

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 28, 2018
6:30 P.M. – COUNCIL CHAMBERS**

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

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

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings

- Public Hearing for Property Tax Rates

15. Old Business

1. **C.B. 18-31** – An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the Year 2018, for General Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)
2. **C.B. 18-32** – An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office providing for prisoner housing for inmates with municipal charges. (Budget Ways & Means)
3. **C.B. 18-33** – An Ordinance authorizing a Special Use Permit for operation of a Daycare Center as requested by Heather McLemore for 412 East 13th Street, in the City of Carthage, Jasper County, Missouri. (Planning & Zoning)

4. **C.B. 18-34** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019. (Budget Ways & Means)

16. New Business

1. **C.B. 18-35** – An Ordinance authorizing a special use permit for the operation of private helicopter rides at 2535 Grand Avenue (Forrest Park Baptist Church), City of Carthage, Jasper County, Missouri. (Planning & Zoning)

17. Mayor's Appointments

- Liaison to the Library Board
- Enhanced Enterprise Zone
- Tree Board

18. Resolutions

1. **Resolution 1847** – A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. (McCune Brooks Regional Hospital Trust)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
August 14, 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 Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

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

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

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve the minutes of the July 24, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Duane Clark who lives on Macon Street discussed a possible hazard created by parking on Lincoln and Central by Habaneros. Mayor Rife referred this to the Public Safety Committee for review.

Mr. Collier reported the Budget, Ways and Means Committee met August 13. Members reviewed the proposed property tax levy which remains unchanged and is being presented in C.B. 18-31. The MOU with JasCo for prisoner housing was reviewed and approved. It is being presented in C.B. 18-32. The budget adjustment includes carryover projects, changes to Central Park Project and the SRO funding. It is being presented in C.B. 18-34. The SRO MOU was also reviewed and is being presented in Resolution 1846.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Investment bids were also reviewed. Ms. Otero made a motion, seconded by Mr. Armstrong to accept the investment bids from MOSIP. Motion carried.

Mr. Harrison reported the Public Safety Committee meeting is between meetings with the next meeting scheduled for August 20.

Mr. Beckham reported the Public Services Committee meeting scheduled for August 8 was cancelled due to lack of quorum.

Mr. Daugherty reported the Public Works Committee meeting scheduled for August 7 was cancelled due to lack of quorum.

Special Committee and Board Liaison reports were given by Mr. Topete for the Tree Board and Kellogg Lake Board, Mr. Armstrong for the Planning and Zoning, Mr. Daugherty for the Carthage Convention and Visitors Bureau, Ms. Otero for the Harry S Truman Coordinating Council and Carthage Humane Society.

Mayor Rife reported on his attendance at Marian Days and a meeting with Mr. Short and Mark Elliff regarding economic development options.

During Council Member reports, Mr. Beckham discussed a Council Bill Request he had submitted regarding annexations, Mr. Daugherty discussed the stewardship of the CVB funds, Mr. Armstrong discussed the city funds noting the money should be spent wisely and invested back to the city.

City Attorney Nate Dally discussed the cost of housing inmates and reported on a conference call regarding the Fairview and River Project.

Police Chief Greg Dagnan gave a brief summary of Marian Days activities.

Fire Chief Roger Williams reported on Marian Days, the hiring of a new employee and gave an update on construction progress for Fire Station #2.

Public Works Director Zeb Carney reported on stormwater projects and temporary signals installed at Fairview and River.

City Administrator Tom Short thanked all departments for their involvement with Marian Days and reported on the following: bids will be accepted for construction of a new office space for the IT Department soon with staffing of the department to be discussed at the next meeting of the Insurance, Audit and Claims Committee, attendance at the America in Bloom meeting, sales tax revenues, interviews for the new Judge will be held August 30, meetings on the Wayfinding Signs, and a walk-thru at Fire Station #2.

The Committee on Claims filed a report in the amount of \$2,801,166.82 against the following funds: General Revenue \$200,957.92, Public Health \$119,706.17, Parks Stormwater \$90,109.60, Golf Course \$17,357.86, Lodging \$8,500.00, Library \$27,884.11, Capital Improvements \$41,436.08, Payroll \$295,215.08 and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under new business, **C.B. 18-31** – An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the Year 2018, for General Revenue purposes and other purposes, and fixing the rates thereof was placed on first reading with no action taken.

C.B. 18-32 – An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office

providing for prisoner housing for inmates with municipal charges was placed on first reading with no action taken.

C.B. 18-33 – An Ordinance authorizing a Special Use Permit for operation of a Daycare Center as requested by Heather McLemore for 412 East 13th Street, in the City of Carthage, Jasper County, Missouri was placed on first reading with no action taken.

C.B. 18-34 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019 was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve the Mayor's re-appointments of Bill Hawkins and Tim Hill for the Care Leave Committee until August 2020.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve Resolution 1846 – A Resolution authorizing the Mayor of the City of Carthage, Missouri, to sign a Memorandum of Understanding with Carthage R-IX School District for the employment of School Resource Officers. Resolution passed on a vote of 8-0. Vote was as follows: Aye: Collier, Beckham, Harrison, Topete, Armstrong, Otero, Daugherty and Snow. Mr. Shields and Mr. Newport abstained.

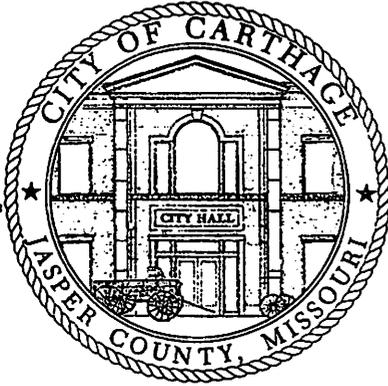
During closing remarks, Mr. Topete thanked the staff for their work associated with Marian Days, Mr. Armstrong asked individuals to please consider replying to phone calls, e-mails and text messages, Ms. Otero and Mr. Daugherty reported on their attendance at Marian Days and Mr. Collier thanked Chief Dagnan and Mr. Baker for their efforts on the SRO MOU.

Mr. Collier made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:17 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PUBLIC
HEARINGS***



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at 6:30 P.M., Tuesday, August 28, 2018 in the City Hall, Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the property tax rates proposed to be set by the City of Carthage.

<u>Assessed Valuations</u>	<u>Current</u> <u>Year 2018</u>	<u>Prior Year</u> <u>2017</u>	
Real Estate – Residential	76,463,700	75,659,360	
Real Estate – Agriculture	459,410	461,610	
Real Estate – Commercial	44,132,730	43,017,240	
<u>Local/State Assessed RR/Utilities</u>	<u>Current</u> <u>Year 2017</u>	<u>Prior Year</u> <u>2017</u>	
Local Valuations	1,817,450	1,817,520	
State Valuations	208,093	187,099	
ASSESSED TOTALS	123,081,383	121,142,829	
<u>Funds</u>	<u>Prior Year</u> <u>Levy</u>	<u>Proposed Levy</u>	<u>Property Tax</u> <u>2018</u>
General Revenue Fund	0.3541	0.3541	\$435,831
Public Health Fund	0.0805	0.0805	\$99,081
Park & Recreation Fund	0.1528	0.1528	\$188,068
Library Fund	0.1768	0.1768	\$217,608
FUND TOTALS	0.7642	0.7642	\$940,588

*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2018-2019 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 7/31/2018 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage Website at www.carthagemo.gov
Carthage Memorial Hall and Carthage Public Works Department

***OLD
BUSINESS***

COUNCIL BILL NO. 18-31

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2018, FOR GENERAL REVENUE PURPOSES AND OTHER PURPOSES, AND FIXING THE RATES THEREOF.

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

SECTION I: That a tax be and the same is hereby levied for the year 2018, upon all real property which is subject to taxation for municipal purposes under the statutes of the State of Missouri, within the corporate limits of the City of Carthage, Jasper County, Missouri as follows:

First, for General Revenue purposes, 0.3541 cents per One Hundred Dollars assessed valuation.

Second, for the purpose of maintaining the Public Library for the City of Carthage, 0.1768 cents per One Hundred Dollars assessed valuation.

Third, for the purpose of maintaining Public Parks and Recreation within the City of Carthage, 0.1528 cents per One Hundred Dollars assessed valuation.

Fourth, for the purpose of maintaining the Public Health of the City of Carthage, 0.0805 cents per One Hundred Dollars assessed valuation.

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, Dan Rife

ATTEST:

CITY CLERK, Traci Cox

(Sponsored by the Budget Ways & Means Committee)



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

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*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2018-2019 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 7/31/2018 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage Website at www.carthagemo.gov
Carthage Memorial Hall and Carthage Public Works Department

COUNCIL BILL NO. 18-32

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARTHAGE AND THE JASPER COUNTY SHERIFF’S OFFICE PROVIDING FOR PRISONER HOUSING FOR INMATES WITH MUNICIPAL CHARGES.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff’s Office providing for prisoner housing for inmates with municipal charges.

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

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means

Jasper County Sheriff's Office

231 S. Main

Carthage, MO 64836

Sheriff Randee Kaiser

417-358-8177

Fax: 417-359-8620

06-30-18

Term: This MOU is effective July 1st, 2018, and will expire June 30th, 2019. It may be extended for a term as mutually agreed to by the Parties. The terms of this MOU can be negotiated before the end of each calendar year, with changes to take effect January 1st of the following year.

The City will pay for 12 months of the current term in one lump sum. This sum will be \$44,945. Nature of the Project: The Jasper County Sheriff's Office will agree to provide prisoner housing for inmates with municipal charges.

Responsibilities: Under most circumstances, inmates will be transported by Carthage Police Department.

A list will be provided to the Detention Center at least 12 hours in advance of the inmates that will be transported to court.

A 24-hour phone number of someone able to make decisions regarding release of municipal prisoners will be made available to the Detention Center.

Mayor Dan Rife

Date

Sheriff Randee Kaiser

Date

COUNCIL BILL NO. 18-33

ORDINANCE NO. _____

An Ordinance authorizing a special use permit for operation of a Daycare Center as Requested by Heather McLemore for 412 East 13th Street, in the City of Carthage, Jasper County, Missouri.

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

SECTION I: A special use permit for the operation of a Daycare Center hereby granted to the Heather McLemore to be located on real estate legally described as: CAR MISC LOT 75 EX S 104' Commonly known as 412 East 13th Street Carthage, MO

SECTION II: Said special use permit is granted in accordance with Chapter 25-251 (12) of the Code of the City of Carthage.

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.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Planning & Zoning Commission

COUNCIL BILL NO. 18-34

ORDINANCE NO. _____

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019.

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 **Public Safety Grant Fund**, is hereby amended to reflect a supplemental appropriation of \$400 from supplemental revenues of donations of \$400 to the General Tools & Supplies **Police Dept.** line item for the D.A.R.E. Supplies.

SECTION II: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Capital Improvements Fund**, is hereby amended to reflect a supplemental appropriation for carry-over projects of up to \$145,000 for the **River St & Fairview Intersection Project** from the unallocated and undesignated fund balance. This project was previously approved in Fiscal 2018 but was not able to be completed by the end of the fiscal year; the **Capital Improvements Fund**, is further amended to reflect a supplemental appropriation of up to \$269,995 for carry-over funds for repairs of City buildings damaged in the May 27, 2017 **hail storm** from the unallocated and undesignated fund balance and supplemental insurance proceeds of \$27,970.

SECTION III: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Parks/Storm Water Sales Tax Fund**, is hereby amended to reflect a supplemental appropriation for carry-over projects of up to \$233,000 from the unallocated and undesignated fund balance. These projects were previously approved in Fiscal 2018 but were unable to be completed by the end of the fiscal year. The Operating and Capital Budget for the **Parks/Storm Water Sales Tax Fund**, is hereby further amended to reflect a supplemental appropriation from the unallocated and undesignated fund balance of up to \$17,100 to the **Capital Outlay** line item for additional Concrete work for the Pool as part of the Central Park Walking Paths Project.

<u>CODE</u>	<u>PROJECT #</u>	<u>Carry-Over</u>
S/Wtr Fvw - College Alley	21	20,000
S/Wtr Pine St & Robertson	22	41,000
S/Wtr Dr Ditch E of Pearl	25	80,000
S/Wtr 6th St & Grant St	36	92,000

SECTION IV: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Myers Park Fund**, is hereby amended to reflect a supplemental appropriation for carry-over projects of up to \$160,000 for the Myers Park **Detention Pond Project** from the unallocated and undesignated fund balance. This project was previously approved in Fiscal 2018 but was unable to be completed by the end of the fiscal year.

SECTION V: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **General Revenue Fund**, is hereby amended to reflect a supplemental appropriation to the **Capital Improvements Department**, Capital Outlay line item, for carry-over projects of \$4,000 for the **Central Park Fencing Project** from the unallocated and undesignated fund balance. This project was previously approved in Fiscal 2018 but was unable to be completed by the end of the fiscal year. The Operating and Capital Budget for the **General Revenue Fund**, is hereby further amended to reflect a supplemental appropriation from the unallocated and undesignated fund balance of \$109,200 to the **Central Municipal Activities Department**, **Legal Fees** line item and the **Police Department Salaries** line item of up to \$57,529 for an SRO position to provide services to the Carthage R-IX School District pursuant to the Memorandum of Understanding.

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

PASSED AND APPROVED THIS _____ DAY OF _____,
2018.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

***NEW
BUSINESS***

COUNCIL BILL NO. 18-35

ORDINANCE NO. _____

An Ordinance authorizing a special use permit for the operation of private helicopter rides at 2535 Grand Avenue (Forrest Park Baptist Church), City of Carthage, Jasper County, Missouri.

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

SECTION I: A public hearing was held by the Planning, Zoning and Historic Preservation Commission August 20, 2018. The Commission determined that a Special Use Permit will conform to the intent and purpose of the Code of Carthage, that neighboring property will not be unnecessarily injured and that substantial justice will be done.

SECTION II: A special use permit for the operation of private helicopter rides is hereby granted to Alpha One of Joplin, Missouri on behalf of the Carthage Chamber of Commerce for Saturday October 20, 2018, to be located on real estate described as:

2535 Grand Avenue

City of Carthage, Jasper County, Missouri.

SECTION III: Said Special Use Permit is granted in accordance with Chapter 25-251 (18) of the Code of the City of Carthage. Said Special Use Permit granted under this section shall automatically terminate at the conclusion of the 2018 Maple Leaf activities. Failure to purchase a merchants license or business license, for those businesses required to purchase such a license, shall also be prima facia evidence of cessation of the permitted use.

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.

Dan Rife, MAYOR

ATTEST:

Traci Cox, CITY CLERK

Sponsored by: Planning & Zoning Commission

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

August 2018

Library Board Liaison

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>
Alan Snow	793-7234	1110 Euclid Blvd	08/28/2018

Carthage Tree Board 3 Year Term – 5 Members – Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Noah Smith		1512 E. Chestnut	08/28/2018	Aug 21

Enhanced Enterprise Board *5 Year Term - 7 Members- Meets On Call*

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>Expires</u>
Darren Collier	793-0462	528 E. Centennial	08/28/2018	Aug 23

The General Assembly of the State of Missouri passed SB 1155 in 2004 authorizing the creation of Enhanced Enterprise Zones for the purpose of job creation. The City of Carthage applied and received designation for an Enhanced Enterprise Zone. The City was required to create an Enhanced Enterprise Zone Board in accordance with state law which is to advise the Carthage City Council on the designation of the Zone and review and assess zone activities as related to an annual report to the State of Missouri.

In September, 2006 the City Council established the Enhanced Enterprise Zone Board consisting of seven members as follows:

1. One member of the board to be appointed by the Carthage R-J.X School District.
2. One member of the board shall be the Eastern District Jasper County Commissioner to represent the other affected taxing districts.
3. One member appointed from the Carthage City Council. ,
4. One member appointed by the Mayor from and representing Local Industry.
5. The Carthage City Administrator.
6. The General Manager of Carthage Water and Electric Plant.
7. The Director of Economic Development.

Board Liaison Representatives from Council

28-Aug-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

David Armstrong

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

James Harrison

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

Alan Snow

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

Vacant

Personnel Appeals Board
Meets on Call

Alan Snow

Police & Fire Pension
Meets on Call

Darren Collier

Police Personnel Board
Meets on Call

Alan Snow

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

Brady Beckham

Tree Commission
Meets on Call

Juan Topete

RESOLUTIONS

RESOLUTION NO. 1847

A RESOLUTION APPROVING THE RECOMMENDATION OF THE McCUNE-BROOKS REGIONAL HOSPITAL TRUST FOR THE DISTRIBUTION OF FUNDS FROM THE RESTRICTED TRUST FUND.

WHEREAS, the City of Carthage established the McCune-Brooks Regional Hospital Trust (Trustee) in December 2011 for the benefit of the citizens of Carthage, as an irrevocable common law trust under Missouri law; and

WHEREAS, the City approved the sale of the Hospital Property, including all property described as the "Leased Property" and the "Assumed Assets" under the Lease, to Mercy-Carthage for the Purchase Price; and

WHEREAS, the remaining amounts paid by Mercy-Carthage pursuant to the Asset Purchase Agreement were deposited in the McCune-Brooks Regional Hospital Trust; and

WHEREAS, the Grantors of the Trust have agreed that as part of the Lease Agreement all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council; and

WHEREAS, the Trustee may at any time make recommendations for distribution of the principal, and net income, subject to the approval of the City Council, for only the following purposes:

- a) to or for the benefit of the welfare and healthcare related purposes of the citizens of the greater Carthage. Missouri metropolitan area;
- b) to reconstitute and provide funds to operate the Hospital, if needed, upon termination of the Lease Agreement;
- c) to pay any liabilities and obligations of McCune-Brooks under the Lease Agreement;
- d) to enforce the terms of the Lease Agreement, including hiring consultants and attorneys;
- e) to pay the costs necessary for McCune-Brooks to continue its affairs during the term of the Lease Agreement and to wind up its affairs during the Lease Term, including the cost of attorneys, auditors and accountants; and

WHEREAS, the Trustee has recommended the distribution of funds pursuant to section a) above, for grant awards to the following recipient:

McCune Brooks Healthcare Foundation	\$33,500
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NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the City Council of the City of Carthage, Missouri does hereby approve the recommendation of the Trustee for the distribution of funds pursuant to section a) above.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk



August 14, 2018

Mr. Ron Petersen
McCune-Brooks Regional Hospital Trust
c/o Schmidt Associates
2530 Grand, Suite C
Carthage, MO 64836

Dear Ron,

The McCune-Brooks Healthcare Foundation is once again submitting a request for new patient beds at Mercy Hospital Carthage. The hospital has been able to replace fifteen of the twenty-five beds needed, and has asked us to help secure funding for the remaining ten. The UMANO beds being purchased are \$7,500 each and allow the hospital staff to address many of the needs and requirements of their patients efficiently. We are requesting \$33,500 from the McCune-Brooks Regional Hospital Trust. Since our last request was considered, we were approved for a \$4,000 grant from another foundation and we held a fundraising event earlier in the month. These circumstances have provided us with an opportunity to request a smaller amount than we originally sought.

We appreciate your consideration of our request. Please call Amy Grimes or myself at 417-313-5048 if you have any questions or my email address is: beth.simmons@mbhfoundation.com.

With gratitude,

A handwritten signature in black ink, appearing to read "Elizabeth Simmons", with a long horizontal flourish extending to the right.

Elizabeth Simmons
Director
McCune-Brooks Healthcare Foundation

Application Date: 8/14/18

MCCUNE BROOKS REGIONAL HOSPITAL TRUST
Data Sheet for Organizations
Requesting Grants

PLEASE NOTE: The McCune Brooks Regional Hospital Trust will review the data supplied herein making its determination as to whether or not it will recommend to the Carthage City Council that a grant be made to your organization. However, by reviewing your request and the information supplied herein, the Trust is in no way making any commitment to grant funds to your organization pursuant to this or any other request. Further, the Trust may, at its option, request additional information and such requests by the Trust should not be considered a commitment by the Trust to make any grant to your organization. The Carthage City Council must ultimately approve the Trust's recommendation for funding before any grant of funds can be made.

1. Legal name of your organization: McCune Brooks Healthcare Foundation
2. Is your organization an organization qualified as a 501(c)(3) tax-exempt organization by the IRS or qualified in any other manner by the IRS as a tax-exempt entity? YES NO
 - a. If your organization has qualified as a tax-exempt organization, please attach a copy of the IRS qualifying letter or such other documentation you are relying upon to establish your organization's tax-exempt status.
3. Please provide your organization's taxpayer identification number: 43-1771403
4. Please write a brief statement of the purpose of your organization. If you need additional space, you may write on the back of this form or attach a separate statement to this form.
To promote and support programs, organizations, and initiatives that directly impact and contribute to better health & healthy lifestyles for the citizens of Carthage through financial grants & volunteer activities
5. How much money is your organization requesting from the McCune Brooks Regional Hospital Trust?
\$ 33,500.00
6. When does your organization anticipate the need for funds it is requesting? As soon as funds are available
7. Please write a brief statement as to the purpose for which these funds are being requested. If you need additional space, you may write on the back or attach a statement to this form.
We have been asked to help secure funding by Mercy Carthage for 10 new Imano patient beds. The hospital has already replaced 15 of the beds originally purchased when the hospital was built ten years ago. They need 10 @ \$1,500 per bed to complete the project. The entire cost is \$15,000.

8. If the McCune Brooks Regional Hospital Trust consents to recommend a grant to your organization of the funds requested for the purpose you have set forth in your response to Item 7 above, it will be because the trustee has determined that the purpose forwarded by the grant is for the general welfare and healthcare benefit of the citizens of Carthage, Missouri, and healthcare related purposes of the greater Carthage, Missouri, metropolitan area. Please write a brief statement as to how this requested grant to your organization will meet these purposes. If you need additional space, you may write on the back or attach a statement to this form.

We are asking for a grant to be used with revenue from a special event and a \$4,000 donation from another foundation to purchase the needed beds. The balance will be provided by the MBH foundation's existing funds.

9. What are the sources of funds your organization relies upon to achieve its goals? You need not list individual donors by name. Also, please provide a balance sheet and income statement for your organization.

fundraising activities, Grants, Donations, Rental Property Income, & Investments

10. Please list the name, address, and phone number of the presiding officer of your organization.

Elizabeth Simmonds (417) 313-5048
1503 Hazel Ave.
Carthage, MO 64836

11. Please list the names, addresses, and phone numbers of four (4) officers or members of your organization, other than your presiding officer, who will be available to the Trust, or Trust's appointee, for the purpose of interviews about the organization and for the purpose of being a source of information about your organization.

1. Mark Elliff - President
1511 Grand Ave.
417-358-2373

2. Miriam Putnam - Vice-President
1210 Wilson Road
417-388-1037

3. Steve Wilson - Secretary / Treasurer
1213 Grand Ave.
417-358-1999

4. Mariann Morgan - Board Member / Legal Counsel
719 Euclid Blvd.
417-793-6116

12. Please identify an individual for follow up contact to review effectiveness of the grant, if different from above.

Scott Watson - Administrator - Mercy Carthage
417-359-2653

Completed Affidavit must be included with application for consideration!

501(c) (3) VERIFICATION AFFIDAVIT

The undersigned, a duly appointed officer of McCune Brooks Healthcare Foundation! (hereinafter referred to as the "Organization") hereby certifies that, as of the date shown below, the Organization is operating as an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, that said Organization has provided to the McCune Brooks Regional Hospital Trust a copy of its letter from the Internal Revenue Service informing the Organization of the determination of its exempt status, and that the Organization has not in the past year lost or relinquished its exemption status for any reason.

Dated this 14 day of AUGUST 2018.

McCune-Brooks Healthcare Foundation
(Name of Organization)

BY: 
Signature

ELIZABETH SIMMONS, DIRECTOR
Typed Name and Title

Submit this completed application to:

**McCune Brooks Regional Hospital Trust
c/o Schmidt and Associates
2530 Grand, Suite C
Carthage, MO 64836**

Requests will be reviewed at the next scheduled meeting of the Trustee.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: ~~NOV 09~~ 1999

MCCUNE-BROOKS HEALTH CARE
FOUNDATION INC
627 W CENTENNIAL AVE
CARTHAGE, MO 64836

Employer Identification Number:
43-1771403
DLN:
17053275717029
Contact Person:
JAMES JANSEN ID# 31312
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
July 1997
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

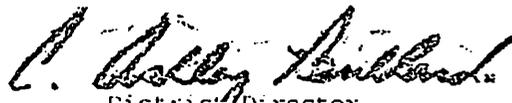
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


District Director

Letter 1650 (D/C)

1:13 PM
08/14/18
Accrual Basis

McCune Brooks Healthcare Foundation
Summary Balance Sheet
As of August 14, 2018

	<u>Aug 14, 18</u>
ASSETS	
Current Assets	
Checking/Savings	218,509.14
Other Current Assets	7,484.92
Total Current Assets	<u>225,994.06</u>
Fixed Assets	912,228.90
Other Assets	5,537,905.37
TOTAL ASSETS	<u>6,676,128.33</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	8,710.79
Total Current Liabilities	<u>8,710.79</u>
Total Liabilities	8,710.79
Equity	<u>6,667,417.54</u>
TOTAL LIABILITIES & EQUITY	<u>6,676,128.33</u>

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, AUGUST 13, 2018 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Darren Collier, Juan Topete and Tim Shields. Alan Snow was absent.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Council Members Ceri Otero and James Harrison, Fire Chief Roger Williams, Police Chief Greg Dagnan and Joplin Globe Reporter Tyler Wornell.

Mr. Collier called the meeting to order at 5:30 P.M.

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

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Shields made a motion to approve the minutes for the July 9 meeting of the Budget Ways & Means Committee. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss Memorandum of Understanding with Carthage R-9 School District for SRO Officers.**

“As the School year is scheduled to start August 16, 2018, we are bringing this to the Budget Committee for a recommendation so it can go to the full Council as a Resolution before the beginning of the school year. This, and the various meetings with the District’s administration has been reported on numerous times to the Public Safety Committee and the Council. The Chief will be at the meeting to discuss this with the Committee. This item will also be on the Council’s agenda for the August 14, 2018 meeting.”

Mr. Short and Chief Dagnan discussed the MOU that addresses the current full time SRO that is reimbursed at 75% and the addition of two full time employees that will be reimbursed at 100% including benefits. Mr. Topete moved to approve the MOU. Motion carried.

2. **Consider and discuss Memorandum of Understanding with Jasper County Sheriff for Detention Center usage.**

“Again, due to the timeliness of this issue, staff is bringing this to the Budget Committee for a recommendation to the Council. This item will also be on the Council’s agenda as a Council Bill for the August 14, 2018 meeting.”

Mr. Dagnan discussed the MOU and explained how the charges were determined. Mr. Topete moved to approve the MOU. Motion passed.

3. **Consider and discuss an Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2018, for general revenue purposes and other purposes, and fixing the rates thereof.**

“Timeliness... By State Law, no later than September 1 of each year, the City Council has to set the property tax rate for the City and file the tax rate with Jasper County. These include the rates for the General Fund, Library, Parks & Recreation and Public Health. Tax rates are set annually by the City Council with assessment, billing, and collection administered by Jasper County. The State Auditor's Office and county officials assist local government officials in determining the data necessary to complete the tax rate computations. Taxing authorities are required to file final proposed tax rates and data supporting the proposed property tax rates with the county, using forms prescribed by the State Auditor. The counties submit the supporting data received to the State Auditor for review. The data is reviewed and a finding is returned to both the county and the taxing authority advising whether the proposed rates comply with Missouri law. Rate ceilings set the limit for the amount of taxes that can be levied. Each tax rate ceiling is determined annually and is adjusted to ensure revenue neutrality. The review of each tax rate ceiling is based on the assessed valuation for the entire political subdivision. The tax rate ceilings are determined based on the requirements of Section 137.073, RSMo, and Missouri Constitution, Article X, Section 22, commonly referred to as the Hancock Amendment, which limits taxation by the state and local governments. The levy amounts are the same as the current rates. Due to the timeliness of this item, it will be on the Council's agenda as a Council Bill for the August 14, 2018 meeting.”

Mr. Short reported the 2018 Assessed Valuation for the City of Carthage was received and the tax levy rates will remain the same as the previous year if approved. Mr. Shields moved to approve the state recommended property tax rates. Motion carried.

4. **Consider and discuss budget amendment to the Annual Operating and Capital Budget for Fiscal 2019.**

*“A few projects (spanning a number of funds' budgets) from last year had to be carried over to the current year because of weather or other considerations. We are requesting to carry these over as a formal adjustment ordinance now instead of waiting until the first quarter. A copy of the Council Bill is included and will also be on the Council Agenda for full Council consideration at the August 14, 2018 meeting if approved by the Committee. Section 1 addresses a retroactive adjustment for fiscal 2018. The Council had accepted the donation but an appropriation was never authorized to spend the funds, which were expended last fiscal year. This will meet the requirements of budgeting for our audit. Section II amends the **Capital Improvements Sales Tax Fund**. This would be to amend the fund to reflect a supplemental appropriation of up to \$145,000 for (finishing) the River and Fairview Intersection project, and up to \$269,995 for finishing the roof damage from the May 2017 Hail Storm. We would also receive a little more money from insurance to complete the work. Section III amends the **Parks/Storm water Sales Tax Fund**. This would carry over a total of \$233,000 for S/Wtr Fwv – College Alley, \$20,000; S/Wtr Pine St & Robertson, \$41,000; S/Wtr Dr Ditch E o Pearl, \$80,000; S/Wtr 6th St & Grant St, \$92,000, and appropriate up to \$17,100 for additional work in Central Park around the pool. Both of these Funds would use unallocated and undesignated fund balances as of the end of fiscal year 2018. Section IV*

amends the **Myers Park Fund** for carry-over funds of up to \$160,000 for the Detention Pond Project; and Section V amends the **General Revenue Fund** for up to \$4,000 for the Central Park Fencing Project. Additionally, a supplemental appropriation from the unallocated and unbudgeted fund balance for \$110,000 for Legal Fees as discussed in Closed Session at the last Council meeting, and funds for the SRO pursuant to the MOU with the School.”

Mr. Short discussed the budget adjustment which includes projects that were being carried over from the previous fiscal year, changes to the Central Park project and funds for the SRO. Mr. Shields made a motion to approve the budget amendment as presented. Motion carried.

Staff Reports:

*“**Sales Tax Report**, August 2018; included is the report for August. General Fund Sales Tax (1%) receipts for August showed an increase of 18.49% from the same month last Fiscal Year. This amounted to approximately \$31,302.52 more than the same month last year. This is the second month of the fiscal year and we are a little more optimistic with increases to date, hopefully this will continue through the year. Overall, the City had budgeted an increase of 0.01% from the previous year for Sales Tax. Year-to-date numbers are up (5.08%) \$21,172.91 from the same time last fiscal year. The **Unaudited June (Year-End) Budget Report** is included. There will be numerous adjustments to the report as part of the year-end closing between the City Clerk and the City’s Auditor so the amounts are not final. The Auditor normally completes her work and presents the year-end Financial Statements by December. Also included is the **Unaudited July Budget Report** We’ll go into a little more detail at the meeting about the reports.”*

Mr. Short reviewed current sales tax revenues and financial reports. Ms. Cox reported the auditors would be doing their preliminary audit work on August 27.

Other Business: None

ADJOURNMENT: The meeting adjourned at 5:56 P.M. on motion by Mr. Shields.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 14, 2018
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Brady Beckham and Kirby Newport.

OTHER COUNCIL MEMBERS: None.

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

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the July 24, 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 Mr. Newport.

NEW BUSINESS:

Consider and Discuss Investment Bids: City Clerk Traci Cox presented bids received for investment of City funds. Mr. Beckham moved to accept the bids from MOSIP. Motion carried 4-0.

Staff Reports: Mr. Short reported that Cox Springfield would be included in the Aetna network effective September 1. Ms. Cox reported the auditor will begin preliminary audit work on August 27.

ADJOURNMENT: Mr. Beckham made a motion to adjourn at 6:05 PM. Motion carried 4-0.

Traci Cox
City Clerk

City of Carthage



Public Safety Committee – Minutes

Meeting Date: August 20, 2018

Meeting Location: Carthage Fire Department

Call to Order: Councilman Collier

Time Called to Order: 5:30pm

Attendance:

Councilman Collier
Councilman Shields
Councilman Newport

Administrator Short
Chief Dagnan
Chief Williams

Citizen/Other: Morgan Housh, Shane Hatton, Randa Bruenn, Jason Shelfer, Ceri Otero, Alan Snow

OLD BUSINESS

Councilman Shields made the motion to accept the minutes from the previous meeting (June meeting since July meeting was cancelled due to lack of quorum) as written. Motion passed.

CITIZEN PARTICIPATION

1. Shane Hatton spoke with the committee on closing down Grant Street between 4th and 5th streets on September 15th from 10:00am to 8:00pm. He would like to have a benefit for his sister who was injured in a car accident. The benefit will include outdoor bands, dunk tank, and other activities to raise money. He owns the Odd Duck Tavern and would like to sell alcohol inside the building and allow people to carry their drinks outside to listen to the bands. The event will start at 12:00 noon. Councilman Shields made a motion to allow Shane/Odd Duck Tavern to close Grant Street between 4th and 5th streets on September 15th from 10:00am to 8:00pm. Motion passed.
2. Jason Shelfer spoke with the committee on his frustration of free papers/publications being left or thrown in his yard. He has contacted the business who are leaving the papers/publications to have them stop however they continue to leave the papers on his property. He believes that this is considered littering and is asking for help on getting it stopped. Jason has researched the Missouri littering law 577.070 stating that trash, rubbish, and paper are all considered littering in/on private property owned by another without owner's consent. Chief Dagnan discussed that by City ordinance it is not littering because the city ordinance does not include private property only public property. If an ordinance is made to stop the delivery of this paper, it would be banned all together from all deliveries of this type of paper. The council is going to contact the business about stopping the delivery of the publication and also speak with Nate Dally about contacting the business about respecting the citizens requests of not being on their delivery list. No motion was needed.

*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.*

3. Councilman Collier was contacted by a Carthage resident about the parking on Grand and Highland. They are concerned with the parking blocking/obstructing the views while being on Highland and crossing over Grand from the west to east. This is due to the cars parked at the Southern Garden Apartments and also cars parking over the yellow line at the corner. The committee discussed the issue and decided no motion or action will be taken at this time. It was suggested that the owners of the apartment complex talk with the residents living there and have them watch where they are parking.

NEW BUSINESS

1. Chief Dagnan spoke with the committee on the changes that have been done at the corner of Macon and Garrison. This was a highly complained intersection that had been discussed in previous meeting. The CPD had an officer monitor the area and also spoke with the owner of the mechanic shop on the corner about the parking issues. The changes include the "No parking" yellow lines extended from 25 feet to 35 feet at the corner, the yellow stripping of the city right-a-way in the area in front of the business, and the moving of the Stop sign up to the intersection. There have not been any complaints about that intersection since the changes have been made. No motion was needed.
2. Staff Reports
 - a. Police
 - i. Parking on the Square is still being enforced and no real issue. The public parking lot signs have been discussed with the Way Finding program. The lots have been identified and the project is out for bid right now.
 - b. Fire
 - i. The CFD received their award packet for the 2018 EMPG grant. The packet will be finalized and signed by the Mayor and returned to the state.
 - ii. The storm sirens were sounded on 8/19/18 due to possible tornadoes. No damages were reported. The CFD continues to monitor the sirens and make sure they are working properly.
 - iii. Chief Williams, Deputy Chief Myers, and Administrative Assistant Morgan Housh will be attending the annual SEMA conference on August 21st through August 24th. This conference is paid for by the local LEPC.
 - iv. The CFD hired a new employee which started on August 16th.
 - v. Chief Williams is working with Crossland Construction on finishing Station 2.

ADJOURNMENT

Councilman Newport made a motion to adjourn. Motion approved.

Next Meeting Date: September 17th 2018

Next Meeting Location: Carthage Police 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.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

Carthage Chamber of Commerce Board of Directors

Thursday, June 21, 2018 at 7:30 a.m.

Members present:

Steve Willis, Chair
Roy Mason, Vice Chair
Brian Schmidt, Treasurer
Paul Eckels
Dr. Jon Haffner
Rodney Hinds
Elizabeth Simmons
Scott Watson

Members absent:

Kimberly Fullerton
Robert Goar
Tina Hallmark
John Lenahan
Chuck Bryant, ex-officio
Tom Flanigan, ex-officio
Tom Short, ex-officio
Gregg Wolf, ex-officio

Liaisons present:

Jim Benton, liaison
Mike Daugherty, liaison

Liaisons absent:

Wendi Douglas, liaison

Staff present:

Mark Elliff, Pres/Sec
Mary Jo Little
Neely Myers

Quorum being present, Board Chair Willis began the meeting at 7:35 a.m.

May minutes were presented for review. There being no corrections, Hinds moved to approve the minutes, Mason seconded the motion, and the motion carried unanimously.

May financial reports: Elliff reviewed the monthly summary. There being no questions, the reports were filed for audit.

Membership Report: Myers reviewed the written report in the Board packet; there were no questions. She discussed the possible loss of a long-time member, as well as some current prospects.

Ambassadors: Next meeting July 11.

Economic Development: Elliff reported a follow-up meeting was scheduled with Anderson Engineering and MoDOT on the proposed industrial park, and Howard added a meeting was also scheduled with Olsson Associates.

Emerging Leaders: Little reviewed the written report in the Board packet, highlighting several upcoming events; there were no questions.

Maple Leaf: Little reviewed her written report in the Board packet, highlighting the magic show added for 2018; there were no questions. Elliff asked for members' input on a suggestion to incorporate a prayer and blessing to the Dog Show. Members present discussed and recommended that it be done separately from the sanctioned event.

Marketing/Expo: There were no questions regarding the written report in the Board packet. Mason added that with three smaller events having been cancelled for 2018, committee members were brainstorming a new, spring event and welcomed ideas. The 2019 Business Expo & Home Show had been scheduled for March 8-9. Myers encouraged nominations for the monthly "You Knock Our Socks Off!" award.

Public Policy: Elliff referred to the written report in the Board packet; there were no questions. Members discussed state House Bill 1460 related to transportation funding but no action was taken.

CVB: Willis reported the CVB had received and reviewed bids for the Carthage Way Finding Sign program and would be resending the bid request to include prevailing wage. A decision is expected in late July or August.

Ministerial Alliance: Benton shared that the Alliance provides gas vouchers as needed through the Crisis Center and encouraged members to refer individuals to the Center. He reported they average six vouchers per month.

Vision Carthage: Myers reviewed the written report in the Board packet, highlighting recent work done by the Carthage in Bloom committee. She added that she would be enabling the VC Facebook page to accept donations electronically.

Chairman's report: Willis had nothing new to report but thanked the members, ex-officios, and liaisons for their regular attendance of Board meetings.

President's report: There were no questions regarding the written report in the Board packet. Elliff added that the Chamber was moving forward with replacement of the existing wireless internet and analog phone service with fiber internet and voice-over-IP phone service, for a total monthly savings of over \$100. He commented that he continues to work with regional partnership staff to reevaluate that organization and that he would be attending a state ED summit with representatives from Leggett & Platt and Mercy. He mentioned the August ballot measure Proposition A regarding right-to-work; more details to come.

City of Carthage: Daugherty reported that the City had declined a funding request from the McCune-Brooks Hospital Trust and that the 2018-19 budget was being finalized.

Jasper County: No report.

Old Business: None.

New Business: Elliff presented a proposed policy regarding political sponsorships. Hinds moved to adopt the policy, Mason seconded the motion, and the motion carried unanimously. Elliff then presented City Council Bill 18-24 authorizing the FY18-19 ED contract. Mason moved to accept the contract once approved by the Council and authorize Willis and Elliff to sign the contract, Schmidt seconded the motion, and the motion passed unanimously. Willis then presented proposed new titles for all staff. Watson moved to adopt the new titles, Mason seconded the motion, and the motion carried unanimously. Elliff then presented the updated proposed budget for FY18-19, highlighting several notable changes from the initial proposal. Members discussed; staff will evaluate a dues adjustment and will present their findings at the July meeting.

Strategic Planning: None.

Upcoming events:

1. 6/27.....Habitat for Humanity ribbon cutting, 2 p.m.
2. 6/28.....Emerging Leaders strategic planning meeting at Mother Road, 3 p.m.
3. 7/9.....Monday Member Meet-up at Chamber office, 2 p.m.
4. 7/18.....Quarterly Luncheon at Oak Pointe, 11:30 a.m.
5. 8/6.....New Teachers Breakfast at High School, 7:30 a.m.

There being no need for a closed session, no additional reports, and no further business, Schmidt moved to adjourn at 8:45 a.m., Mason seconded the motion, and the motion carried unanimously.

The next meeting of the board is scheduled for Thursday, July 19 at 7:30 a.m. at the Chamber office.

Carthage Chamber of Commerce Board of Directors

Minutes of Electronic Vote Thursday, July 19, 2018

Members present:

Paul Eckels

Roy Mason

Kimberly Fullerton

Tina Hallmark

John Lenahan

Jon Haffner

Rodney Hinds

Scott Watson

On Thursday, July 19, 2018, at 9:44 a.m., Mark J. Elliff, President and Secretary of the Carthage Chamber of Commerce emailed the following to the Board of Directors:

“As we did not have a quorum at today’s board meeting, we do need to take action on one item.

Per Chairman Willis, please vote on the following question which is now open and the voting will be closed at noon on July 20, 2018. Please vote either "I vote yes" or "I vote no" and use Reply All.

I, Mark Elliff, President, move that the Board endorse and support the passage of Missouri Proposition A, the Right to Work Referendum (adoption of Senate Bill 19 as passed by the general assembly in 2017).

Pursuant to the Chamber Bylaws, only the twelve elected board members may vote.

Thanks, Mark”

The electronic votes received were from voting Directors and at 12:01 p.m. on Friday, July 20, 2018, Mark J. Elliff, President and Secretary of the Carthage Chamber of Commerce emailed the following to the Board of Directors:

“Voting is closed on Motion One. Motion has passed. Thank you. Mark”

Carthage Chamber of Commerce Board of Directors

Thursday, July 19, 2018 at 7:30 a.m.

Members present:

Steve Willis, Chair
Roy Mason, Vice Chair
Paul Eckels
Kimberly Fullerton
Tina Hallmark
Elizabeth Simmons
Stephanie Howard,
ex-officio
Gregg Wolf, ex-officio

Members absent:

Brian Schmidt, Treasurer
Robert Goar
Dr. Jon Haffner
Rodney Hinds
John Lenahan
Scott Watson
Tom Flanigan, ex-officio
Tom Short, ex-officio

Liaisons present:

none

Liaisons absent:

Jim Benton, liaison
Mike Daugherty, liaison
Wendi Douglas, liaison

Staff present:

Mark Elliff, Pres/Sec
Mary Jo Little
Neely Myers

Guests present:

Silas & Stacy Smith
Tyler Wornell

Lacking quorum, Board Chair Willis began the meeting at 7:35 a.m.

June minutes were presented for discussion; there was none.

June financial reports: Elliff reviewed the monthly summary, highlighting net profits in all classes but one and a projected year-end net profit of nearly \$30,000. There being no questions, the reports were filed for audit.

Membership Report: Myers reviewed the written report in the Board packet; there were no questions.

Ambassadors: Myers reviewed the written report in the Board packet; there were no questions.

Economic Development: Will meet with Olsson Associates later today.

Emerging Leaders: Little reviewed the written report in the Board packet, highlighting several upcoming events and inviting board members to the September luncheon with Richard Webster; there were no questions.

Maple Leaf: Willis praised the behind-the-scenes work done by the committee's volunteers. Little reviewed the written report in the Board packet, noting the grand marshal nomination deadline; there were no questions.

Marketing/Expo: Myers reported that she was looking into a restaurant-focused event for spring 2019, similar to "Taste of" events held in other communities, as well as early planning for a Christmas/holiday open house in early November and Small Business Saturday on November 24.

Public Policy: Has not met.

CVB: Willis reported the CVB is still pursuing the Carthage Wayfinding Sign program with progress in 30-60 days.

Ministerial Alliance: no report

Vision Carthage: Myers reviewed the written report in the Board packet, inviting board members to a reception with the Carthage in Bloom judges on July 26.

Chairman's report: Willis had nothing new to report but encouraged board members to participate in Chamber events whenever possible.

President's report: There were no questions regarding the written report in the Board packet. Elliff noted the absence of a quorum to approve an official position on Proposition A; Hallmark suggested an electronic vote; Elliff will pursue.

City of Carthage: no report

Jasper County: no report

Old Business: Carthage High School incoming sophomore presented his report from the Missouri Chamber's Leadership in Practice program, also to be published in the August Chamber newsletter.

In the absence of a quorum, a vote regarding the 2018-19 FY budget will be done electronically. Elliff noted the final proposed budget included a spring event in place of the fall golf event and a 2% rounded dues increase.

New Business: In the absence of a quorum, a vote regarding the 2018-19 FY staff retirement contribution was tabled.

Strategic Planning: None.

Upcoming events:

1. 7/19.....All-Chamber movie and dinner at CRM (formerly CMC), 3:45 p.m.
2. 7/24.....Saiko ribbon cutting, 3 p.m.
3. 7/27.....Carthage Ford ribbon cutting, 12 noon
4. 7/27.....Carthage in Bloom judges' reception, 3 p.m.
5. 8/2.....Lunch at Marian Days, 11:30 a.m.
6. 8/6.....New Teachers Breakfast at High School, 8 a.m.
7. 8/7.....Lunch & Learn w/SBTDC, 11:45 a.m.
8. 8/7.....Banquet Committee kick-off meeting, 4 p.m.
9. 8/7.....Back-to-School Bash (*volunteers needed*), 4-5:30 p.m.
10. 8/9.....Chamber 101, 3 p.m.

There being no additional reports and no further business, Willis dismissed the meeting at 8:25 a.m.

The next meeting of the board is scheduled for Thursday, August 16 at 7:30 a.m. at the Chamber office.

CWEP BOARD MEETING MINUTES

August 16, 2018

The Carthage Water & Electric Plant Board met in regular session August 16, 2018, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Pat Goff - President | <input type="checkbox"/> G. Stephen Beimdiek - Member |
| <input checked="" type="checkbox"/> Neel Baucom -Vice President | <input checked="" type="checkbox"/> Brian Schmidt – Member |
| <input checked="" type="checkbox"/> Danny Lambeth -Secretary | <input checked="" type="checkbox"/> Ron Ross - 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 |
| <input checked="" type="checkbox"/> Meagan Milliken-Customer Relations Mgr. | |

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

ADDITIONS/CHANGES TO THE AGENDA:

APPROVAL OF MINUTES:

A motion by Baucom and seconded by Schmidt to approve the minutes of the regular meeting of July 19, 2018, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Ross to approve disbursements for June in the amount of \$3,467,047.85 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for June 30 fiscal year end which reflects net Income for the year of \$3.5 million exceeding both budget and prior year. She noted that this is an unaudited report and will be adjusted when pension plan actuarial calculations become available in October or November.

A motion by Lambeth and seconded by Baucom to approve June financials passed unanimously.

CFO Nugent reviewed the first month of the fiscal year which reflected total operating expenses being slightly under budget for the month.

A motion by Ross and seconded by Schmidt to approve July financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF BIDS FOR CORE NETWORK SWITCHES

Director of IT and Broadband Services Peterson reviewed the need for upgrading the core network with a process that would allow for separating services and software. A disaggregated model allows for greater competition between vendors and drives down the cost. Proposals were received for replacing four core fiber network switches from EPS Global in the amount of \$43,935.40 and Computer Telephony in the amount of \$47,427.00.

A motion by Baucom and seconded by Schmidt to accept the bid of EPS Global in the amount of \$43,935.40 to replace four core fiber network switches passed unanimously.

CONSIDERATION OF BIDS FOR ACCESS CONTROL SYSTEM

General Manager Bryant reviewed the recommendation which would update the access control system for the utility. Proposals were received from Total Electronics Contracting Inc. in the amount of \$42,477.00 and Utopian Systems in the amount of \$47,427.00. Director of IT and Broadband Services Peterson noted that after evaluating quality of software and previous projects, the recommendation is to accept the proposal of Utopian Systems.

A motion by Schmidt and seconded by Ross to accept the bid of Utopian Systems in the amount of \$47,427 for access control and security systems passed unanimously.

CONSIDERATION OF BIDS FOR CRANE SERVICE TRUCK

General Manager Bryant presented the request to move ahead with the purchase of a utility service crane truck for the water department from Altec Industries, Inc. through the MoDOT State contract in the amount of \$97,195.00, an item budgeted at \$103,000.00. The vehicle currently in use will be transferred to the wastewater department.

A motion by Baucom and seconded by Schmidt to accept the bid of Altec Industries in the amount of \$97,195.00 passed unanimously.

CONSIDERATION OF BIDS FOR EXPLORER

General Manager Bryant requested approval to purchase a Ford Explorer for Director of Water Services from Joe Machens Ford, Columbia MO, through the MoDOT State contract in the amount of \$26,048.00, an item budgeted at \$30,000.00

A motion by Lambeth and seconded by Baucom to accept the bid of Joe Machines Ford for a Ford Explorer in the amount of \$26,048.00 passed unanimously.

MISCELLANEOUS AND STAFF REPORTS

General Manager Bryant reviewed recent meetings involving CWEP personnel.

CFO Nugent reported that mobile service order project with billing software is nearing completion. A customer app is also nearing completion and customers will have an insert in utility bills that will explain the availability and use of the app to view their usage and account.

General Counsel Ludwig noted that changes to prevailing wage project take effect at the end of the month. Net metering billing has been re-visited and adjusted.

Director of Power Services Emery reported that crews have been working on maintenance items and will soon be doing budgeted street lights. GM Bryant noted that supply capacity at the south substation is being analyzed.

Director of IT and Broadband Services Peterson reported a good month financially with new installations completed including additional services to an existing customer.

Customer Relations Manager Milliken noted energy audit tool is being recommended to customers.

BOARD MEMBER COMMENTS:

City Liaison Collier updated the Board on the estimated 100,000 in attendance at Marian Days, light installation at Fairview/River, and other news of the City.

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

President – G. A. Pat Goff

Secretary – Danny Lambeth

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING

Public Safety Committee – Agenda

Monday August 20, 2018
5:30 p.m.
Carthage Fire Department
401 W Chestnut, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss benefit for Shasta Hatton at Odd Duck Tavern – Shane Hatton
2. Consider and discuss littering – penalties – Jason Shelfer
3. Consider and discuss parking on Grand and Highland – Darren Collier

NEW BUSINESS.

1. Consider and discuss changes made to intersection of Macon and Garrison - Dagnan
2. Staff Reports.
 - a) Police Department
 - b) Fire Department

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 28, 2018

5:30 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. Consider and Discuss IT Department Staffing.
2. Consider and Discuss Reorganization and Job Descriptions for City Hall Staff.
3. 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

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
AUGUST 14, 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
 - ◊ Jasper County Highway Department-Surplus Truck
 - ◊ Jasper County Assessor-Surplus Office Equipment
 - ◊ Jasper County Auditor-Request for Change in Local Government Employees Retirement System
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◊ Approve Code of Ethics Court Order
 - ◊ Re-Appoint Daricus K. Adams to the Economic Security Corporation Board
 - ◊ Re-Appoint Janice Franklin to the Economic Security Corporation Board-Private Interest Group
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 AUGUST 10, 2018 AT 4:00 P.M.

(RSMO 610.020)



Board of Directors Meeting
Thursday, August 16, 2018
7:30 a.m.

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

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

Agenda

1. Call to Order
2. Approval of June and e-vote minutes and review of July meeting notes
3. Financial Report
4. Membership Report
5. Committee Reports
 - a. Ambassadors - Tina Hallmark (Haffner)
 - b. Banquet - Beth Simmons (Hallmark)
 - c. Economic Development - Mark Elliff (Willis)
 - d. Emerging Leaders - Kimberly Fullerton (Hinds)
 - e. Maple Leaf - Steve Willis (Mason)
 - f. Marketing/Expo - Roy Mason (Simmons/Lenahan/Goar)
 - g. Public Policy - Steve Willis (Watson)
6. Partner Reports
 - a. CVB - Wendi Douglas (Willis/Elliff)
 - b. Ministerial Alliance - Jim Benton
 - c. Vision Carthage - Neely Myers (Elliff)
7. Chairman's Report
8. President's Report
9. City of Carthage Report
10. Jasper County Report
11. Old Business
 - a. Approval of FY 2018-19 budget
 - b. Approval of FY 2018-19 staff retirement contribution
12. New Business
 - a. As needed
13. Strategic Planning update

- 14. Upcoming calendar items
- 15. Closed Session (as needed)
- 16. *Next Meeting - Thursday, September 20, 2018*
- 17. Adjourn

POSTED: _____ BY: _____

2018 Board of Directors meetings total = 7

Steve Willis	6	Dr. Jon Haffner	5	Ministerial Alliance	5
Roy Mason	7	Tina Hallmark	5	CVB	1
Brian Schmidt	4	Rodney Hinds	3	Carthage City Council	3
Paul Eckels	6	John Lenahan	2	CWEP	2
Kimberly Fullerton	6	Elizabeth Simmons	6	Jasper Co. Commission	0
Robert Goar	4	Scott Watson	6	City of Carthage	0
				Carthage Schools	5



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet August 16, 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: July 2018

APPROVAL OF DISBURSEMENTS: July \$3,467,047.85

FINANCIAL STATEMENT: June and July

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD

OLD BUSINESS: None.

NEW BUSINESS:

1. CONSIDERATION OF BIDS FOR CORE NETWORK SWITCHES
2. CONSIDERATION OF BIDS FOR ACCESS CONTROL SYSTEM
3. CONSIDERATION OF BIDS FOR CRANE SERVICE TRUCK
4. CONSIDERATION OF BIDS FOR EXPLORER

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

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
AUGUST 21, 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
 - ♦ **Jasper County Sheriff-Surplus Electronics**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Discuss Fee Schedule for GIS Subscriptions**
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 AUGUST 17, 2018 AT 4:00 P.M.

(RSMO 610.020)

**McCune Brooks Regional Hospital Trust
Regular Meeting of the Board of Trustees
August 22, 2018
2:00 p.m.
Schmidt Associates Conference Room**

Agenda

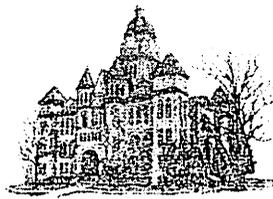
- | | |
|---|--------------|
| I. Call to Order | Ron Petersen |
| II. Approval of May 23, 2018 Meeting Minutes | Ron Petersen |
| III. Financial Statement Report & Review | Stan Schmidt |
| IV. Review and approval of Grant Applications | Ron Petersen |
| V. Update Disproportionate Share Appeal | Stan Schmidt |
| VI. Adjournment | Ron Petersen |

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
AUGUST 28, 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
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◊ **Accept the Resignation of Blake Webster from the Jasper County Mental Health Fund Board of Trustees**
 - ◊ **Surplus Equipment for the Jasper County Highway 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 AUGUST 24, 2018 AT 4:00 P.M.

(RSMO 610.020)

CORRESPONDENCE

**Summary of July 2018 Financial Report
Carthage Chamber of Commerce**

The Carthage Chamber of Commerce finished the month of July with a net profit of \$14,505.68 compared to a budgeted amount of \$16,768.00. Year to date net income was the same. Some of the highlights for July are as follows:

- 1. Income was \$45,204.72 compared to budget of \$39,865.00. The following are the major reasons for the increase.
 - (a) Membership dues are \$1,176 above budget due to timing.
 - (b) Registration fees and sponsorships were \$1,048 below budget due to smaller turnout than budgeted for a quarterly luncheon.
 - (c) Maple Leaf income was \$5,174 more than budget due to timing.

- 2. Expenses were \$30,699.04 compared to budget of \$23,096.00. The following are the primary reasons for the increase.
 - (a) Advertising and publicity are \$514 over budget due to the timing of the renewal of our texting notification service.
 - (b) Dues and subscriptions were \$324 over budget due to timing of MEDC and IEDC dues payment.
 - (c) Maple Leaf expense was \$7,128 over budget due to timing.

- 3. The above also carried over to the Year to Date bottom line as well.

9:50 AM

08/08/18

Accrual Basis

Carthage Chamber of Commerce
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
General Checking	2,315.67
Maple Leaf Equity	49,027.45
Money Market	170,012.20
Petty Cash	200.00
Total Checking/Savings	221,555.32
Accounts Receivable	
1200 - Accounts Receivable	9,271.62
Total Accounts Receivable	9,271.62
Other Current Assets	
Prepaid Insurance - Business	5,355.17
Total Other Current Assets	5,355.17
Total Current Assets	236,182.11
Fixed Assets	
Accumlated Depreciation	-94,108.97
Building	222,745.00
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,301.39
Total Fixed Assets	185,732.83
TOTAL ASSETS	421,914.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	603.53
Total Accounts Payable	603.53
Other Current Liabilities	
Accrued PTO	2,196.10
Due to Maple Leaf	25,000.00
2100 - Payroll Liabilities	2,493.47
Total Other Current Liabilities	29,689.57
Total Current Liabilities	30,293.10
Long Term Liabilities	
UMB Building Loan	87,042.86
Total Long Term Liabilities	87,042.86
Total Liabilities	117,335.96
Equity	
3900 - Retained Earnings	280,073.30
Net Income	14,505.68
Total Equity	304,578.88
TOTAL LIABILITIES & EQUITY	421,914.94

Carthage Chamber of Commerce
Profit & Loss
 July 2018

	Jul 18
Ordinary Income/Expense	
Income	
Economic Development contract	9,839.58
Interest incomes	82.03
Maple Leaf income	29,501.36
Membership dues	
New member	945.00
Renewal	3,885.00
Total Membership dues	4,830.00
Miscellaneous Income	18.00
Registration fees	
Quarterly Luncheon	300.00
Total Registration fees	300.00
Sponsorships	
Newsletter	98.75
Quarterly Luncheon Sponsor	125.00
Total Sponsorships	223.75
Tenant Agreement	410.00
Total Income	45,204.72
Gross Profit	45,204.72
Expense	
Advertising & publicity	763.85
Awards & prizes	22.47
Bank & credit card fees	37.69
Car allowance	200.00
Depreciation Expense	667.01
Dues & subscriptions	698.68
Equipment lease	348.59
Food & drinks	
Lunches	77.69
Total Food & drinks	77.69
Insurance - health	1,365.57
Interest expense	369.20
Internet & website	99.94
Maple Leaf expense	11,262.13
Meals & entertainment	111.86
Mileage	93.79
Miscellaneous expense	70.00
Office supplies	
Office equipment	954.35
Office supplies - Other	154.13
Total Office supplies	1,108.48
Postage & delivery	46.15
Printing	98.75
Repairs & maintenance	229.10
Salaries & wages	
Payroll taxes	732.97
Salaries & wages - Other	10,834.50
Total Salaries & wages	11,567.47
Taxes & licenses	0.50

9:51 AM

08/08/18

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss
July 2018

	<u>Jul 18</u>
Travel	
Lodging	<u>327.74</u>
Total Travel	327.74
Utilities	959.58
Write Offs	<u>173.00</u>
Total Expense	<u>30,699.04</u>
Net Ordinary Income	<u>14,505.68</u>
Net Income	<u><u>14,505.68</u></u>

**Carthage Chamber of Commerce
 Profit & Loss Budget vs. Actual
 July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Directory	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	9,839.58	9,839.62	-0.04	100.0%
Interest Incomes	82.03	50.00	32.03	164.1%
Maple Leaf income	29,501.36	24,327.25	5,174.11	121.3%
Membership dues				
New member	945.00	784.00	161.00	120.5%
Renewal	3,885.00	2,870.50	1,014.50	135.3%
Total Membership dues	4,830.00	3,654.50	1,175.50	132.2%
Miscellaneous Income	18.00	12.00	6.00	150.0%
Postage	0.00	0.00	0.00	0.0%
Printing & copying	0.00	0.00	0.00	0.0%
Registration fees				
Christmas open house	0.00	0.00	0.00	0.0%
Expo Booth Fee	0.00	0.00	0.00	0.0%
Mulligans	0.00	0.00	0.00	0.0%
Putting contest	0.00	0.00	0.00	0.0%
Quarterly Luncheon	300.00	648.00	-348.00	46.3%
Sidewalk Sale	0.00	0.00	0.00	0.0%
Team fee	0.00	0.00	0.00	0.0%
Ticket Sales	0.00	0.00	0.00	0.0%
Registration fees - Other	0.00	0.00	0.00	0.0%
Total Registration fees	300.00	648.00	-348.00	46.3%
Sponsorships				
Annual Banquet Sponsorship	0.00	0.00	0.00	0.0%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	0.00	0.00	0.00	0.0%
Eggs & Issues	0.00	0.00	0.00	0.0%
Expo Sponsorship	0.00	0.00	0.00	0.0%
Friday Coffee	0.00	0.00	0.00	0.0%
Golf contest	0.00	0.00	0.00	0.0%
Golf Grand	0.00	0.00	0.00	0.0%
Golf hole	0.00	0.00	0.00	0.0%
Newsletter	98.75	98.75	0.00	100.0%
Quarterly Luncheon Sponsor	125.00	225.00	-100.00	55.6%
Trivia Sponsor	0.00	0.00	0.00	0.0%
Sponsorships - Other	0.00	600.00	-600.00	0.0%
Total Sponsorships	223.75	923.75	-700.00	24.2%
Tenant Agreement	410.00	410.00	0.00	100.0%
Total Income	45,204.72	39,865.12	5,339.60	113.4%
Gross Profit	45,204.72	39,865.12	5,339.60	113.4%
Expense				
Advertising & publicity				
Signs	0.00	0.00	0.00	0.0%
Advertising & publicity - Other	763.65	250.00	513.65	305.5%
Total Advertising & publicity	763.65	250.00	513.65	305.5%
Awards & prizes				
Flight prizes	0.00	0.00	0.00	0.0%
Awards & prizes - Other	22.47	10.00	12.47	224.7%
Total Awards & prizes	22.47	10.00	12.47	224.7%
Bank & credit card fees	37.69	66.74	-29.05	56.5%

9:54 AM

08/08/18

Accrual Basis

**Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July 2018**

	Jul 18	Budget	\$ Over Budget	% of Budget
Car allowance	200.00	200.00	0.00	100.0%
Complimentary sponsorship	0.00	0.00	0.00	0.0%
Contract services	0.00	0.00	0.00	0.0%
Depreciation Expense	667.01	666.74	0.27	100.0%
Dues & subscriptions	698.68	375.00	323.68	186.3%
Equipment lease	348.59	245.11	103.48	142.2%
Facility use fees				
Greens/carts	0.00	0.00	0.00	0.0%
Room & setup fees	0.00	0.00	0.00	0.0%
Total Facility use fees	0.00	0.00	0.00	0.0%
Food & drinks				
Appetizers/snacks	0.00	0.00	0.00	0.0%
Beverages	0.00	20.00	-20.00	0.0%
Breakfasts	0.00	30.00	-30.00	0.0%
Dinners	0.00	0.00	0.00	0.0%
Lunches	77.69	30.00	47.69	259.0%
Teacher luncheon	0.00	0.00	0.00	0.0%
Food & drinks - Other	0.00	0.00	0.00	0.0%
Total Food & drinks	77.69	80.00	-2.31	97.1%
Insurance - business	0.00	0.00	0.00	0.0%
Insurance - health	1,365.57	1,650.86	-285.29	82.7%
Interest expense	369.20	345.87	23.33	106.7%
Internet & website	99.94	150.11	-50.17	66.6%
Maple Leaf expense	11,262.13	4,133.82	7,128.31	272.4%
Meals & entertainment	111.86	386.49	-274.63	28.9%
Mileage	93.79	114.70	-20.91	81.8%
Miscellaneous expense	70.00	0.00	70.00	100.0%
Office supplies				
Office equipment	954.35	266.74	687.61	357.8%
Office supplies - Other	154.13	120.69	33.44	127.7%
Total Office supplies	1,108.48	387.43	721.05	286.1%
Postage & delivery	46.15	150.00	-103.85	30.8%
Printing				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	98.75	473.75	-375.00	20.8%
Total Printing	98.75	473.75	-375.00	20.8%
Professional fees	0.00	0.00	0.00	0.0%
Repairs & maintenance	229.10	400.00	-170.90	57.3%
Salaries & wages				
Employer retirement contributio	0.00	0.00	0.00	0.0%
Payroll taxes	732.97	516.00	216.97	142.0%
Salaries & wages - Other	10,834.50	11,177.45	-342.95	96.9%
Total Salaries & wages	11,567.47	11,693.45	-125.98	98.9%
Scholarships	0.00	0.00	0.00	0.0%
Seminars & conferences	0.00	5.00	-5.00	0.0%
Taxes & licenses	0.50	23.39	-22.89	2.1%
Travel				
Airfare	0.00	60.00	-60.00	0.0%
Lodging	327.74	0.00	327.74	100.0%
Travel - Other	0.00	0.00	0.00	0.0%
Total Travel	327.74	60.00	267.74	546.2%

9:54 AM
08/08/18
Accrual Basis

**Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
July 2018**

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Utilities	959.58	810.88	148.70	118.3%
Write Offs	173.00	417.00	-244.00	41.5%
Total Expense	<u>30,699.04</u>	<u>23,096.34</u>	<u>7,602.70</u>	<u>132.9%</u>
Net Ordinary Income	<u>14,505.68</u>	<u>16,768.78</u>	<u>-2,263.10</u>	<u>86.5%</u>
Net Income	<u><u>14,505.68</u></u>	<u><u>16,768.78</u></u>	<u><u>-2,263.10</u></u>	<u><u>86.5%</u></u>

Membership – With 7 new members (Big Brothers/Big Sisters of Jasper/Newton County, KFC, MadStyle, Olsson Associates, Red Onion, Saiko, Southwest Waste Services), and 3 dropped members (Mallory Canvas, Missouri & Northern Arkansas Railroad, Lew and Jeanine Poe) we finished the month of July up 2 member (440 members, net gain \$409) from June 2018 and up 30 members from the same month in 2017 (net gain \$3456).

Ambassadors – We've had 2 ribbon cuttings, 1 member of the month, and Teacher's Breakfast since our last Board Meeting. The same 3-4 Ambassadors show up to them and attendance has been lower this month than normal.

Marketing/Expo & Home Show – Meeting is scheduled for 8/21. Will report next month.

Vision – American in Bloom judges were here in July and will have a full community report with suggestions in late September/early October.

Reports for August 16 Board meeting

Banquet

Event Friday, January 18, 2019

Social hour 5:45/Dinner 6:45

Theme "Casino Royale"

Sponsorships & individual reservations same pricing as 2018

Printing & catering bids sent 8/8

Other details in the works (shuttle, emcee, etc.)

Emerging Leaders

Recent events: All-Chamber movie and dinner at CRM July 19

Lunch at Marian Days Aug. 2

Next events: Missouri YP Summit in Jefferson City Sept. 11

All-Chamber "People You Need to Know" with Richard Webster on Sept. 12

"Magic under the Maples" on Sept. 25

Maple Leaf Info Booth on Oct. 20

"The Power of Impromptu Speaking" lunch & learn on Oct. 23

Maple Leaf

Overall income slightly behind 2017 (sponsorships up, but vendors down and expenses up)

Seeking co-sponsor for door-to-door mailing

Grand Marshal nominations due by 8/31

Events all appear to be on track

Carthage Chamber of Commerce presents

"CASINO ROYALE" BANQUET 2019

Friday, January 18, 2019

SPONSORSHIP OPPORTUNITIES

Exclusive Spotlight Sponsorship \$1000

- Logo featured on the invitation and RSVP card mailed to 450 Chamber members & community leaders
- Company representative will be invited to give three-minute presentation
- Logo printed in the program distributed to up to 375 attendees
- Company name will be prominently promoted at www.CarthageChamber.com
- Company featured in slideshow displayed during the event's social hour
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include a reserved table and ten reservations for the event*

Exclusive Diamond Sponsorship \$1000

- Company representative will be invited to give three-minute presentation
- Logo printed in the program distributed to up to 375 attendees
- Company name will be prominently promoted at www.CarthageChamber.com
- Company featured in slideshow displayed during the event's social hour
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include a reserved table and ten reservations for the event*

Industry-Exclusive Dinner or Social Hour Sponsorship \$750

- Logo printed in the program distributed to up to 375 attendees
- Logo displayed on signage at the event
- Logo included in slideshow displayed during the event's social hour
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include six reservations for the event*

Social Hour Sponsorship w/reserved table for ten \$900

Platinum Sponsorship \$500

- Logo featured in programs distributed to attendees
- Logo included in a pre-event slideshow
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include four reservations for the event*

Platinum Sponsorship w/reserved table for ten \$700

Gold Sponsorship \$200

- Company name listed in the programs
- Company name included in pre-event slideshow
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include two reservations for the event*

Gold Sponsorship w/reserved table for ten \$450

Dessert or Entertainment Sponsorship \$250

- Company name listed in the programs
- Company name included in pre-event slideshow
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include two reservations for the event*

Award Sponsorship \$250

- Company name listed in the programs with award
- Announcement in radio promotions and during the evening's program
- *This sponsorship will include one reservation for the event for the award presenter*

Reserved Table for Ten \$360

- Reservations for 10 guests
- Company name on a reserved table

Past sponsors will have first rights to their previous sponsorship until November 1 only.
All sponsorships will become first-come first-served after November 1. Final sponsor deadline is December 17.
For more information, contact Mary Jo at 417-358-2373 or mjlittle@carthagechamber.com.



Economic Development Project Activity Tracker July 2018

The activity tracker measures the year-to-date level of economic development project activity (prospects) in the Carthage area. The Carthage Chamber serves as the lead business expansion and attraction entity for the Carthage area.

2018 Total Prospects (includes new and existing companies)	3
Active Projects	8

- Lunch meeting with Gabe Lett, Olsson and Associates and Stephanie Howard, CWEP.
- Phone conversation with Steve Eveland, Ipace setters regarding closing of the local call center. This in turn produced conversations with Sherri Rheums, Workforce Investment Board and Theresa Ballew, MO Department of Economic Development-Workforce, which allowed resource information for those that were being displaced by the closing of the call center.
- Meeting with Brent Baker, Ray Tubaugh and Mike Franks regarding the Regional Partnership. Purpose of meeting was to begin discussion of reorganization of the Regional Partnership.
- July 10th through the 13th was vacation.
- Conference call with Amy Sublett and Jackie Gerken, MO Department of Economic Development Skilled Workforce. Discussion was based on exploration of a local consortium of businesses and industry regarding workforce education.
- Attended meeting with Olsson and Associates and CWEP personnel. Discussion was related to the work that Olsson Associates is doing regarding a proposed industrial park. Three different scenarios were presented.
- Attended meeting with members of the Regional Partnership. The Bylaws and Articles of Incorporation were reviewed of the existing partnership. Work will continue restructuring.
- Conversation with the corporate CPO at KFC regarding a possible job fair looking for additional workforce.

The Carthage Chamber of Commerce is a member of the Joplin Regional Partnership (JRP), a regional effort in Southwest Missouri and Southeast Kansas to bring businesses to the area. JRP is contacted by the Missouri Partnership who markets Missouri nationally and internationally to companies wanting to move their facility to another location. The Carthage Chamber of Commerce is contacted by JRP for available buildings and land.

3:36 PM

08/15/18

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget Overview
 July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Directory	4,000.00
Donations	0.00
Economic Development contract	118,075.00
Interest Incomes	600.00
Maple Leaf Income	54,000.00
Membership dues	
New member	8,140.00
Renewal	94,602.00
Total Membership dues	102,742.00
Miscellaneous Income	538.00
Postage	488.33
Printing & copying	300.00
Registration fees	
Christmas open house	750.00
Expo Booth Fee	17,390.00
Mulligans	800.00
Puttling contest	550.00
Quarterly Luncheon	1,704.00
Sidewalk Sale	0.00
Team fee	2,000.00
Ticket Sales	11,419.00
Registration fees - Other	3,130.00
Total Registration fees	37,743.00
Sponsorships	
Annual Banquet Sponsorship	14,000.00
Bowling Sponsor	0.00
Business After Hours	700.00
Eggs & Issues	250.00
Expo Sponsorship	5,000.00
Friday Coffee	500.00
Golf contest	700.00
Golf Grand	5,600.00
Golf hole	1,000.00
Newsletter	1,185.00
Quarterly Luncheon Sponsor	675.00
Trivia Sponsor	0.00
Sponsorships - Other	1,500.00
Total Sponsorships	31,110.00
Tenant Agreement	4,920.00
Total Income	354,526.33
Gross Profit	354,526.33
Expense	
Advertising & publicity	
Signs	2,147.50
Advertising & publicity - Other	17,650.00
Total Advertising & publicity	19,797.50
Awards & prizes	
Flight prizes	1,800.00
Awards & prizes - Other	2,380.00
Total Awards & prizes	4,180.00
Bank & credit card fees	810.60
Car allowance	2,400.00
Complimentary sponsorship	-1,033.00
Contract services	1,183.80
Depreciation Expense	8,000.00
Dues & subscriptions	4,500.00
Equipment lease	2,940.00
Facility use fees	
Greens/carts	3,500.00
Room & setup fees	8,775.50
Facility use fees - Other	150.00
Total Facility use fees	12,425.50

3:38 PM

08/15/18

Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget Overview
July 2018 through June 2019

	Jul '18 - Jun 19
Food & drinks	
Appetizers/snacks	34.58
Beverages	600.00
Breakfasts	308.00
Dinners	518.20
Lunches	490.00
Teacher luncheon	400.00
Food & drinks - Other	177.61
Total Food & drinks	2,526.39
Insurance - business	4,700.00
Insurance - health	19,809.00
Interest expense	4,150.00
Internet & website	1,800.00
Maple Leaf expense	34,000.00
Meals & entertainment	17,127.78
Mileage	1,250.00
Miscellaneous expense	463.00
Office supplies	
Office equipment	2,500.00
Office supplies - Other	1,313.06
Total Office supplies	3,813.06
Postage & delivery	2,320.00
Printing	
Member plaques	0.00
Printing - Other	4,888.45
Total Printing	4,888.45
Professional fees	7,600.28
Repairs & maintenance	4,800.00
Salaries & wages	
Employer retirement contributio	5,365.00
Payroll taxes	6,182.00
Salaries & wages - Other	134,128.96
Total Salaries & wages	145,685.96
Scholarships	1,250.00
Seminars & conferences	3,579.50
Taxes & licenses	178.62
Travel	
Airfare	2,170.80
Lodging	2,500.00
Travel - Other	68.00
Total Travel	4,738.80
Utilities	9,188.75
Write Offs	5,004.00
Total Expense	334,074.07
Net Ordinary Income	20,452.26
Net Income	20,452.26

"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.