The theme will be Fall Into Maple Leaf with accompanying artwork. Festival and Parade sponsors have been contacted. Vendor application dates have been decided. Brochure sales will begin soon.

Marketing/Expo & Home Show – Expo wrap up was held 3/10. More information to follow. The Chamber birthday party is in early planning stages and Citywide Garage Sale is well underway.

Carthage Emerging Leaders-Have a People You Need To Know scheduled for March 26th. Mayor Dan Rife will be the speaker for the event.

Carthage Economic Development Activity Report February 2020

**The operations of the City's economic development programs are to serve the Carthage area and the general public through promotion of economic development, job creation, capital investment, and business expansion. This report will include, but not be limited to, information concerning the program's overall economic development strategies, staff assignments, prospect visits, program activities and results. Written monthly reports regarding economic development service activities will be presented to the City Council at the first Council meeting of each month. Information on prospects and active economic development clients will be exchanged with the City Council in such a way as to protect and preserve any professional confidentiality between these clients and persons representing the Chamber.*

Members of the City Council:

February consisted of several meetings regarding the Schreiber project along with ones involving the economic outlook for the remainder of the year.

Schreiber – Much communication occurred by phone and email with CRESA, Schreiber and CLAYCO which are all entities in the Schreiber expansion. It centered around possible tax abatements that can be given. Since the property has been approved for annexation by the Council, they would not become effective until the property has been sold and title transferred. Since the abatements would be an important part of the overall cost structure, Schreiber would like to know the abatements will be approved and in place when construction is completed. They have provided their application for tax abatements through the Enhanced Enterprise Zone and the State. However, the City EEZ Board can't act on this request until the property is located within the City limits. Therefore, the County will be the local government entity to approve the request and the City will then need to accept the approval once the property is annexed into the City. The County is working with the law firm of Gilmore Bell, whom the City also uses on their abatement programs, along with including the Carthage Economic Development Director in the process. I had a luncheon meeting with a representative from the Schreiber corporate office and he was very complimentary regarding how well this project is proceeding. He went as far to say they see the Carthage operations as a flag ship in the US system. This is something everyone should be proud of and confirms Carthage has the qualities company looks for in their operation.

Housing Market – One of the areas of concern is our lack of housing, especially non-subsidized apartment housing in Carthage. In the last 45 days, there have been two different developers contact our Public Works Department regarding annexation of property into the City to develop houses. This indicates developers have realized the Carthage real estate market needs houses and willing to consider investing in our community. In January, there were 221 housing units sold with an average sales price of \$121,480 in the Ozark Gateway Region. Average days on the market totaled 108 and the absorption rate (the **rate** at which homes sell in a designated area during a given time period) is at 20% (which indicates a seller's market.) This is another indicator Carthage needs housing.

Workforce – The State of Missouri announced results of the 2020 Momentum State of the Workforce Survey in February. The results stated 49% of participants plan to hire at least one FTE over the next 12 months. This is an increase based on previous year's results since the survey began in 2015. The challenge

remains, however, to find quality candidates. The Chamber continues to work closely with the Carthage Technical School and local businesses and industries to help ensure the necessary curriculum is available to train students to meet the needs of the businesses and industries.

Entrepreneurialism – In February, I attended a conference at Crowder College which featured an organization entitled Startup Junkie Consulting. This organization builds entrepreneurial ecosystems in Northwest Arkansas, providing no-cost, one-on-one consulting; events, workshops, and programs; and access to capital and talent. By working together with Crowder and the MOKAN Partnership, we have the potential to work with a company whose an expert in their field. This would be at a much smaller cost than trying to provide this business opportunity by ourselves. We have been contacted by an individual who is considering relocating his business from another community to Carthage. As we begin to look at opportunities such as these, the City needs to be poised and ready to provide incentives to help these smaller startups expand into larger businesses. Research is being done to see what types of incentives can be made available to entrepreneurs.

Additionally, conversation and meetings were held with local business leaders regarding economic growth and concerns. Wendy Watson, Vice President of Investor Relations with Leggett and Platt was one of the executives I spoke with regarding the 2019-nCoV and effects on their corporation. As Leggett and Platt has several operations in the Asian market, potential interruption of providing their products in that segment is a concern. They will continue to monitor and take precautions not only in those locations, but throughout the entire operation.

We had an inquiry from a realtor regarding Myers Park who was at liberty to disclose what type of business they were representing. We will continue to have discussions with them and proceed accordingly. Also, in February, the Chamber hosted the annual Business Expo and Home Show. Many Carthage business's participated and this venue allowed them to have exposure to several hundred people visiting the show.

March 13, 2020

Mr. Tom Short
City Administrator
City of Carthage
326 Grant
Carthage, MO 64836

Dear Mr. Short:

Enclosed please find the Agency Request for Funds and supporting information regarding our request for funding of Economic Development services for the City of Carthage. If additional information or clarification is needed regarding the request, please don't hesitate to contact me with questions.

Thank you for your consideration.

Yours Truly,



Mark J. Elliot
President & CEO
Director of Economic Development
City of Carthage

CITY OF CARTHAGE
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

AGENCY REQUEST FOR FUNDS FORM

Type of Funds Requested: General - Lodging - Other (please circle)

NAME OF AGENCY: Carthage Chamber of Commerce

AMOUNT OF FUNDS REQUESTED: \$ 118,075.00

Please provide the following information:

1. Copy of detailed operating budget for Fiscal Year 2020 - 2021, income, expenses, and beginning and ending balances.
2. Copy of detailed operating budget for Fiscal Year 2019 - 2020, income, expenses, and beginning and ending balances.

If you have reserves in an earmarked account, you may wish to attach an additional page of explanation along with individual account balances projected at the beginning and end of the fiscal year. If the reserves are legally earmarked for a specific purpose, please provide an explanation and authorization.

3. Copy of organizational document, e.g. 501 (c) (3) certificates.
 4. Copy of By-laws.
 5. Listing of current Board of Directors.
-

What is the intended use of the funds should they be provided? Please itemize:

Funds will be used for providing Economic Development programs and services for the City of Carthage as outlined in the agreement between the City of Carthage and the Carthage Chamber of Commerce. Work Plan is attached with this document.

Return form and attachments to City Administrator, 326 Grant Street, Carthage, MO 64836 by March 13, 2020

FY 2021 Economic Development Work Plan

Economic development priorities for FY 2021 year will be the following:

- **Myers Park** - As in previous years, our recommendation to the City is to develop the Myers Park area into a mixed-use area. Currently the City owns 37 acres plus there are additional acreages of 6.5 owned by Eli Bruton (he has sold 2 acres which will be used as a retail business) and 4.5 acres owned by the Lim's, Root Zero 3. Carthage does not have the traffic or population volume many national or regional retail businesses look for in considering new locations. For years Joplin has been and continues to be the major retail hub because of their population and traffic numbers. Since Myers Park was developed the focus has been to place retail businesses in that area. Due to the amount of time that has passed and lack of prospects the time for the retail-only development philosophy has passed. The buying pattern of individuals continues to change. It is a mix of online and brick and mortar purchasing. The online retailers are looking at adding brick and mortar, but that is primarily occurring in larger cities. The traffic count is still the biggest measuring factor when companies are looking to add stores. By allowing 25 acres to be used for apartments, senior living, townhouses, etc., there are still 12 acres owned by the City plus 13 acres held by the above-mentioned owners that can be used for retail. That is a total 25 acres available for retail development. Additionally, another 24 acres are available in the Peachtree subdivision. That totals approximately 50 acres available for retail development. The plan to turn 25 acres into housing will start by contacting several multi-housing developers. Until the council gives the go ahead to pursue the mixed option, direct contact with developers cannot occur. Marketing of the property would include signage in the area promoting both retail and housing options. Some advertising can be done media wise based upon local and regional opportunities. This includes recruitment of niche retail, entertainment establishments, grocery stores, and restaurants to support the workforce and benefit area citizens.
- **Industrial Park** - As the Schreiber distribution center continues to progress, more investigation will be done into the possible development of the remaining 30 acres m/l to the north of this project. This parcel allows several opportunities for Carthage. First, by annexing this property into the City limits, it eliminates another non-annexed pocket. Secondly, as most of the properties are in dis-repair, this allows for urban renewal improvements that will help not only the residents, but Carthage as a destination for business. Research is needed to determine the mechanics of the improvement process and what State/Federal funds are available to assist in this project. Finally, an additional 30 acres m/l can be used for a small industrial park. This can provide a short-term option towards development of a larger industrial park. If an industrial park is truly a top priority for the City of Carthage, funds need to be provided by the local government entities to purchase and develop a site. If the City desires not to provide financial resources, the idea of an industrial park should be abandoned, and the Chamber will work in conjunction with the MOKAN Partnership to promote the existing industrial sites in the area.

- **Business Incubator** -There has been discussion and suggestions that Carthage have a location for a business incubator. An incubator is an organization designed to help startup businesses grow and succeed. Not all incubators need to provide free or low-cost workspace. Other benefits include mentorship, expertise, access to investors, and in some cases, working capital in the form of loans. The Joplin Chamber of Commerce and the MOKAN Partnership have been able to obtain grants to help grow the business incubator program and expand it into our region. Working with the Partnership is a more cost-effective way to provide the services first to help small businesses and entrepreneurs get started, then as time progresses, look at physical space if needed. Additionally, Crowder College is exploring possibilities of working with an organization that is a public-private partnership relating to start-up entrepreneurs. This would allow organizations like the Chamber to have another resource in establishing programs to work with start-up entrepreneurships.
- **Revitalization of the Downtown District** - As Vision Carthage continues the beautification process targeting the Downtown District, the Chamber will provide support when needed and begin a survey process of existing retail businesses. The survey will be used to gauge what the businesses believe is necessary to help them prosper. Additionally, public surveys will be developed to include information to provide back to the retail segment.

Other priorities:

- Continued support and encouragement of vocational-technical training available in the Carthage area to meet the needs of industry and provide local employment
- Development and coordination of a plan to enhance the existing commercial corridors and encourage the assemblage of tracts adequate for planned mixed-use re-development throughout the City
- Continue our business retention and expansion of existing business and industry.
- Continue working with businesses and industries and the City in implementing the best economic practices and programs
- Maintenance of the CEDP in coordination with other economic development agencies within the city, state, region, and county, including regular contact and participation with the MOKAN Partnership

**Carthage Chamber of Commerce
 Profit & Loss Budget Overview
 July 2020 through June 2021**

	<u>Economic Development</u>
	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Economic Development contract	118,074.96
Total Income	<u>118,074.96</u>
Gross Profit	118,074.96
Expense	
Advertising & publicity	
Signs	
Advertising & publicity - Other	15,192.00
Total Advertising & publicity	15,192.00
Car allowance	1,600.00
Dues & subscriptions	1,325.00
Equipment lease	1,650.00
Insurance - business	3,120.00
Insurance - health	10,848.83
Interest expense	1,200.00
Internet & website	1,200.00
Meals & entertainment	900.00
Office equipment	1,531.62
Office supplies - Other	926.91
Total Office supplies	2,458.53
Printing	180.61
Professional fees	5,000.00
Repairs & maintenance	1,613.58
Salaries & wages	
Employer retirement contribution	2,247.92
Payroll taxes	4,938.96
Salaries & wages - Other	56,197.92
Total Salaries & wages	63,384.80
Seminars & conferences	1,000.00
Travel	
Lodging	1,200.00
Travel - Other	1,200.00
Total Travel	2,400.00
Utilities	4,999.92
Total Expense	<u>118,073.27</u>
Net Ordinary Income	1.69



March 19, 2020

Carthage Water & Electric Plant
Chuck Bryant, General Manager
P.O. Box 611
Carthage, Missouri 64836

Dear Mr. Bryant and Board of Directors of the Carthage Water & Electric Plant,

The Carthage Chamber of Commerce thanks you for your partnership in the economic development and marketing efforts for the City of Carthage. Your support is an integral part of the entire economic development plan for the City.

In our contract with the City of Carthage for Economic Development services, we are requesting \$118,075.00 for fiscal year 2021 which the same as last year.

Accompanying this letter is a copy of the Work Plan that was submitted to the City with the request for funding.

The Carthage Chamber of Commerce Board of Directors appreciates the partnership with Carthage Water & Electric Plant and the City over the past years. Our Board feels that this relationship and involvement with the CWEP is productive in retaining our current businesses and industries as well as assisting them in expansion and growth.

Sincerely,

Roy Mason
Chairman of the Board

Mark J. Elliff
President & CEO
Director of Economic Development
City of Carthage

Cc: Tom Short, City Administrator

FY 2021 Economic Development Work Plan

Economic development priorities for FY 2021 year will be the following:

- **Myers Park** - As in previous years, our recommendation to the City is to develop the Myers Park area into a mixed-use area. Currently the City owns 37 acres plus there are additional acreages of 6.5 owned by Eli Bruton (he has sold 2 acres which will be used as a retail business) and 4.5 acres owned by the Lim's, Root Zero 3. Carthage does not have the traffic or population volume many national or regional retail businesses look for in considering new locations. For years Joplin has been and continues to be the major retail hub because of their population and traffic numbers. Since Myers Park was developed the focus has been to place retail businesses in that area. Due to the amount of time that has passed and lack of prospects the time for the retail-only development philosophy has passed. The buying pattern of individuals continues to change. It is a mix of online and brick and mortar purchasing. The online retailers are looking at adding brick and mortar, but that is primarily occurring in larger cities. The traffic count is still the biggest measuring factor when companies are looking to add stores. By allowing 25 acres to be used for apartments, senior living, townhouses, etc., there are still 12 acres owned by the City plus 13 acres held by the above-mentioned owners that can be used for retail. That is a total 25 acres available for retail development. Additionally, another 24 acres are available in the Peachtree subdivision. That totals approximately 50 acres available for retail development. The plan to turn 25 acres into housing will start by contacting several multi-housing developers. Until the council gives the go ahead to pursue the mixed option, direct contact with developers cannot occur. Marketing of the property would include signage in the area promoting both retail and housing options. Some advertising can be done media wise based upon local and regional opportunities. This includes recruitment of niche retail, entertainment establishments, grocery stores, and restaurants to support the workforce and benefit area citizens.
- **Industrial Park** - As the Schreiber distribution center continues to progress, more investigation will be done into the possible development of the remaining 30 acres m/l to the north of this project. This parcel allows several opportunities for Carthage. First, by annexing this property into the City limits, it eliminates another non-annexed pocket. Secondly, as most of the properties are in dis-repair, this allows for urban renewal improvements that will help not only the residents, but Carthage as a destination for business. Research is needed to determine the mechanics of the improvement process and what State/Federal funds are available to assist in this project. Finally, an additional 30 acres m/l can be used for a small industrial park. This can provide a short-term option towards development of a larger industrial park. If an industrial park is truly a top priority for the City of Carthage, funds need to be provided by the local government entities to purchase and develop a site. If the City desires not to provide financial resources, the idea of an industrial park should be abandoned, and the Chamber will work in conjunction with the MOKAN Partnership to promote the existing industrial sites in the area.

- **Business Incubator** -There has been discussion and suggestions that Carthage have a location for a business incubator. An incubator is an organization designed to help startup businesses grow and succeed. Not all incubators need to provide free or low-cost workspace. Other benefits include mentorship, expertise, access to investors, and in some cases, working capital in the form of loans. The Joplin Chamber of Commerce and the MOKAN Partnership have been able to obtain grants to help grow the business incubator program and expand it into our region. Working with the Partnership is a more cost-effective way to provide the services first to help small businesses and entrepreneurs get started, then as time progresses, look at physical space if needed. Additionally, Crowder College is exploring possibilities of working with an organization that is a public-private partnership relating to start-up entrepreneurs. This would allow organizations like the Chamber to have another resource in establishing programs to work with start-up entrepreneurships.
- **Revitalization of the Downtown District** - As Vision Carthage continues the beautification process targeting the Downtown District, the Chamber will provide support when needed and begin a survey process of existing retail businesses. The survey will be used to gauge what the businesses believe is necessary to help them prosper. Additionally, public surveys will be developed to include information to provide back to the retail segment.

Other priorities:

- Continued support and encouragement of vocational-technical training available in the Carthage area to meet the needs of industry and provide local employment
- Development and coordination of a plan to enhance the existing commercial corridors and encourage the assemblage of tracts adequate for planned mixed-use re-development throughout the City
- Continue our business retention and expansion of existing business and industry.
- Continue working with businesses and industries and the City in implementing the best economic practices and programs
- Maintenance of the CEDP in coordination with other economic development agencies within the city, state, region, and county, including regular contact and participation with the MOKAN Partnership

March 16, 2020

Dear Chamber Member:

We are facing a time many of us have never seen and may not see again in our lifetime. It's a time of uncertainty which changes by the hour. The current health threat is significantly impacting our lives, especially our businesses. It's imperative we all work together to pull through this crisis, supporting one another along the way. By doing so, we will emerge stronger and smarter because of what we've experienced together. We want you to know the Carthage Chamber of Commerce is here to support you during these times.

If you are making changes to your operating hours or how you conduct your business (i.e. providing curb-side pickup, accepting only online orders, etc.) we want to make that information available to the community. If there is anything else we can do to support your business, do not hesitate to let us know. Each one of you are an important piece of our economic community and support the livelihood of many of our residents. As Albert Einstein said, "In the middle of difficulty lies opportunity" and I believe there is plenty of opportunity to help one another. The Carthage community is strong and enduring; therefore, I have no doubt we will be better in many ways because of this experience. Please be safe and know we are here for you.

Sincerely,



Mark J. Ellin
President and CEO
Economic Development

3:15 PM

03/06/20

Accrual Basis

Carthage Convention & Visitors Bureau
Profit & Loss
February 2020

	<u>Feb 20</u>
Ordinary Income/Expense	
Income	
Jasper County MDT Grants Funds	
Marketing Matching Grant Income	875.01
Total Jasper County MDT Grants Funds	875.01
Tourism Income	
City accumulated funds	8,500.00
Total Tourism Income	8,500.00
Total Income	9,375.01
Gross Profit	9,375.01
Expense	
Advertising and Marketing	
Advertising	471.04
Jasper County Grant Expenses	
Marketing Matching Grant	
Carthage reimbursed MDT expense	333.33
Marketing Matching Grant - Other	500.00
Total Marketing Matching Grant	833.33
Total Jasper County Grant Expenses	833.33
Promotional Materials	29.17
Advertising and Marketing - Other	1,155.00
Total Advertising and Marketing	2,488.54
Communications	
Website	50.00
Total Communications	50.00
Licenses and Permits	51.95
Monthly Cell Phone Stipen	50.00
Payroll Expenses	
Payroll Taxes	206.68
Payroll Expenses - Other	2,708.33
Total Payroll Expenses	2,915.01
Professional Fees	865.00

3:15 PM

03/06/20

Accrual Basis

Carthage Convention & Visitors Bureau
Profit & Loss
February 2020

	Feb 20
Travel Expense	
Meals and Entertainment	35.00
Mileage Reimbursement	156.15
Travel Expense - Other	117.84
	<hr/>
Total Travel Expense	308.99
	<hr/>
Total Expense	6,729.49
	<hr/>
Net Ordinary Income	2,645.52
	<hr/>
Other Income/Expense	
Other Income	
Interest Income	1.35
	<hr/>
Total Other Income	1.35
	<hr/>
Net Other Income	1.35
	<hr/>
Net Income	2,646.87
	<hr/> <hr/>

3:14 PM

03/06/20

Accrual Basis

Carthage Convention & Visitors Bureau
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Food Truck Friday Guaranty	17,516.24
General Funds Guaranty	91,124.59
Petty Cash	35.57
Reserve MMA Community National	15,363.78
Wayfinding MMA Guaranty	8,497.86
Total Checking/Savings	<u>132,538.04</u>
Other Current Assets	
Inventory Asset	1,079.67
Prepaid expense	4,423.63
Total Other Current Assets	<u>5,503.30</u>
Total Current Assets	138,041.34
Fixed Assets	
Office Furnishings	
Accumulated Depreciation	-4,504.00
Office Furnishings - Other	4,504.00
Total Office Furnishings	<u>0.00</u>
Total Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>138,041.34</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	132,237.52
Net Income	5,803.82
Total Equity	<u>138,041.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>138,041.34</u></u>

Lodging Report as of March 2 2020

	<u>Gross Receipts</u>	<u>4%</u>	<u>PD Total</u>	
July 2019 Monthly Total	\$248,666.48	9946.66	\$9,946.66	
August 2019 Monthly Total	\$336,910.07	13476.4	\$13,476.40	
Septmber 2019 Monthly Total	349,738.32	13989.54	13,989.53	
October 2019 Monthly Total	195,435.74	7817.43	7,817.44	
November 2019 Monthly Total	215,754.63	8630.19	8,630.19	
December 2019 Monthly Total	157,247.36	6289.9	6,727.25	437.35 penalty
Jan 2020 Monthly Total	134,834.10	5393.36	5,393.36	

	<u>Gross Receipts</u>	<u>4%</u>	<u>PD Total</u>	<u>Type</u>	Available	Occupied
GCG, Precious Moments		346.11	346.11	Luxury		
Boots Motel	215.00	8.60	8.60	Luxury		
Carthage Inn	13,546.12	541.84	541.84	econ		
Days Inn	44,451.61	1778.06	1,778.06	Luxury		
Grand Avenue	1,240.00	49.60	49.60	Luxury		
Guest House	5,859.57	234.38	234.38	econ	579	237
Super 8	19,806.00	792.24	792.24	econ		
Monthly Total			3,750.83			

FISCAL YEAR TO DATE \$69,731.65

(need to hit at least \$102,000)

	<u>Gross Receipts</u>	<u>Total</u>
Feb 2019 FYI	\$136,304.57	\$5,725.25
Feb 2018 FYI	\$126,017.65	\$4,973.18

**Carthage Public Library
Balance Sheet - Cash basis
February 29, 2020**

Assets

Current Assets		
Cash in bank - treasurer's cash	\$	471,314.10
Cash in bank - Simmons Bank		28,125.43
Cash in bank - Community National Bank		111,425.63
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		<u>667,464.77</u>
Total Current Assets		<u>1,278,589.93</u>
Total Assets	\$	<u><u>1,278,589.93</u></u>

Liabilities and Net Assets

Net Assets		
Unrestricted Net Assets	\$	579,161.12
Temporarily Restricted Net Assets:		
Boylan Grant		6,252.67
CPL Development Foundation		13,048.92
Debbie Putnam - Ebooks		30,139.74
Debbie Putnam - Children's section		2,000.00
Library Gardens		13,403.70
Spotlight on Literacy (RTR) Grant - MOSL 2020		4,397.25
Spotlight on Literacy (RTR) Grant - Local 2020		7,735.57
Spotlight on Literacy - MOSL -2020		2,189.25
Spotlight on Literacy Grant - Local - 2020		13,778.65
Steadley Trust		2,546.16
Summer reading program - Local - 2019		75.18
Summer reading program - MOSL grant - 2019		(2,489.79)
Thelma Stanley Foundation Grant		7,012.96
Operational reserves		195,998.47
Change in net assets		403,340.08
Total Net Assets		<u>1,278,589.93</u>
Total Liabilities and Net Assets	\$	<u><u>1,278,589.93</u></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 eight months ended February 29, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	\$ 80.50	\$ 250.00	\$ (169.50)	\$ 1,295.65	\$ 3,000.00	\$ (1,704.35)
Copier income	495.20	583.34	(88.14)	4,547.90	7,000.00	(2,452.10)
Donations	247.17	0.00	247.17	13,422.65	0.00	13,422.65
Donations-restricted	1,500.00	1,125.00	375.00	445,062.96	13,500.00	431,562.96
Fax income	44.20	83.34	(39.14)	673.60	1,000.00	(326.40)
Fine income	438.39	583.34	(144.95)	4,829.81	7,000.00	(2,170.19)
Interest income	1,519.15	833.34	685.81	38,438.99	10,000.00	28,438.99
Non-resident fee income	440.00	666.67	(226.67)	4,420.00	8,000.00	(3,580.00)
Payment for lost books	12.44	0.00	12.44	366.52	0.00	366.52
Postage income	0.00	166.67	(166.67)	4.50	2,000.00	(1,995.50)
State aid	0.00	1,000.00	(1,000.00)	4,854.79	12,000.00	(7,145.21)
Sur tax	0.00	1,500.00	(1,500.00)	3,511.21	18,000.00	(14,488.79)
Tax income	2,675.43	16,916.67	(14,241.24)	203,388.73	203,000.00	388.73
Tax income - Park and storm water	37,562.36	38,966.67	(1,404.31)	312,390.44	467,600.00	(155,209.56)
Miscellaneous income	0.00	166.67	(166.67)	1,708.72	2,000.00	(291.28)
Other income	37.35	166.67	(129.32)	665.45	2,000.00	(1,334.55)
Total revenue	<u>45,052.19</u>	<u>63,008.38</u>	<u>(17,956.19)</u>	<u>1,039,581.92</u>	<u>756,100.00</u>	<u>283,481.92</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 eight months ended February 29, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	34,347.43	40,509.66	6,162.23	324,827.27	486,116.00	161,288.73
Lagers	1,782.54	1,959.91	177.37	16,766.53	23,519.00	6,752.47
Insurance - health	700.00	1,250.00	550.00	6,936.92	15,000.00	8,063.08
Payroll taxes - FICA	<u>2,628.15</u>	<u>3,042.91</u>	<u>414.76</u>	<u>24,853.30</u>	<u>36,515.00</u>	<u>11,661.70</u>
Total payroll expenses	<u>39,458.12</u>	<u>46,762.48</u>	<u>7,304.36</u>	<u>373,384.02</u>	<u>561,150.00</u>	<u>187,765.98</u>
Employee goodwill	0.00	250.00	250.00	2,744.64	3,000.00	255.36
Advertising	0.00	83.33	83.33	384.90	1,000.00	615.10
Audio-visuals	284.40	166.66	(117.74)	903.71	2,000.00	1,096.29
Books	1,579.95	2,500.00	920.05	17,669.71	30,000.00	12,330.29
Books - children's	184.64	1,250.00	1,065.36	11,106.13	15,000.00	3,893.87
Contract fees	1,501.98	3,083.33	1,581.35	27,491.54	37,000.00	9,508.46
Dues and travel	336.12	833.33	497.21	4,101.28	10,000.00	5,898.72
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	583.33	583.33	514.19	7,000.00	6,485.81
Information technology (IT)	1,183.51	583.33	(600.18)	1,914.99	7,000.00	5,085.01
Insurance	0.00	2,083.33	2,083.33	26,841.00	25,000.00	(1,841.00)
Interest expense	1.98	0.00	(1.98)	1.98	0.00	(1.98)
Legal and professional	0.00	500.00	500.00	7,225.00	6,000.00	(1,225.00)
Multi purpose building	29,344.89	0.00	(29,344.89)	74,007.71	0.00	(74,007.71)
Periodicals	348.99	500.00	151.01	4,230.72	6,000.00	1,769.28
Postage	0.00	125.00	125.00	594.68	1,500.00	905.32
Programs - adult	179.33	500.00	320.67	3,786.36	6,000.00	2,213.64
Programs - children	1,662.99	1,083.33	(579.66)	5,106.85	13,000.00	7,893.15
Programs, teens	0.00	83.33	83.33	325.79	1,000.00	674.21
Repairs and maintenance	701.94	2,916.66	2,214.72	30,671.32	35,000.00	4,328.68
Supplies	2,011.50	2,083.33	71.83	14,205.34	25,000.00	10,794.66
Telephone	399.64	500.00	100.36	3,495.84	6,000.00	2,504.16
Utilities	<u>3,303.42</u>	<u>2,916.66</u>	<u>(386.76)</u>	<u>22,034.14</u>	<u>35,000.00</u>	<u>12,965.86</u>
	<u>43,025.28</u>	<u>22,916.61</u>	<u>(20,108.67)</u>	<u>262,857.82</u>	<u>275,000.00</u>	<u>12,142.18</u>
Total expenses and losses	<u>82,483.40</u>	<u>69,679.09</u>	<u>(12,804.31)</u>	<u>636,241.84</u>	<u>836,150.00</u>	<u>199,908.16</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 eight months ended February 29, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(37,431.21)	(6,670.71)	(30,760.50)	403,340.08	(80,050.00)	483,390.08
Transfers from temporary restricted	31,931.45	6,670.84	25,260.61	107,970.58	80,050.00	27,920.58
Transfers to temporary restricted	(1,500.00)	0.00	(1,500.00)	(445,062.96)	0.00	(445,062.96)
Increase/(Decrease) in unrestricted net assets	<u>(6,999.76)</u>	<u>0.13</u>	<u>(6,999.89)</u>	<u>66,247.70</u>	<u>0.00</u>	<u>66,247.70</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 eight months ended February 29, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Debbie Putnam - Children's section	0.00			(2,000.00)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			4,258.00		
Spotlight on Literacy Grant - MOSL - 2020	0.00			6,776.00		
Summer reading program - Local - 2019	0.00			515.00		
Summer Reading Program-Local Funds 02/2020-08/2020	1,500.00			1,500.00		
Summer reading program - MOSL - 2019	0.00			4,398.12		
Mult Purpose Building - furnishings and supplies	0.00			244,282.50		
Mult Purpose Building	0.00			185,333.34		
CPL Development Foundation	0.00			(2,597.37)		
CSLP Grant	(185.95)			(185.95)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(3,875.42)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(200.00)			(3,202.35)		
Spotlight on Literacy (RTR) Grant - Local 2020	(1,123.11)			(2,120.57)		
Spotlight on Literacy Grant - MOSL 2020	(1,192.50)			(11,598.75)		
Spotlight on Literacy Grant - Local - 2020	115.00			(2,808.71)		
Steadley Trust	0.00			(1,620.00)		
Summer reading program - Local - 2019	0.00			(590.18)		
Summer reading program - MOSL - 2019	0.00			(1,908.33)		
Multi Purpose Building	(29,344.89)			(73,962.95)		
Increase/(Decrease) in temporarily restricted net assets	<u>(30,431.45)</u>			<u>337,092.38</u>		
Change in net assets	<u>\$ (37,431.21)</u>			<u>\$ 403,340.08</u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and eight months ended February 29, 2020

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	13,048.92	0.00	(2,597.37)	10,451.55
CLSP Grant	0.00	0.00	(185.95)	(185.95)
Debbie Putnam - Ebooks	30,139.74	0.00	(3,500.00)	26,639.74
Debbie Putnam - Children's section	2,000.00	(2,000.00)	0.00	0.00
Library Gardens	13,403.70	0.00	(3,875.42)	9,528.28
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25	4,258.00	(3,202.35)	5,452.90
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57	0.00	(2,120.57)	5,615.00
Spotlight on Literacy - MOSL -2020	2,189.25	6,776.00	(11,598.75)	(2,633.50)
Spotlight on Literacy Grant - Local - 2020	13,778.65	0.00	(2,808.71)	10,969.94
Steadley Trust	2,546.16	0.00	(1,620.00)	926.16
Summer reading program - Local - 2019	75.18	515.00	(590.18)	0.00
Summer Reading Program-Local Funds 02/2020-08/2020	0.00	1,500.00	0.00	1,500.00
Summer reading program - MOSL grant - 2019	(2,489.79)	4,398.12	(1,908.33)	0.00
Thelma Stanley Foundation Grant	7,012.96	0.00	0.00	7,012.96
Multi Purpose Building - furnishings and supplies	0.00	244,282.50	0.00	244,282.50
Mult Purpose Building	0.00	185,333.34	(73,962.95)	111,370.39
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 296,088.73</u>	<u>\$ 445,062.96</u>	<u>\$ (107,970.58)</u>	<u>\$ 633,181.11</u>

See accountant's compilation report.

Director's Progress and Service Report

March, 2020

Julie Yockey, Director

My staff will tell you that I am rarely at loss for words, but today find myself blank! The library world is spinning so fast, it is difficult to know what day it is, but, it is all good. The new education building is going up fast. Now that the weather has straightened out a bit, every day it appears the building is taking on a look of its' own. It is wonderful and will be such a gift to everyone. I have finished three grants to the State Library which total \$70,000. Two of them are for extensions on our bi lingual story time program and the other is for our adult education and citizenship program. The third grant is a new one for us, a technology grant, which if approved, will provide a wide variety of laptops, chrome books, printers and digitization equipment for our new building. Keeping fingers crossed that we will hear good news in the next month.

The Building Committee has had numerous visits about the new roof and all of the leaks we are experiencing. Gary Cole can give us an update this evening. On March 2, we had quite a surprise upon coming to work. We had had a rather large, heavy rain with sleet the night before, which resulted in the community room, hallways, bathrooms, maintenance room and some children's shelving being flooded. All due to a cast iron roof drain that literally popped a gasket in the wall in the community room. Randy Dubry once again came to our assistance, and located the problem and called in help to get it fixed. Serv Pro did a great job, and an update will be given tonight on the damages and insurance that was filed. It is never a dull moment here! Someone asked me if I still enjoyed my job. I told them I was writing a book titled, "So, You Think You Want to Be a Library Director." You just never know how crazy a day can be in the public library world.

Two new staff members have been hired and will start their training the third week in March. Ben Young, reference manager will be moving out to the new educational building to oversee the makerspaces and programing. I will have some staff moving internally to fill his spot, and since I do have one circ staff member moving in May, I was in need of two new people. I think we have chosen some awesome new people to work with us.

I made a presentation at the Episcopal Church on the 6th for their Encore luncheon. I shared a PowerPoint and information about our new building. I really enjoy doing presentations such as this, sharing information with the public. Our meeting this month was changed due to my needing to be in Jefferson City this week for Library Advocacy Week. A great time to visit with our Senators and Representatives as they are preparing the budget for next year and we need to make sure public libraries are represented well.

Please stop in for a look at our new building, it is a wonderful gift.

Julie Yockey, Director

Children's Progress Report February 2020, Sherri Luce

This February, we were in contact with 579 community members through Children's and Family programming. That is over 100 more than this time last year! These programs included eight in-house English programs, eight outreach English programs, and one bilingual in-house program. (The Presidents' Day holiday and a late opening day limited our bilingual programming this month.)

Our Winter Reading Program finished with 107 children and teens signed up, and 26 of those completing the entire board (five rows). Several others completed 3-4 rows. The 1,000 Books Before Kindergarten Program will be ongoing, and at this point there are 53 toddlers enrolled with 11,100 book logs having been turned in already. Some of those are repeats, as one young man has read 300 books since January 14th!

March is well underway with scheduled programs including English and bilingual story times, reading with the therapy dog, Asha, LEGO building club, and our regular outreach programs. Summer reading program calendars are also in the works, as that will be here before we know it! We will begin sign-ups around June 1st, with our first large program being scheduled for June 9th, The Fishing Magicians.



CIRCULATION REPORT for February 2020

New Books/Periodicals	
Adult Books	<u>74</u>
Adult Periodicals	<u>68</u>
YA Books	<u>15</u>
YA Periodicals	<u>0</u>
Juvenile Books	<u>25</u>
Juv Periodicals	<u>9</u>
Totals	<u>191</u>

New Applications	
Adult	<u>46</u>
Juvenile	<u>29</u>
Total	<u>75</u>

AWE Computers	
AWE #1	<u>84</u>
AWE #2	<u>69</u>
AWE #3 (Bilingual)	<u>58</u>
AWE #4 (Bilingual)	<u>77</u>
Total	<u>288</u>

Computer Use	
Adult	<u>479</u>
Reference/Genealogy	<u>8</u>
Microfilm	<u>4</u>
Juvenile	<u>75</u>
Tablets	<u>24</u>
AWE	<u>288</u>
Teen Laptops	<u>72</u>
Wireless	<u>236</u>
Total	<u>1186</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>1905</u>	<u>141</u>	<u>2192</u>	<u>4238</u>
Periodicals	<u>83</u>	<u>0</u>	<u>9</u>	<u>92</u>
Audio	<u>66</u>	<u>0</u>	<u>55</u>	<u>121</u>
Visual	<u>426</u>	<u>-</u>	<u>-</u>	<u>426</u>
Circulating Electronics	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>
eBooks	<u>978</u>	<u>114</u>	<u>168</u>	<u>1260</u>
Totals	<u>3459</u>	<u>255</u>	<u>2424</u>	<u>6138</u>
In House Use	<u>134</u>	<u>-</u>	<u>-</u>	<u>134</u>
Courier	Lending	Borrowing		Total
	<u>475</u>	<u>342</u>		<u>817</u>
Circulation Total				<u>7089</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>8</u>	<u>0</u>	<u>14</u>	<u>10</u>	<u>32</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>1</u>	<u>16</u>	<u>17</u>
Attendees	<u>0</u>	<u>3</u>	<u>561</u>	<u>564</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>7</u>	<u>1</u>	<u>8</u>
Attendees	<u>42</u>	<u>15</u>	<u>57</u>

	Requests	Filled
ILL Requests Made	<u>1</u>	<u>0</u>
ILL Requests Rec'd	<u>15</u>	<u>0</u>

Door Count	<u>N/A</u>
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	Adult	YA	Juvenile	Total
Mending	<u>60</u>	<u>3</u>	<u>20</u>	<u>83</u>
Discards	<u>226</u>	<u>0</u>	<u>2</u>	<u>228</u>
Corrective Processing	<u>8</u>	<u>0</u>	<u>5</u>	<u>13</u>

"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.