

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, MARCH 27, 2018
6:30 P.M. – COUNCIL CHAMBERS**

1. Invocation
2. Pledge of Allegiance
3. Calling of the Roll
4. Reading and Consideration of Minutes of Previous Meeting
5. Citizens Participation Period
(Each person addressing the Council shall state his/her name, address and organization or firm represented, if any, and is limited to no more than five (5) minutes. The time may also be extended by the Mayor if deemed necessary. All remarks during citizen's participation period should be made to the chair (Mayor). Once a person has had their say on a particular issue they are not permitted to once again speak on the issue.)
6. Report of Standing Committees
7. Report from Special Committees and Board Liaisons
8. Mayor's Report
9. Miscellaneous Reports of Officers of the City
10. Report of Claims Committee
11. Old Business
 1. **C.B. 18-12** – An Ordinance to amend Sections 25-801, 25-803 and 25-602 to move Tattoo Parlor (Establishment) from District AE (Adult Entertainment) to District E General Business. (Public Works)
 2. **C.B. 18-13** – An Ordinance authorizing the Mayor to enter into an agreement with AT Urban Development, Inc. for walkway construction in Central Park, Carthage, Missouri. (Public Works)
12. New Business
 1. **C.B. 18-14** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2017 – 2018. (Budget Ways & Means)
13. Mayor's Appointments
 - Carthage Water & Electric Plant Board
 - Enhanced Enterprise Board
 - Standing Committee and Board Liaison Appointments
14. Resolutions
 1. **Resolution 1829** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an Agreement with the Carthage Adult Softball League for complete management of an Adult Softball Program located at Hallam Field. (Public Services)

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
March 13, 2018

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

The following Council Members answered roll call: David Armstrong, Ceri Otero, Darren Collier, Jason T.A. Shelfer, Brady Beckham, Juan Topete and James Harrison. Council members Tim Shields, Mike Daugherty and Dan Rife were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull and Deputy City Clerk Coby Fullerton.

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve the minutes of the February 27, 2018 Council Meeting as amended. Motion carried unanimously.

No citizens were present during Citizens Participation Period.

Mr. Beckham made a motion, seconded by Mr. Armstrong to amend the agenda to have a round table discussion with no official business at the end of the New Business portion of the meeting. Motion passed.

Mr. Collier reported the Budget, Ways and Means Committee met on March 12. 2018 Budget Capital Projects were reviewed with a 5 year plan and a projected amount of \$65 million, 2019 Budget calendars are available from Tom Short. The committee approved amending the 2018 Budget for donations totaling \$37,500 donations. This will be presented in a Council Bill at the next meeting. The committee approved a proposal to amend the budget for Fire Station #2 and will be presented in Resolution 1828. The next scheduled meeting will be April 9.

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

Mr. Collier reported the Public Safety Committee is between meetings with the next meeting scheduled for Monday March 19.

Mr. Beckham reported the Public Services Committee is between meetings with the next meeting scheduled for April 2.

Mr. Beckham reported the Public Works Committee met on March 6. The Committee recommended unanimously that \$10,000 for the American Bloom Program be put in the 5 year budget plan. Committee approved to amend Sections 25-801, 25-803 and 25-602 to move Tattoo Parlor (Establishment) from District AE (Adult Entertainment) to District E

General Business and will be presented in Council Bill 18-12. The Committee approved the declaration of a 2001 Chevy ½ Ton Pickup Truck as surplus which will be presented as Resolution 1827. The next scheduled meeting will be April 3.

Special Committee and Board Liaison reports were given by Mr. Topete for the Carthage Tree Board and Kellogg Lake Board, Mr. Armstrong for the Planning and Zoning, Ms. Otero for the Library Board and Harry S Truman Coordinating Council, Mr. Shelfer for the Jasper County Commissioners' Meeting, Carthage Chamber of Commerce and Carthage Convention and Visitors Bureau.

City Attorney Nate Dally reported that he attended the 50 year Birthday for Fairview Dual Language Program with his children and thought it was good progress for the community. Council Bill 1812 was last amended in 1996 to add Tattoo Parlor to the Adult Entertainment District.

Fire Chief Roger Williams reported the Fire Station #2 ground breaking ceremony will be Wednesday March 14 at 10:30am and parking for the event will be on Virginia Street.

City Administrator Tom Short reported on the following: Fire Station #2 ground breaking ceremony, updated on the progress of the 2019 Budget and that Operating Budget, the new phone system progress and the installation date of March 29th and 30th, there was local interest in purchasing Center Creek Bridge until they found out it will be \$6 million just to move and all interest has been dropped, a meeting with the Carthage Visitors Bureau, monitoring the golf course operations and looking for feasible options to lower budget numbers, Sales Tax Revenue for March, roof repair bids will be opened on March 30 and the next Economic Development meeting will be March 15.

The Committee on Claims filed a report in the amount of \$700,709.08 against the following funds: General Revenue \$119,515.01, Public Health \$7,139.50, Parks/Stormwater \$44,140.28, Public Safety \$4,000.00, Golf Course \$7,834.38, Lodging \$8,333.33, Parks & Rec Fund \$5,888.64, Capital Improvements \$95,143.00 and Payroll \$408,714.94. Mr. Shelfer made a motion, seconded by Mr. Harrison to accept the report and allow the claims. Motion carried.

Under old business, **C.B. 18-11** – An Ordinance authorizing the Mayor to enter into an agreement with Alley Capital LLC for Roof Replacement on City Buildings, Carthage, Missouri was placed on second reading followed by a roll call vote of 7 yeas and no nays. The council bill was approved and numbered Ordinance 18-11.

Under new business, **C.B. 18-12** – An Ordinance to amend Sections 25-801, 25-803 and 25-602 to move Tattoo Parlor (Establishment) from District AE (Adult Entertainment) to District E General Business was placed on first reading with no action taken.

C.B. 18-13 – An Ordinance authorizing the Mayor to enter into an agreement with A.T. Urban Development, Inc. for walkway construction in Central Park, Carthage, Missouri, was placed on first reading with no action taken.

Ms. Otero made a motion, seconded by Mr. Beckham, to approve Resolution 1827, a Resolution approving the declaration of a 2001 Chevy ½ Ton Pickup Truck as surplus to the City's needs and authorizing its disposition. Resolution passed.

Mr. Collier made a motion, seconded by Mr. Shelfer, to approve Resolution 1828 – a Resolution of the Council of the City of Carthage, Missouri authorizing the approval of Change Order #1 for Fire Station #2 Construction Contract. Resolution passed.

During closing remarks, Mr. Beckham stated he had two issues that citizens had brought to his attention: 1) Griggs Park was in need of the sweet gum balls to be removed, and the Parks and Rec department has taken care of this issue, and 2) the intersection at Centennial & Grand which Public Works had already taken care of.

Mr. Harrison made a motion, seconded by Mr. Armstrong, to adjourn the regular session of the Council meeting. Motion carried and meeting adjourned at 7:05 PM.

J. Michael Harris, Mayor

Coby Fullerton, Deputy City Clerk

***OLD
BUSINESS***

COUNCIL BILL NO. 18-12

ORDINANCE NO. _____

An Ordinance to amend Sections 25-801, 25-803 and 25-602 to Move Tattoo Parlor (Establishment) from District AE (Adult Entertainment) to District E General Business.

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

SECTION I: Section 25-801 of the Carthage Code is hereby amended by striking Section 25-801(9) Tattoo parlor: Any building, structure or facility which contains or is used for the purpose of placing a permanent mark or design on the human skin by process of pricking and staining with an indelible pigment.

SECTION II: Section 25-803 of the Carthage Code is hereby amended by removing the words tattoo parlor, to read:

Sec. 25-803 – Location and site requirements within district AE.

Any adult bookstore, adult entertainment facility, bathhouse, massage shop, or modeling studio shall meet the following location and site requirements: (The remaining paragraphs 1-16 stays the same)

SECTION III: Section 25-602 of the Carthage Code is hereby amended by adding the 25-602 (19), to read:

25-602 (19) Tattoo Establishment: Any building, structure or facility which contains or is used for the purpose of placing a permanent mark or design on the human skin by process of pricking and staining with an indelible pigment.

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

PASSED AND APPROVED THIS _____ DAY OF _____,

2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

COUNCIL BILL NO. 18-13

ORDINANCE NO.

An Ordinance authorizing the Mayor to enter into an agreement with AT Urban Development Inc. for walkway construction in Central Park, Carthage Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into an agreement, pursuant to the agreed to requirements of the bid specifications, with AT Urban Development for construction of a concrete walkway in Central Park of \$29,002.00 a copy of the specifications is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works

THIS AGREEMENT, made this _____ day of _____, 2018, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and A.T. Urban Development, 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 Central Park Sidewalk Replacement, 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 Twenty-Nine Thousand Two and no/100 Dollars (\$29,002.00).

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 January, 2018.
- (M) Drawings prepared by Anderson Engineering, Inc. and dated December, 2017.
- (N) Addenda

No. <u>1</u>	dated <u>February 8</u>	2018
No. _____	dated _____	20
No. _____	dated _____	20__
No. _____	dated _____	20__
No. _____	dated _____	20__

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 J. Michael Harris
(Please Type or Print)

Name Traci Cox
(Please Type or Print)

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name _____
(Please Type or Print)

Name _____
(Please Type or Print)

Title _____

NOTICE OF AWARD00501

TO: A.T. Urban Development, Inc.
6891 State Hwy. 125 South
Chadwick, MO 65629

PROJECT Description: Central Park Sidewalk Replacement, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated January 16, 2018 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Twenty-Nine Thousand Two and no/100 Dollars (\$29,002.00).

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: _____

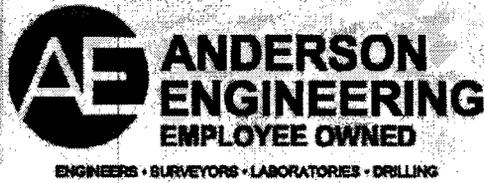
Title: Mayor

ACCEPTANCE OF NOTICE

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

By _____

Title _____



February 13, 2018

Mr. Alan Bull
Parks Director
521 Robert Ellis Young Drive
Carthage, MO 64836

RE: Central Park Sidewalk Replacement
Carthage, Missouri

Dear Mr. Bull:

The bids for the above referenced project have been reviewed and tabulated. It is the recommendation of this office to accept the bid from A.T. Urban Development, Inc. of Chadwick, Missouri in the amount of \$29,002.00.

Attached is a copy of the bid tab for your review.

Sincerely,

Jason Eckhart, P.E.

cc: A.T. Urban Development, Inc.

***NEW
BUSINESS***

COUNCIL BILL NO. 18-14

ORDINANCE NO. _____

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2017 - 2018.

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

SECTION I: The City of Carthage's 2017 - 2018 Annual Operating and Capital Budget for the **Civic Enhancement Fund** to reflect a supplemental appropriation of up to \$37,500 to the Capital Outlay line item for:

- a. Up to \$2,500 for renovating the floors in Municipal Park restrooms from supplemental revenues from a donation of \$2,500 from the Jasper County Youth Fair Board;
- b. Up to \$10,000 for a conceptual Golf clubhouse design from supplemental revenues from a grant of \$10,000 from the from the Kent D. Steadley and Mary L. Steadley Memorial Trust;
- c. Up to \$25,000 for acquiring Zoll brand Automated External Defibrillators (AEDs) for distribution and use in municipally owned public facilities from supplemental revenues from a grant of \$25,000 from The McCune Brooks Regional Hospital Trust.

SECTION II: The City of Carthage's 2017 - 2018 Annual Operating and Capital Budget for the **Public Safety Grant Fund** to reflect a supplemental appropriation of \$26,344.30 to:

- a. The Capital Outlay Police Dept. line item for \$22,324.30 (Animal Control Truck Box \$8,000; 12 Replacement Axon BWC \$5,988 & other costs \$5,407; 5 Portable Radios (5) \$2,799.30 with software \$150); and General Tools & Supplies line item for \$4,000 for ODET fees from supplemental revenues from a grant of \$26,344.30 recommended by the LEST Grant Board and approved by the Jasper County Commission.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

J. Michael Harris, Mayor

ATTEST:

Traci Cox, City Clerk

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

March 2018

Carthage Water & Electric Plant Board
4 Year Term - 6 Members- Meets 3rd Thursday -4:00, CW&EP

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>
Stephen Beimdiek	358-4007	1500 Grand Ave	2/11/2014

Enhanced Enterprise Board
4 Year Term - 7 Members- Meets On Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>
Paul Eckels	358-4065	HE Williams	12/26/2006

Board Liaison Representatives from Council
27-Mar-18

Boards:

Liaison

Carthage Chamber of Commerce
Meets 3rd Thursday, 7:30 a.m.

Mike Daugherty

Carthage Convention and Visitors Bureau
Meets 4th Tuesday, 7:30 a.m.

Mike Daugherty

Carthage Humane Society Board
Meets 3rd Thursday, 6:30 p.m., Humane Society

Ceri Otero

Carthage Water & Electric
Meets 3rd Thursday, 4:00 p.m. , CW&EP

Darren Collier

Civil War Museum
Meets on call

James Harrison

County Commissioners Meeting
Meets every Tuesday 9:00 am , Jasper County Courthouse

Jason T.A. Shelfer

H.S. Truman Council of Government
Meets 4th Wednesday, 11:30 a.m. , C. J. Police Dept

Ceri Otero

Kellogg Lake
Meets 2nd Tuesday 6:00 p.m. , Meeting Place To Be Announced

Juan Topete

Library Board
Meets 2nd Tuesday , 5:15 PM, Public Library

Ceri Otero

Mercy McCune-Brooks Hospital
Quarterly, Stan Schmidt's Office

Vacant

Personnel Appeals Board
Meets on Call

Dan Rife

Planning/Zoning
Meets 3rd Monday, 5:15 p.m. , Council Chambers

David Armstrong

Police & Fire Pension
Meets on Call

Darren Collier

Police Personnel Board
Meets on Call

Dan Rife

Powers Museum
Meets 3rd Monday, 7:00 p.m.

Brady Beckham

Tree Commission
Meets on Call

Juan Topete

RESOLUTIONS

RESOLUTION NO. 1829

RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CARTHAGE ADULT SOFTBALL LEAGUE FOR COMPLETE MANAGEMENT OF AN ADULT SOFTBALL PROGRAM LOCATED AT HALLAM FIELD.

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

WHEREAS, it is necessary for the Mayor of the City of Carthage to enter into an agreement with the Carthage Adult Softball League for management of an adult softball program at Hallam Field, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

WHEREAS, the adult softball program is an integral part of recreation in the City of Carthage.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, the Mayor is authorized to enter into the attached contract for the management of an adult softball program at Hallam Field, Carthage, Missouri.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Services Committee

AGREEMENT

This AGREEMENT is entered into this _____ day of _____, 2018, by and between the City of Carthage, Jasper County, Missouri, and the Carthage Adult Softball Program. Program Director is Jonathan Goolsby.

WITNESSETH:

RECITALS

Whereas, the City of Carthage has responsibility for the maintenance of the Parks within the City of Carthage, and

Whereas, the Hallam Sports Complex was designed so that adult softball would be an integral part of the fields' usage and,

Whereas, the Adult Softball Program offers a softball program with the principles of directing its team members toward the maximum development of their talents and abilities and,

Whereas, the Adult Softball Program strives to instill in Adult Softball players an understanding and appreciation of such concepts as high self-esteem, personal accountability, constructive self-motivation, goal setting, and goal achievement as these ideas relate to their success in training and in competition, and

Whereas, the Adult Softball Program and the City of Carthage desire to make provision for the continuance of the quality Softball programs that have existed, and

Whereas, in order for there to be an orderly relationship between the City of Carthage and the Adult Softball Program, the parties hereto desire to formally express their goals and objectives.

COVENANTS

NOW, THEREFORE, in consideration of the promises set forth herein it is agreed as follows:

That the City of Carthage hereby grants to the Adult Softball Program a non-exclusive privilege to utilize Hallam Field for a spring, summer and fall adult softball program, the program shall run April 25TH through November 18th, 2018. The City retains the right to schedule the field for any additional events, taking into consideration the Adult Softball Programs schedule.

The Adult Softball Program shall provide the Park Administrator with a schedule for all spring, summer and fall softball season games, including all tournaments.

The Adult Softball Program must receive permission from the Park Administrator for any other tournament or play in addition to the usual program.

The Adult Softball Program agrees to provide a program that will enable all in the general Carthage area to participate.

The Adult Softball Program agrees to operate a responsible and appropriate program, which shall be monitored by the Carthage Parks & Recreation staff.

The Adult Softball Program agrees to provide all equipment and complete management and supervision of the Adult Softball program; and the City assumes no responsibility for any expenses related to the management and operation of the Adult Softball program, including utility service for the field.

The Adult Softball Program shall not allow alcoholic beverages in the dugouts, bleachers or immediate area of play.

Carthage Softball Program agrees to provide maintenance of Hallam Field, including dragging and game preparation. Adult Softball Program shall be responsible for picking up all trash and debris associated with league and tournament play and placing it in trash barrels. The City of Carthage shall mow the outfield, provide trash barrels and pick of trash barrels on a consistent basis.

The City of Carthage agrees, in addition to the other matters set forth herein, to provide a secure storage area for equipment. The City of Carthage assumes no liability for injuries to Adult Softball Players or loss of equipment.

The Adult Softball Program shall have a non-exclusive privilege of operating the concession stand during the spring, summer and fall seasons of all games and tournaments promoted by the Adult Softball Program.

The Adult Softball Program shall secure and show proof of liability insurance coverage of two million dollars (\$2,000,000) with the City of Carthage named as co-insured for all of its activities at Hallam Field.

The Carthage Softball Program shall provide clean-up services and supplies for restrooms and concession stand. These must be kept clean and in good operating condition.

The Adult Softball Program shall be responsible for collection and payment of any and all sales tax generated from the concession stand.

The Adult Softball Program shall be responsible for meeting all Jasper County Health Department codes dealing with food sales.

The Adult Softball Program shall hire sufficient staff for the safe operation of the softball programs. This includes providing for proper game preparation and umpire staff.

No games shall be played at Hallam Field until both parties have signed this agreement and proof of insurance has been delivered to the Carthage City Clerk.

This agreement may be modified upon such terms and conditions as may be acceptable to the respective parties. All modifications shall be in writing and signed by both parties.

The Adult Softball Program shall indemnify, protect and hold harmless the City of Carthage from any and all liability, losses, claims and damages whatsoever, and expenses including, without limitation, attorney fees and expenses resulting from all claims by or on behalf of any person, firm or corporation, arising out of or as a result of the use by Adult Softball Program of the said City softball field or the use, operation, use or condition of the facilities or any part thereof, or any accident in connection with the operation, use or condition of the facilities or any part thereof resulting in damage to property or injury or death of any person.

TERM OF THE AGREEMENT

The term of this agreement shall be from date of signing through November 18th, 2018. This agreement shall be in effect for the term as stated herein unless written notice of termination is given by either party to the other party at least sixty (60) days prior to the expiration of the lease or the end of any year of continuation.

All notices required by this agreement shall be either personally delivered or placed in the United States Mail, properly addressed and with certified or registered postage prepaid. Said notices shall be sent to the parties at the following address, unless a party is otherwise notified in writing: to the City of Carthage, to the Mayor, Carthage City Hall, 326 Grant Street, Carthage, Missouri 64836, with a copy to the City Attorney, Carthage City Hall, 326 Grant Street, Carthage, Missouri 64836, and to the Adult Softball League.

Passed and approved by the Adult Softball Program on the _____ Day of _____, 2018.

Jonathan Goolsby
Carthage Adult Softball Program

Passed and approved by the City of Carthage on the _____ Day of _____ 2018

Michael J. Harris
Mayor

Attest:

Traci Cox
City Clerk

MINUTES
STANDING
COMMITTEES

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

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

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short, Deputy City Clerk Coby Fullerton.

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the February 27, 2018 meeting were approved 4-0.

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

NEW BUSINESS:

Staff Reports: Mr. Short reported on the following: completion of roof repairs for the Civil War Museum, Public Works and Street Department, Workers Compensation Insurance renewal rates, \$25,000 had been received for purchasing AED's (Automated Electronic Defibrillator) and the new phone system installation dates of March 29-30.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:04, PM. Motion carried 4-0.

Coby Fullerton
Deputy City Clerk

City of Carthage



Public Safety Committee – Minutes

Meeting Date: March 19, 2018 **Meeting Location:** Carthage Police Department
Call to Order: Councilman Rife **Time Called to Order:** 5:30pm

Attendance:

Chairman Collier	<input type="checkbox"/>	Mayor Harris	<input type="checkbox"/>	Carthage Press	<input type="checkbox"/>
Councilman Rife	X	Administrator Short	X	Joplin Globe	<input type="checkbox"/>
Councilman Shields	X	Chief Dagnan	<input type="checkbox"/>	Morning Mail	<input type="checkbox"/>
Councilman Shelfer	<input type="checkbox"/>	Chief Williams	X		

Citizen/Other: Morgan Housh

Bill Hawkins
Ceri Otero
Wendi Douglas
Melissa Daugherty
Crystal Lane
Neely Myers
Garrett Baugher
Jude Champagne
David Thorn
Meagan Milliken

There was not a quorum at this meeting. Citizens presented to the committee their items. No actions were taken. Co-chair Rife will take items direct to Council for approvals.

CITIZEN PARTICIPATION

1. Wendi Douglas discussed the list of permissions for 2018 for the Carthage CVB.
 - a. **Art Walk-** The CVB is requesting the vendors on the Square to include food, musicians, and artists; use of sidewalks for outdoor café seating and musicians, closure and vacate of 4th Street at 4pm on Art Walk nights, closure and vacate of inside lanes at 4pm on Art Walk nights, and also allow visitors to walk with alcohol on these nights. The CVB would like to place artists in the mall area near the eye doctor. All requests are the same as previous years with the exception of allowing artists in the area between the eye doctor.
 - b. **Food Truck Friday-** The CVB is requesting road closures on 6th, Chestnut, and Lyon Streets and also permission for vendors to sell food in Central Park. These are the same as previous year.
 - c. **Parking for Tour Bus in Tour Bus Space April 19th, May 2, and May 21** – The CVB is requesting tour buses be able to park on the NW side of the Square, by the Sheriff’s Office in the already marked parking spots, on these three dates. There are no changes from previous year other than dates.
 - d. **4th of July vendors** – The CVB is requesting vendors be able to sell food in the park on July 4th. This is the same as previous years.

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

2. Crystal Lane discussed closing and vacating 7th street between Garrison and Lyon for Relay for Life. This event will be held in Central Park on Saturday June 2nd from 10:00am to midnight. CPD would be in charge of closing the roads.
3. Neely Myers from The Chamber is requesting streets to be closed and vacated same as past years for Maple Leaf. Attached are the outlined streets and times. In addition to these closures they would like to add Fair Acres Park parking lot, east of the YMCA to be closed and vacated on October 14- October 21 for the carnival. The only new request this year is the request of 4th & Howard free parking lot, which the Chamber will be contacting the Drake Hotel Apts. to make arrangements.
4. Jude Champagne discussed the 2018 Rallye in the Park event and run that will be held on April 29, 2018. This event will be the same as last year. For the run First Christian Church is requesting the closure of the streets around and connected to the 800 block of S Main Street. These streets would include S Main between Chestnut and 9th Street and also the block of 9th Street between Main and Lyon Street to be closed from 7:00 am to 3:00pm and then the block of Chestnut between Main and Lyon to be closed from noon- 3:00. In addition to street closures they are also asking for permission to back vehicles into parking spaces on Chestnut in the closed areas. The community event begins at 7:30am-3:00pm. A map is attached to show the route. The CPD will provide barricades for the event.
5. David Thorn discussed the 19th Annual British Car Show. The car show will be held the same as it has been in the past. This year the event will take place on Saturday June 9, 2018. The square will be closed from 5:00am to 3:00pm with the cars parking backwards into the parking spots.
6. Meagan Milliken from Carthage Water & Electric discussed a 5K during Clean Water Week. Carthage Water & Electric will be hosting a 5K run in honor of Drinking Water Week. This event will be held on Saturday May 12, 2018 from 9:00am to 11:00am. They are requesting the help of CPD with street crossings. A map of the event is attached.
7. Melissa Daugherty will come back to the next meeting to discuss putting in a 4-way stop on Fulton and 3rd Streets.
8. Garrett Baugher will come back to the next meeting to discuss installing an exterior sign at 423 S Main Street.

Next Meeting Date: April 16, 2018

Next Meeting Location: Carthage Fire Department

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



Carthage CVB List of Permissions Needed for 2018

Public Safety – March 19, 2018 (City Council 3/27/18)

Public Services – March 5, 2018 (City Council 3/13/18)

County Commissioners – TBD

1) Art Walk requests

- a. Vendors on the Square to include food, musicians, and artists. (Safety, Services)
- b. Use of sidewalks for outdoor café seating and musicians. (Safety, Services)
- c. Closure & vacate of 4th Street at 4 pm on Art Walk nights (Safety)
- d. Closure & vacate of inside lanes at 4 pm on Art Walk nights (Safety)
- e. Allow visitors to walk with alcohol (Safety)
- f. Entertainment and electricity on Courthouse Lawn (County)
- g. Place artists in mall area near eye doctor. (Services)

2) Food Truck Friday

- a. Use of Central Park (Services)
- b. Road Closures on 6th, Chestnut, and Lyon (Safety)
- c. Extra Trash Services and Picnic Benches (Services)
- d. Vendors in the Park (Services, Safety)

3) Parking for Tour Bus in Tour Bus space April 19, 2018 (Safety)

4) Parking for Tour Bus in Tour Bus space May 2, 2018 (Safety)

5) Parking for Tour Bus in Tour Bus space May 21, 2018 (Safety)++

6) Arrangements for Big BAM Bikes June 18, 2018 (Safety & Services)

- a. Parking
- b. Trash
- c. More

7) 4th of July Vendors in Municipal Park (Safety & Services)

2018 Maple Leaf public safety request by the Carthage Chamber of Commerce

All locations to be closed AND vacated

<u>Date</u>	<u>Time(s)</u>	<u>Description</u>	<u>Comments</u>
10/14-10/21/18	all day	Fair Acres Park parking lot, east of the YMCA - <i>Carnival</i>	
10/19/2018	beginning 5 p.m.	4th (from Main to Howard but not including north/south streets)	including channelizers, rope, and overnight patrol
10/19/2018	beginning 5 p.m.	4th & Howard free parking lot-Chamber will contact Drake Hotel Apts. to make arrangements - <i>new</i>	
10/19/2018	beginning 6 a.m.	40' of angled parking on south side of 4th Street, west of Grant	including channelizers and rope
10/20/2018	5 a.m.-12 noon	Centennial (from Grand to but not including Main)	
10/20/2018	5 a.m.-5 p.m.	square	including channelizers and rope
10/20/2018	5 a.m.-5 p.m.	3rd (from Grant to but not including Howard)	
10/20/2018	5 a.m.-5 p.m.	Grant (from 3rd to but not including 2nd)	
10/20/2018	5 a.m.-5 p.m.	6th & Main free parking lot	including channelizers and rope
10/20/2018	7 a.m.-1 p.m.	Grant/Grand (from Central to and including Centennial)	
10/20/2018	7 a.m.-1 p.m.	Centennial (from Grand to but not including River)	
10/20/2018	7 a.m.-12 noon	Main (from Central to and including Chestnut)	
10/20/2018	7 a.m.-12 noon	Lyon (from Central to and including Chestnut)	
10/20/2018	7 a.m.-12 noon	Maple (from Central to and including 7th)	
10/20/2018	7 a.m.-12 noon	2nd-7th (from Garrison to but not including Howard)	
10/20/2018	7 a.m.-12 noon	Chestnut (from Garrison to but not including Howard)	
10/20/2018	7 a.m.-12 noon	Memorial Hall parking lot	

Requesting permission to allow Art/Craft, Concession, and Non-Profit Vendors to sell under the Chamber Business License in violation of City Ordinance Section 12, Subsection 26. Concession Vendors will be required to provide proof of liability insurance coverage.

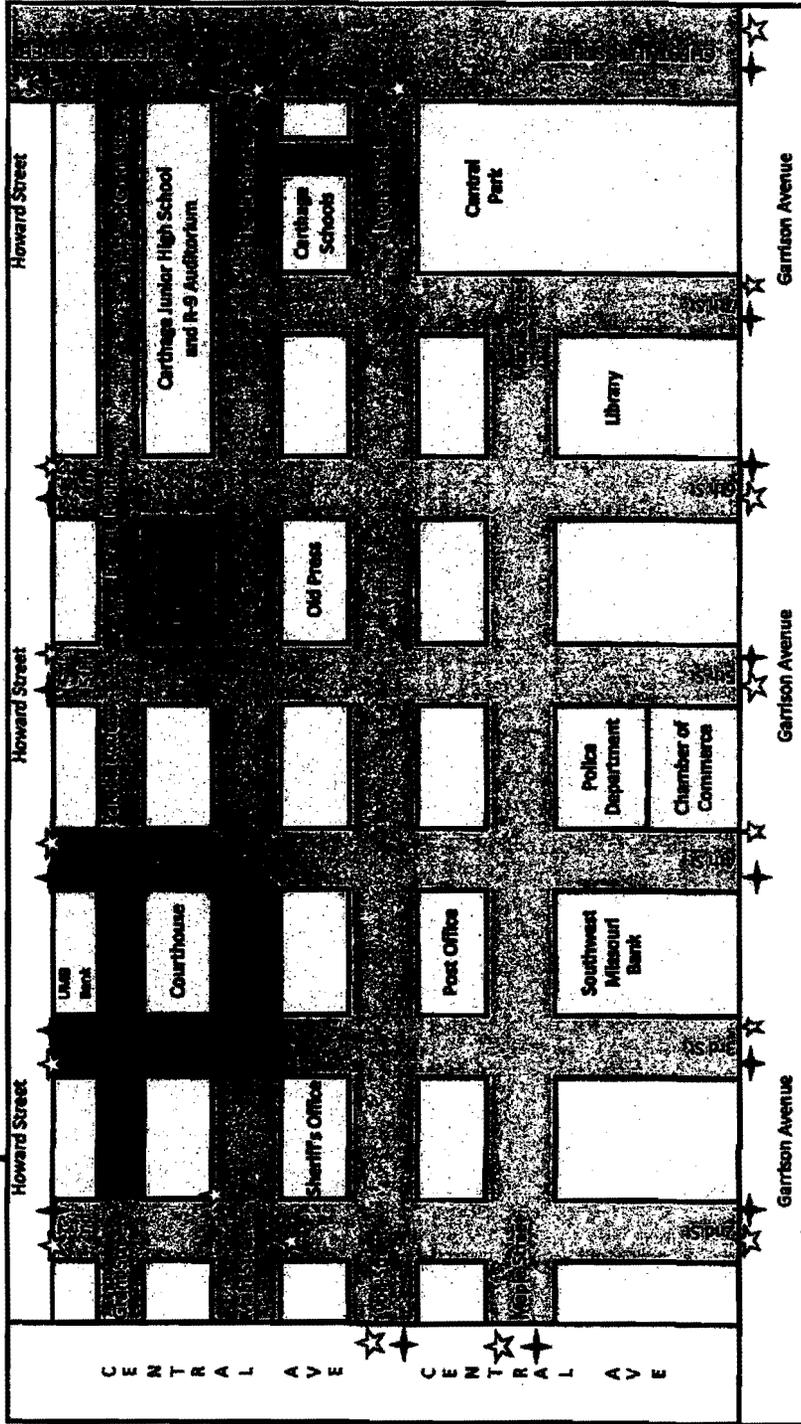
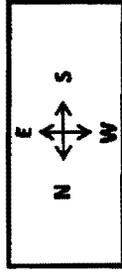
Requesting permission to temporarily (only during the Maple Leaf Event) place signage in the public right of way and on poles and signs owned by the city in violation of City Ordinance Section 6, Subsection 262 and Section 13, Subsection 132.

Maple Leaf Downtown Street Closures

Last revised 10/6/16

Map Legend
For reference only - NOT to scale

- ★ Officer location
- ☆ Street Blockades
- ▬ Closed and vacated
Fri 5 p.m. - Sat 5 p.m.
- ▬ Set 5 a.m. - 5 p.m.
- ▬ Set 7 a.m. - 12 noon



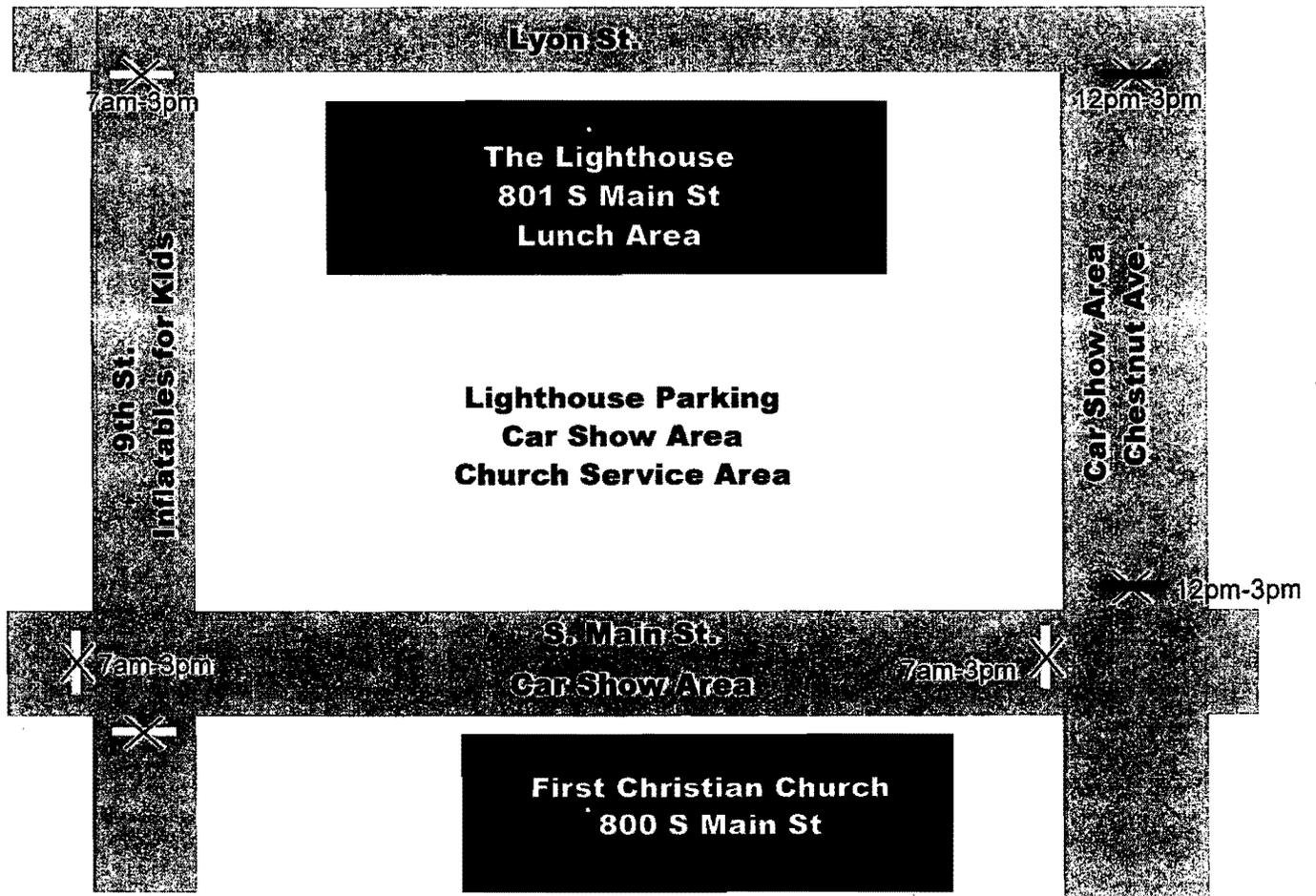
Memorial Hall

This is a formal request to allow for the closure of streets around and connected to the 800 block of S Main St in Carthage. We would like to request that S Main St between Chestnut Ave and 9th St. and the block of 9th St. between Main St & Lyon St. be closed on Sunday April 29, 2018 from 7am-3pm and the block of Chestnut between Main St. and Lyon St be closed from 12pm-3pm.

In addition to the closures of these blocks we also are requesting permission to be able to back vehicles into the parking spaces on Chestnut Ave in the closed areas only.

First Christian Church of Carthage is having a community event April 29, 2018 called the Rallye in the Park and offers an open invitation to all who seek to attend not just those who attend our congregation. The event begins at 7:30am and will last until 3pm. The event will include a benefit run at 7:30am, a church service, free lunch for those in attendance, inflatables for children and the 14th annual Rallye66 Benefit Car Show.

The map below, although not to scale, gives explanation to the locations of each of these elements as well as the location of the requested closure barriers. Our request for Chestnut Ave closure is different than the other streets simply out of courtesy. There are two congregations that meet in the Presbyterian Church and we do not want to inconvenience them or their services.





CENTRAL PARK, CARTHAGE, MO
APRIL 29, 2018



BENEFIT 135

Rallye 66

1M FUNRUN | 3.1M | 5M RANGERRUN

SUNDAY, APRIL 29, 2018
801 S. MAIN ST.
CARTHAGE, MO

HOME OF THE

RUN

LOCATION & TIME

SUNDAY APRIL 29, 2018 NOON-3:00PM
REGISTRATION: 11AM-1:30PM
CENTRAL PARK | CARTHAGE, MO
COST: \$15/VEHICLE

NEW & EXPANDED CLASSES

NEW! 5M RANGERRUN
NEW! 5M RANGERRUN TEAM CHALLENGE
NEW! 5M RANGERRUN TEAM CHALLENGE
NEW! 5M RANGERRUN TEAM CHALLENGE

AWARDS:

FIRST
SECOND
HANDICAP

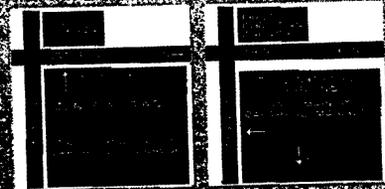


Because They Bravely Sacrificed

In memory of the brave men and women who have served our country in combat.

FIRST CHRISTIAN CARTHAGE

IN THE PARK
Central Park



SHOW.RALLYE66.COM

WHY A RANGER RUN? Well, simply stated cause it sounds hard and fun. The Army Rangers are one of the most elite military forces in the world and what they do is hard. To honor their hard work and commitment we've created a run that closely mimics their initial efforts to get into the first phase of Ranger School. This gives us just a taste of what they endure to be called an Army Ranger.

WE HAVE TWO VERSIONS, INDIVIDUAL & TEAM. Compete as an individual or build a four person team to compete in this one of a kind competition. Registrants for the RangerRun will compete in the first 3 exercises together, Push-ups, Sit-ups & 5M run then compete in the Pull-up portion once the 5M run is completed. The individual & team races are different competitions. Team members are not eligible for individual awards. All team members will participate in each exercise and the team with the highest total score wins.



2018 FINISHER MEDAL

THE RACE ISN'T COMPLICATED JUST HARD!



5M RANGERRUN

PUSH-UPS / SIT-UPS / 5 MILE RUN / PULL-UPS
2min 2min 2min

5M RANGERRUN
TEAM CHALLENGE



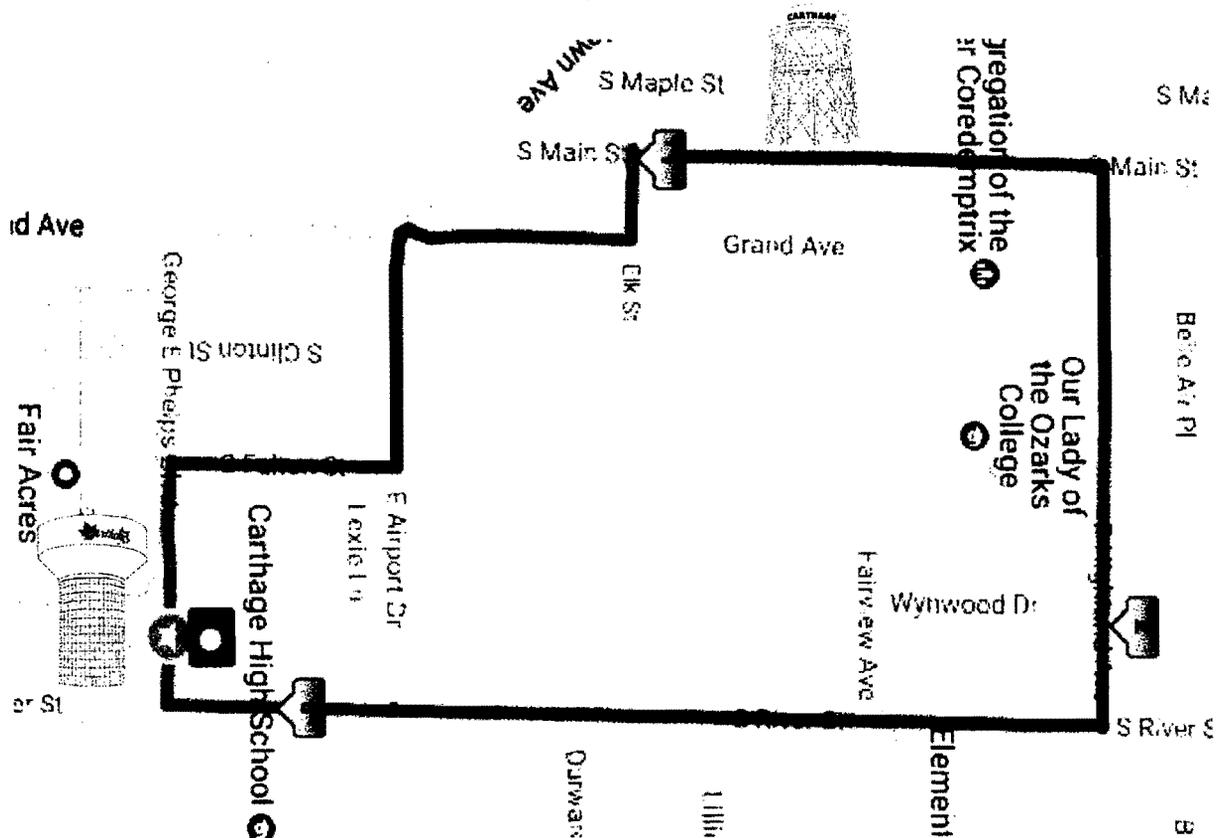
FIRST CHRISTIAN CARTHAGE | 800 S MAIN ST | CARTHAGE, MO 64836 | 417-358-4044 | RUN.RALLYE66.COM



Carthage Water & Electric Plant (CW&EP), would like to host a 5k run in honor of Drinking Water Week. This is an important week set aside each year to help bring awareness to the Carthage community of the benefits of tap water, that a safe, reliable water supply is critical to the success of any community. This week gives a unique opportunity for both water professionals and the communities they serve to join together in recognizing the vital role water plays in our daily lives.

*Saturday, May 12th
9am-11am*

RACE ROUTE



***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT
APPROVED

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – Feb 2018

The Carthage Public Library Board of Trustees met Tuesday, Feb 13, 2018 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: Peggy Ralston, Kevin Johnson, Sandy Swingle, Gary Cole, Eric Putnam and Carrie Campbell. Also present was Library Director Julie Yockey, Judy Welch and City Council liaison Ceri Otero. Board members Justin Baucom, Kelli Nugent and Kelly Hartley 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 Dec 12, 2017 was made by Gary Cole and seconded by Eric Putnam. Motion passed unanimously.

A motion to approve the statement for the record regarding the lack of a quorum for the scheduled meeting of Jan 9, 2018 was made by Sandy Swingle and seconded by Gary Cole. Motion passed unanimously.

Financial Report

Attached. Both December 2017 and January 2018 financials were presented. Discussion included: (1) approximately \$191,000 of the budgeted \$203,000 sales tax income had been received. (2) January Parks and Storm Water receipt was \$28,600. Ceri Otero commented it was low due to an issue on the state side and should go up. (3) Utilities were higher. Julie discovered the roofers had left the roof hatch open at night a time or two during the wintry weather causing a loss of heat. (4) Julie advised the board the Library has been named the beneficiary of an estate, which would soon be liquidated. Gary Cole moved to accept the December 2017 financial report. Eric Putnam seconded. Motion passed unanimously. Eric Putnam moved to accept the January 2018 financial report. Sandy Swingle second. Motion passed unanimously.

Director's Progress and Service Report

Combined December 2017 and January 2018 reports were presented. Attached. (1) Julie remarked how glad she was to be back to work. (2) Library Advocacy Day originally scheduled for Feb 5 & 6, 2018 has been rescheduled to March 13, 2018. Julie asked if we needed to reschedule the board meeting. It was decided to hold the board meeting as scheduled. (3) Gary commented on the good audit report that had been received.

Youth Services Progress and Services Report

Attached.

President's Message

(1) Peggy apologized to Julie for the lack of a quorum during the January meeting.

Council Liaison's Report

(1) Ceri reported the City started the process to annex the Liberty Tree shopping center area in exchange for a plot in Meyers Industrial Park. When approved, the cost of the transaction will be recovered through additional sales tax revenue.

Committee Reports

DRAFT
APPROVED

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – Feb 2018

Building Committee – Gary Cole reported: (1) Roof is progressing. The dome is done and the cap on top did not have to be replaced. They will install the metal cap flashing on the old building next. The flat roof portion will have to wait until the weather warms. There are currently no leaks. (2) Water intrusion in the lower level of the old building continues to be an issue. The foundation walls are wet clear through and the plaster is also wet. There is no help available from the Carnegie Foundation. The building committee discussed the issue with the Steadley Trust and asked for help preserving the old building. We applied for a grant from the Steadley Trust for the purpose of addressing the issue. The approach will be to dig a trench around the building, clean and repair the foundation then seal it with a waterproof material. Drain tiles and sump pumps will be installed to move water away from the building. This will apply to the entire perimeter except the HVAC area. All shrubbery next to the old building will have to be removed. Once the water intrusion is under control the interior walls will be refinished. The library will pay for painting and replacing the landscaping as their matching part. Estimated cost of the project is \$100,000. (3) The Annex Building has also been discussed with the Steadley Trust. They need additional details and a quote before they can consider the project. The Library would need the same information to put the project out for bid. Prevailing wage applies. The architect who drew the original concept design is no longer practicing however Elliot Hunter has agreed to complete the plans and supervise the bidding process for a set rate of \$18,000. After discussion Eric Putnam moved to accept Elliot Hunter's proposal. Sandy Swingle seconded. Motion passed unanimously.

Budget Committee – No report.

Community Relations – No report

By-Laws - No report.

Library Gardens – Peggy Ralston reported we had been approached by Vision Carthage's Vision in Bloom program. They will provide a garden plan, an action plan and expert advice if we provide the volunteers to perform the work.

ADA Compliance – No report.

Communications – No report.

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. Gary Cole seconded. Motion passed unanimously.

Other New Business

No report.

DRAFT
APPROVED

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – Feb 2018

Closed Session

None.

Adjournment

Gary Cole made a motion to adjourn. Eric Putnam seconded. Motion passed unanimously. Meeting was adjourned at 6:39 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

**CWEP
BOARD MEETING MINUTES**

March 15, 2018

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

Board:

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

Staff:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Chuck Bryant-General Manager | <input checked="" type="checkbox"/> Jason Choate-Director of Water Services |
| <input checked="" type="checkbox"/> Cassandra Ludwig-General Counsel | <input checked="" type="checkbox"/> Kelli Nugent/CFO |
| <input checked="" type="checkbox"/> Jason Peterson-Director IT & Broadband | <input checked="" type="checkbox"/> Kevin Emery-Director of Power Services |
| <input checked="" type="checkbox"/> Susan Wendleton-Administrative Assistant | <input checked="" type="checkbox"/> Stephanie Howard-Director of Business & ED |

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

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Goff to approve the minutes of the regular meeting of February 15, 2018, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Beimdiek to approve disbursements for February in the amount of \$3,091,628.34 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent reviewed financials for February which showed a consolidated net income of \$471,510 compared to budget of \$303,462. She noted that three of the four departments are ahead of budget with electric slightly behind.

A motion by Beimdiek and seconded by Goff to approve the February financial statements passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

PRESENTATION BY MISSOURI PUBLIC UTILITY ALLIANCE

Ewell Lawson, Vice President of Government Affairs, Communications, and Member Relations with Missouri Public Utility Alliance (MPUA) provided the Board with an update on services provided by MPUA, which includes the apprentice lineman program and mutual aid agreements. He also reviewed current legislation impacting utilities and thanked the Board for allowing CWEP staff's involvement at various levels.

MISCELLANEOUS AND STAFF REPORTS

CFO Nugent noted that customer service representatives are making an impact as they continue informing customers of various services available. Budget preparations are in full swing and involve communications with all departments.

General Counsel Ludwig updated the board with progress in the dissolution of the Southwest Power Pool Regional Entity and the transfer of its registered entities. She also reviewed recent Sunshine Requests.

Director of Power Services Emery noted a decrease in market volatility. He reported entering into a short-term fixed price agreement to hedge against market prices during scheduled outages at Sikeston and Plum Point Power Plant. Distribution crews are making progress with upgrades at Central Park as well as intersection improvements at Fairview and Grand.

Director of Water Services Choate updated the board on discussions with DNR and reviewed findings of Flynn Drilling during annual well inspections. Missouri Rural Water has developed a 2-year apprentice program that has been approved by the Department of Labor and which will be utilized by CWEP.

Director of IT and Broadband Services Peterson noted that eCarthage has recently decommissioned some aging equipment which has helped to maintain the wireless customer base as the fiber customer numbers continue to grow. The IT department has updated the camera surveillance system. He reported on cyber security training with employees. The Board suggested CWEP IT staff host some training pertaining to cyber security.

Director of Business and Economic Development Howard reported that the industrial breakfast cancelled due to weather has been re-scheduled for May 1st. She and General Manager Bryant updated the Board on economic development efforts.

General Manager Bryant updated the Board on various issues noting that the Operations Center is nearing completion.

BOARD MEMBER COMMENTS:

City Liaison Collier updated the board on City elections and budget with CWEP expected to report on April 26.

At 5:44 p.m. the meeting adjourned.

President – Ron Ross

Secretary – Neel Baucom



Roger Williams, Fire Chief

Carthage Police and Fire Pension Meeting

March 20, 2018

Present at the meeting: Bill Hawkins, David Myers, Jason Martin, Neil Baucom, Kristi Montague and Traci Cox.

- Minutes from the last meeting were accepted.
- A motion and a second to accept the bid from CBIZ for an annual charge of \$8400 for actuarial and administration services. Any extra benefit calculations would cost \$200.

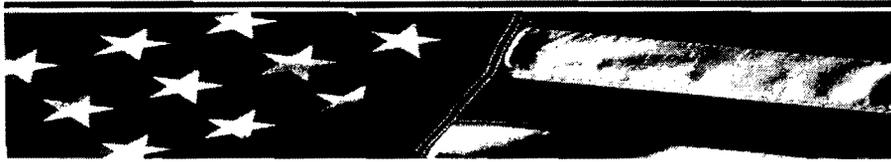
Bill Cashman the Portfolio Manager led the financial report.

- The fund was at a YTD amount of \$7,327,225 as of 2/28/2018. This is up from \$7,323,151 at the end of 2017.
- A training session for committee members was led by Bill Cashman was held after the financial meeting.

Deputy Chief David Myers

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING
Public Safety Committee – Agenda
Monday March 19, 2018
5:30 p.m.
Carthage Police Department
310 W 4th Street, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss Food Truck Friday – Wendi Douglas
2. Consider and discuss putting in a 4-way stop on Fulton and 3rd Street. – Melissa Daugherty
3. Consider and discuss closing of 7th Street for Relay for Life. – Crystal Lane
4. Consider and discuss road closure for Maples Leaf.
5. Consider and discuss exterior sign to be installed at 423 S Main. – Garrett Baugher
6. Consider and discuss First Christian Church annual car show and run. – Jude Champagne
7. Consider and discuss Maple Leaf cruise night. – Larry Cleary
8. Consider and discuss British Car Show – David Thorn
9. Consider and discuss 500K during Clean Water Week – Meagan Milliken, Carthage Water & Electric

NEW BUSINESS.

1. Consider and Discuss an Ordinance to amend Section 23-418 of the Code of Carthage providing for parking spaces for county offices
2. **Staff Reports.**
 - a) Police Department
 - b) Fire Department
 - a. Station 2

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
March 27, 2018
4:45 PM
Carthage City Hall
Agenda

Old Business

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

Citizens Participation

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

New Business

1. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

John Bartosh
Presiding Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

Tom Flanigan
Eastern District Commissioner

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

Daricus K. Adams
Western District Commissioner



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

COMMISSION AGENDA

MARCH 13, 2018

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ♦ **County Clerk-Request to Use Commissioners' Office for April 3rd Election**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Award Bid for 2018 AWD Dodge Charger for the Jasper County Sheriff's Department**
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 9, 2018 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

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

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: February 15, 2018

APPROVAL OF DISBURSEMENTS: February - \$3,091,628.34

FINANCIAL STATEMENT: February

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD

OLD BUSINESS: None.

NEW BUSINESS:

1. PRESENTATION BY MUNICIPAL PUBLIC UTILITIES ALLIANCE

MISCELLANEOUS

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

John Bartosh
Presiding Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

Tom Flanigan
Eastern District Commissioner

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

Daricus K. Adams
Western District Commissioner

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



COMMISSION AGENDA
MARCH 20, 2018
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 PLEDGE OF ALLEGIANCE
 PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
 ♦ **Shawn Oliver-PC Net Report**
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 ♦ **Award Bid for Vehicle Equipment Prime Vendor Contract for the Jasper County Sheriff's Department**
 ♦ **Bob Burris-Jasper County Highway Department-Discuss Purchase of 2 Trucks**
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 16, 2018 AT 4:00 P.M.

(RSMO 610.020)

CITY OF CARTHAGE



Planning, Zoning, & Historic
Preservation Commission

Date: 03/26/18
Place: City Hall Chambers
326 Grant St.
Time: 5:15 pm

AGENDA

To Consider the following items:

Requested by: Mark Elliff / Carthage Chamber of Commerce

Purpose: Special Use Permit request for the operation of a Carnival in conjunction with the Annual Maple Leaf Festival. Location: Fair Acres Sports Complex (west parking lot next to YMCA)

Requested by: Lancaster Sign Company / Bonnie Pefferman

Purpose: Certificate of Appropriateness request for the placement of exterior signage at 106 E 4th. (Jasper County Farm Bureau)

Requested by: City Council

Purpose: Consider and discuss Section 17-17 of the City of Carthage Code. Residence requirements of the members of the Commission

Requested by: Chairman Harry Rogers

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

Requested by:

Purpose:

Commission Members:

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

CORRESPONDENCE

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**Carthage Public Library
Balance Sheet - Cash basis
February 28, 2018**

Assets

	2018
Current Assets	
Cash in bank - treasurer's cash	\$ 877,485.36
Cash in bank - Simmons Bank	34,466.69
Cash on hand - circulation desk	42.10
Cash on hand - Internet desk	24.05
Petty cash	240.00
Total Current Assets	<u>912,258.20</u>
Total Assets	<u>\$ 912,258.20</u>

Liabilities and Net Assets

Current Liabilities	
Insurance proceeds payable	\$ 158,983.62
Total Current Liabilities	<u>158,983.62</u>
Total Liabilities	<u>158,983.62</u>
Net Assets	
Unrestricted Net Assets	327,027.75
Temporarily Restricted Net Assets:	
Boylan Grant	8,490.80
Carthage Community Foundation	443.26
CPL Development Foundation	13,858.79
Debbie Putnam - Ebooks	7,739.74
Library Gardens	9,965.39
Racing to Read Grant	(410.00)
Racing to Read Grant - Local	16,217.40
Spotlight on Literacy Grant - MOSL	(118.75)
Spotlight on Literacy Grant - Local	12,714.99
Steadley Trust	11,162.24
Summer reading program - MOSL grant	2,421.30
Operational reserves	195,998.47
Change in net assets	147,763.20
Total Net Assets	<u>753,274.58</u>
Total Liabilities and Net Assets	<u>\$ 912,258.20</u>

See accountant's compilation report.

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Eight Months Ended February 28, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	\$ 112.95	\$ 250.00	\$ (137.05)	\$ 1,818.35	\$ 3,000.00	\$ (1,181.65)
Copier income	678.60	583.34	95.26	5,356.47	7,000.00	(1,643.53)
Donations	3,063.25	0.00	3,063.25	27,481.09	0.00	27,481.09
Donations-restricted	0.00	708.34	(708.34)	74,466.38	8,500.00	65,966.38
Fax income	127.00	166.67	(39.67)	909.00	2,000.00	(1,091.00)
Fine income	528.75	708.34	(179.59)	4,620.12	8,500.00	(3,879.88)
Interest income	149.16	150.00	(0.84)	2,548.08	1,800.00	748.08
Non-resident fee income	600.00	666.67	(66.67)	4,540.00	8,000.00	(3,460.00)
Payment for lost books	110.87	13.89	96.98	456.44	166.67	289.77
Postage income	2.00	13.89	(11.89)	42.00	166.67	(124.67)
State aid	117.98	583.34	(465.36)	4,152.84	7,000.00	(2,847.16)
Sur tax	0.00	1,000.00	(1,000.00)	3,236.36	12,000.00	(8,763.64)
Tax income	2,906.62	16,916.67	(14,010.05)	194,252.67	203,000.00	(8,747.33)
Tax income - Park and storm water	40,349.18	38,083.34	2,265.84	304,774.08	457,000.00	(152,225.92)
Other income	33.29	13.89	19.40	534.49	166.66	367.83
Total revenue	<u>48,779.65</u>	<u>59,858.38</u>	<u>(11,078.73)</u>	<u>629,188.37</u>	<u>718,300.00</u>	<u>(89,111.63)</u>

See accountant's compilation report.

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Eight Months Ended February 28, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	34,268.75	39,613.01	5,344.26	279,939.04	471,047.00	191,107.96
Lagers	1,519.07	1,658.83	139.76	13,268.72	19,906.00	6,637.28
Insurance - health	313.00	1,136.36	823.36	1,751.86	12,500.00	10,748.14
Payroll taxes - FICA	2,510.62	2,962.25	451.63	21,328.39	35,547.00	14,218.61
Payroll taxes - unemployment	0.00	872.73	872.73	320.00	9,600.00	9,280.00
Total payroll expenses	<u>38,611.44</u>	<u>46,243.18</u>	<u>7,631.74</u>	<u>316,608.01</u>	<u>548,600.00</u>	<u>231,991.99</u>
Employee goodwill	(1,530.82)	250.00	1,780.82	1,693.27	3,000.00	1,306.73
ADA Compliance	0.00	4.16	4.16	0.00	50.00	50.00
Advertising	0.00	166.66	166.66	717.75	2,000.00	1,282.25
Audio-visuals	28.92	333.33	304.41	365.02	4,000.00	3,634.98
Books	2,057.53	2,500.00	442.47	17,934.87	30,000.00	12,065.13
Books - children's	3,079.97	1,250.00	(1,829.97)	11,823.19	15,000.00	3,176.81
Contract fees	1,114.20	2,916.66	1,802.46	27,014.24	35,000.00	7,985.76
Dues and travel	102.94	833.33	730.39	7,027.77	10,000.00	2,972.23
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	325.00	1,500.00	1,175.00	8,000.29	18,000.00	9,999.71
Information technology (IT)	97.75	583.33	485.58	755.53	7,000.00	6,244.47
Insurance	0.00	1,500.00	1,500.00	19,174.00	18,000.00	(1,174.00)
Legal and professional	0.00	583.33	583.33	5,400.00	7,000.00	1,600.00
Periodicals	266.63	500.00	233.37	4,302.74	6,000.00	1,697.26
Postage	89.98	125.00	35.02	814.38	1,500.00	685.62
Programs - adult	470.76	308.33	(162.43)	1,858.12	3,700.00	1,841.88
Programs - children	1,670.59	1,083.33	(587.26)	4,994.01	13,000.00	8,005.99
Programs, teens	0.00	83.33	83.33	234.95	1,000.00	765.05
Repairs and maintenance	655.45	1,666.66	1,011.21	11,797.35	20,000.00	8,202.65
Supplies	1,608.93	2,083.33	474.40	13,412.58	25,000.00	11,587.42
Telephone	466.42	704.16	237.74	3,980.95	8,450.00	4,469.05
Utilities	3,555.59	3,125.00	(430.59)	20,316.15	37,500.00	17,183.85
	<u>14,059.84</u>	<u>22,391.60</u>	<u>8,331.76</u>	<u>164,817.16</u>	<u>268,700.00</u>	<u>103,882.84</u>
Total expenses and losses	<u>52,671.28</u>	<u>68,634.78</u>	<u>15,963.50</u>	<u>481,425.17</u>	<u>817,300.00</u>	<u>335,874.83</u>

See accountant's compilation report.

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**Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the One Month and Eight Months Ended February 28, 2018**

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(3,891.63)	(8,776.40)	4,884.77	147,763.20	(99,000.00)	246,763.20
Transfers from temporary restricted	4,770.31	8,416.67	(3,646.36)	41,735.56	101,000.00	(59,264.44)
Transfers to temporary restricted	0.00	0.00	0.00	(74,466.38)	0.00	(74,466.38)
Increase/(Decrease) in unrestricted net assets	<u>878.68</u>	<u>(359.73)</u>	<u>1,238.41</u>	<u>115,032.38</u>	<u>2,000.00</u>	<u>113,032.38</u>
Changes in temporarily restricted net assets						
CPL Development Foundation	0.00			3,250.00		
Debbie Putnam - Ebooks	0.00			25,000.00		
Racing to Read Grant	2,362.00			4,724.00		
Spotlight on Literacy Grant - MOSL	(2,362.00)			7,000.00		
Spotlight on Literacy Grant - Local	0.00			18,500.00		
Summer reading program	0.00			1,500.00		
Summer reading program - MOSL grant	0.00			4,492.38		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Boylan Grant	(260.60)			(2,163.00)		
CPL Development Foundation	0.00			(3,255.58)		
Library Gardens	0.00			(732.73)		
Racing to Read Grant	(350.00)			(1,953.75)		
Racing to Read Grant - Local	(2,140.52)			(9,363.12)		
Spotlight on Literacy Grant - MOSL	(681.25)			(6,356.25)		
Spotlight on Literacy Grant - Local	(1,752.46)			(9,937.89)		
Steadley Trust	0.00			(1,059.56)		
Summer reading program - MOSL grant	414.52			(6,913.68)		
Increase/(Decrease) in temporarily restricted net assets	<u>(4,770.31)</u>			<u>32,730.82</u>		
Change in net assets	<u><u>\$ (3,891.63)</u></u>			<u><u>\$ 147,763.20</u></u>		

See accountant's compilation report.

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**Carthage Public Library
Gift Account Activity
For the One Month and Eight Months Ended February 28, 2018**

	<u>Beginning</u> <u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending</u> <u>balance</u>
Boylan Grant	\$ 8,490.80	\$ 0.00	\$ (2,163.00)	\$ 6,327.80
Carthage Community Foundation	443.26	0.00	0.00	443.26
CPL Development Foundation	13,858.79	3,250.00	(3,255.58)	13,853.21
Debbie Putnam - Ebooks	7,739.74	25,000.00	0.00	32,739.74
Library Gardens	9,965.39	0.00	(732.73)	9,232.66
Racing to Read Grant	(410.00)	4,724.00	(1,953.75)	2,360.25
Racing to Read Grant - Local	16,217.40	0.00	(9,363.12)	6,854.28
Spotlight on Literacy Grant - MOSL	(118.75)	7,000.00	(6,356.25)	525.00
Spotlight on Literacy Grant - Local	12,714.99	18,500.00	(9,937.89)	21,277.10
Steadley Trust	11,162.24	0.00	(1,059.56)	10,102.68
Summer reading program - Local	0.00	1,500.00	0.00	1,500.00
Summer reading program - MOSL grant	2,421.30	4,492.38	(6,913.68)	0.00
Theima Stanley Foundation Grant	0.00	10,000.00	0.00	10,000.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 278,483.63</u>	<u>\$ 74,466.38</u>	<u>\$ (41,735.56)</u>	<u>\$ 311,214.45</u>

See accountant's compilation report.

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Carthage Public Library

Check register

February 1, 2018 - February 28, 2018

Date	Reference	Description	Amount
Cash in bank - Simmons Bank			
02/02/18		Impound Payment - Tax Agent	272.00
02/02/18		Impound Payment - Firm Vendor	117.60
02/02/18	32131	Internal Revenue Service	3,229.02
02/05/18	TASCINSURAN CE	TASC February 2018	313.00
02/13/18	31948	4 State Maintenance Supply	498.78
02/13/18	31949	AT&T	87.32
02/13/18	31950	Baker & Taylor	918.07
02/13/18	31951	Carthage Water & Electric	3,085.01
02/13/18	31952	Children's Plus Inc.	456.79
02/13/18	31953	Gale	38.92
02/13/18	31954	Houchen Bindery	193.95
02/13/18	31955	Lakeland Office Systems, Inc.	110.58
02/13/18	31956	Lowes Business Acct/GECRB	40.55
02/13/18	31957	Recorded Books	213.97
02/13/18	31958	Schmidt Associates P.C.	127.35
02/13/18	31959	Springfield News-Leader	266.63
02/13/18	31960	Unique Management Services, Inc.	134.25
02/16/18		Impound Payment - Tax Agent	267.50
02/16/18		Impound Payment - Firm Vendor	114.60
02/16/18	32153	Internal Revenue Service	3,207.37
02/21/18	31961	Alert One Pest Control	120.00
02/21/18	31962	Amazon	585.01
02/21/18	31963	AT&T	87.32
02/21/18	31964	City of Carthage	110.64
02/21/18	31965	Four State Office Products and Interiors	375.28
02/21/18	31966	G & G Construction Company Inc.	95,550.00
02/21/18	31967	Gale	113.31
02/21/18	31968	Lowes Business Acct/GECRB	22.77
02/21/18	31969	Race Brothers	99.90
02/21/18	31970	Recorded Books	74.20
02/21/18	31971	Spire	470.58
02/21/18	31972	Total Electronics Contracting Inc.	373.95
02/21/18	31973	VISA Card Services	955.09
02/21/18	31974	Voya Financial	141.08
02/28/18	31975	AFLAC	898.44
02/28/18	31976	Baker & Taylor	247.80
02/28/18	31977	Children's Plus Inc.	2,538.79
02/28/18	31978	Exequiel Barillas	362.50
02/28/18	31979	Gale	230.80
02/28/18	31980	Great America Financial Services	181.14
02/28/18	31981	Honey Pot	35.00
02/28/18	31982	Jerry Welch	11.50
02/28/18	31983	Judy Welch	10.70
02/28/18	31984	Julie Yockey	54.57
02/28/18	31986	Pearson-Kelly	15.37
02/28/18	31987	Petty Cash	10.00
02/28/18	31988	Sam's Club MC/SYNCB	1,958.59
02/28/18	31989	Southern Living Books	42.91
02/28/18	31990	Springfield Glass Company	359.00
02/28/18	LAGERS-PMT	MO Lagers Payment Payroll Deductions 02/2018 Deductions	2,288.23
02/28/18	P89	Payroll Journal Entry	26,545.30
Total demand			148,563.03

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Director's Progress and Service Report

March 2018, Julie Yockey, Director

Where did February go so fast? It seems like we just met last week, and here it is already March. Time does fly when you are having fun!

I am relieved to report that 5 grant reports and applications are complete and submitted. These are off of my plate until reporting time again in May. Moving along.....

Maintenance items are a "Given" every month. Carrier gave us a good clean bill of health, fire extinguishers passed their yearly tests, electricians have replaced numerous ballasts and outdoor lighting, TEC installed new software on my new desktop computer, and Springfield Glass made a service call to adjust our front doors. We had our first "Real" meeting with Hunter and Millard Architects in order to get back to work on our plans for the educational/multipurpose building. It was quite exciting actually, and the architects prove to be very open and easy to work with. Our next meeting will be on March 20th at 1:30. We have been working closely with the Jasper County Sheriff's Department in regards to the wellbeing of a teenage girl. The Detective that we have been working with, comments on our security cameras each time we look at them. He thinks they are the best in town. It is nice to hear that we have the best in town, even if it is for use during a police investigation.

Librarians from the Barry-Lawrence Public Library came for a visit on the 7th. They are interested in joining the Missouri Evergreen Consortium and wanted to get firsthand information on the system. Darcy and Mike spent a good deal of time with their catalogers as well as IT and Library Director. It really was an awesome day. Barry-Lawrence Public Library has 10 locations. 10! Their Director only gets to each location twice a year. It was great for my staff to listen to their staff go on and on about our beautiful facility and top notch programs we are able to offer. Adding more libraries to our consortium is a "Win win" for everyone involved. It is a big decision for them to make, but I have promised our help if they decide to take the plunge.

Two meetings have been held with the chairmen of the "Vision Carthage" of Carthage. Peggy Ralston, President will give you a report about our involvement. Jerry and I are working together to get the yard, gardens as well as the fountain in tip-top shape for a spring opening.

Pat Wakefield, our adult Citizenship Class educator and I held three ceremonies for her students who have received their citizenship in this past month. Even though each student goes through the "Official" ceremony in Kansas City, we have our own, here at the library in front of our beautiful mantel in the original library. It really gives us a chance to visit with them and their families, and to listen to their incredible stories of perseverance. Each student receives, from this library a United States flag, paid for by the Steadley Trust, for them to hang on their porches at home. Families are so excited, and thankful, and Pat has them working on writing their stories of immigration and pathway to citizenship.

The Library is doing great and my staff is incredibly flexible and devoted. This is a blessing.

Have a blessed month, Julie Yockey, Director

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Children's Progress Report February 2018, Sherri Luce

In February, we hosted four regular story times, one Spanish story time, and went to eight outreach English story times. Ben also hosted an 'Anime Night' for teens and tweens. These 14 events brought more than 300 people in contact with the library. Our Winter Reading Program concluded mid-February, and it had over 60 participants.

Summer Reading planning is well underway. The theme is "Libraries Rock". The Carthage Public Library plans to include both aspects of 'rock'-- music and geology. It is exciting to schedule programming and events that include science and the fine arts.

"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.