

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, FEBRUARY 25, 2020  
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

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **Reconsider and Discuss C.B. 19-43** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Butterball LLC., for installation of a recommended 5 foot wide crosswalk at 411 N. Main Street, Carthage, Missouri. (Public Safety)
2. **C.B. 20-02** – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)
3. **C.B. 20-03** – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021. (Public Works)
4. **C.B. 20-04** – An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations. (Public Safety)
5. **C.B. 20-05** – An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district. (Public Safety)

16. New Business

1. C.B. 20-06 – An Ordinance authorizing the Mayor to enter into a contract with Riverside Fireworks LLC for fireworks display for the July 4, 2020, July 4, 2021 and July 4, 2022 celebration in the amount not to exceed \$44,850.00. (Public Services)

17. Mayor's Appointments

18. Resolutions

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  
February 11, 2020

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: David Armstrong, Mike Daugherty, Ceri Otero, Darren Collier, Kirby Newport, Ed Barlow, and Juan Topete. Council Members Ray West, Alan Snow and James Harrison were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the January 28, 2020 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, compared top employers in the Springfield area with large employers in Carthage, noting the importance of time spent on business retention programs.

Mr. Topete reported the Budget, Ways and Means Committee met on February 10. Niki Cloud, Director of the Convention and Visitors Bureau, was present to discuss reporting requirements included in the CVB contract. She will begin providing a lodging tax report to the council and a regular update on projects. Authorization for the Mayor to sign the annual Taxi Grant application for federal financial assistance was approved and is being presented in C.B. 20-02. Mr. Topete made a motion, seconded by Mr. Collier, to approve the Overall Goals and Priorities for Fiscal 2021 Budget.

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

Mr. Collier reported the Public Safety Committee is between meetings with the next meeting scheduled for February 24.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for February 18.

Mr. Daugherty reported the Public Works Committee met on February 4. The Committee approved a motion to accept Blevin's Asphalt contract prices for the 2020 season. The motion was forwarded to Council to approve on C.B. 20-03. The Committee approved a memorandum of understanding between Schreiber Foods and the City of Carthage for the cost share of the roundabout project at State Highway HH

and Dr. Russell Smith Way and a requested lot split for the property located at Hazel Avenue and George E. Phelps Boulevard.

Special Committee and Board Liaison reports were given by Mr. Topete for the Carthage Kellogg Lake Board and Carthage Tree Board, and Ms. Otero for the Carthage Humane Society, Harry S Truman Coordinating Council, and Jasper County Commissioners.

Mayor Rife reported on a meeting with a County Commissioner to discuss an upcoming project.

During Reports of Council Members, Mr. Armstrong thanked Mr. Elliff for his report.

Fire Chief Roger Williams reported on a fatality fire his crew had assisted with.

Parks & Recreation Director Mark Peterson reported installation of the base poles for the gates at Kellogg Lake has begun. Staff will be applying for reimbursement of the project through a Department of Conservation grant. The bid opening for the Parks Master Plan will be February 14.

City Administrator Tom Short reported on the following: legislature regarding breed specific ordinances, sales tax revenues, City Hall lighting project, the 5-year CIP will be presented at the March 9 Budget Ways & Means meeting, a TAC meeting, and City offices will be closed on February 17 for President's Day.

The Committee on Claims filed a report in the amount of \$2,163,719.15 against the following funds: General Revenue \$112,705.56, Public Health \$266.07, Lodging \$8,500.00, Public Safety \$3,167.96, Parks/Stormwater \$52,583.36, Fire Protection \$99.82, Golf \$3,714.67, Capital Improvements \$17,365.00, Library \$25,000.00, Payroll \$440,316.71 and Carthage Water & Electric \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

There was no old business to conduct.

Under New Business, C.B. 20-02 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

C.B. 20-03 – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021 was placed on first reading with no action taken.

C.B. 20-04 – An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations was placed on first reading with no action taken.

C.B. 20-05 – An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Newport, to pull the appointment for the Civil War Museum from December 2018 off the table. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's re-appointment of Kevin Checkett to the Personnel Appeals Board until February 2024. Mr. Armstrong made a motion, seconded by Mr. Collier, to approve the re-appointment of Steve Weldon to the Civil War Museum until December 2023. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve Resolution 1895 – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of police equipment (vehicle) consisting of a 2016 Ford Interceptor (Explorer body type) (VIN 1FM5K8AR3GGC72812) with approximately 105,465 miles of use donated to the Carthage R-9 School District passed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, and Topete.

Mr. Topete made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:00 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***PRESENTATIONS/  
PROCLAMATIONS***

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***

COUNCIL BILL NO. 19-43

ORDINANCE NO. \_\_\_\_\_

**An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Butterball LLC., for installation of a recommended 5 foot wide crosswalk at 411 N Main St, Carthage, Missouri.**

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

**SECTION I:** The Mayor of the City of Carthage, Missouri is hereby authorized to enter into an Agreement with Butterball LLC., for a recommended 5 foot wide crosswalk at 411 N Main St, Carthage, Missouri, a copy of which is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF NOVEMBER, 2019.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

Sponsored by: Public Safety Committee

**AGREEMENT FOR INSTALLATION OF A CROSSWALK**  
**City of Carthage, Missouri and**  
**Butterball, LLC**  
**411 N Main St, Carthage, MO 64836**

**This Agreement**, made and entered into on this xst day of XXXXXXXX 2020, by and between the City of Carthage, Missouri, a municipal corporation, with offices located at 326 Grant St. Carthage, Missouri, hereinafter referred to as the "City" and Butterball, LLC, a limited liability company organized under the laws of the State of North Carolina, located at 411 N Main St, Carthage, Missouri 64836, hereinafter referred to as the "Company."

**Whereas**, managerial personnel of the Company, specifically, Todd Ericsson and Matt Duvall addressed the City of Carthage's Public Safety Committee on September 19, 2019 regarding perceived dangers in front of the Company's building located at 411 N Main St, Carthage, Missouri regarding Butterball employee safety; and

**Whereas**, currently the site is set up with two crosswalks in front of the building where employees walk across the street to the parking lot; and

**Whereas**, two employees of the Company were injured while using these cross walks from moving traffic; and

**Whereas**, the Company has suggested the removal of the existing cross walks and the installation of a more centralized crosswalk with pedestrian crossing signs in the middle of the road for better visibility with a speed indicator to display speeds, and a speed hump on both sides of the centralized crosswalk to slow down traffic entering and leaving the parking lot; and

**Whereas**, City staff has recommended that a 5-foot wide crosswalk be placed between the newly built front door of the Company and the employee outdoor smoking area including two (2) vinyl speed humps to be placed to the north and to the south of the crosswalk to slow down traffic (see Diagram attached as Attachment A). The speed humps would be vinyl, screw-down speed humps that can be removed if they need to be readjusted or cause drainage problems in the area. The Company will take responsibility for the reasonable cost of reimbursement to the City for replacement of the humps as they deteriorate. Additionally, a Manual on Uniform Traffic Control Devices for Streets and Highways ("MUTCD") approved speed sign owned and maintained by the City will be placed near the speed hump to the north of the crosswalk (the crosswalk, the speed humps and the speed sign are referred to as the "Project"); and

**Whereas**, the Company is asking the City to consent to and install the Project with the Company reimbursing the City for all reasonable, third party costs associated with the installation of the Project;

**NOW, THEREFORE**, in consideration of these premises and the mutual covenants herein contained, the parties agree as follows:

- City (or its contractor) will install a 5-foot wide crosswalk between the newly built front door of the Company and the employee outdoor smoking area which will include

two (2) vinyl speed humps placed to the north and to the south of the crosswalk to slow down traffic.

- The vinyl speed humps will be screw-down speed humps that can be removed if they need to be readjusted or cause drainage problems in the area.
- Company will take responsibility for the reasonable cost of reimbursement to the City for replacement of the two (2) vinyl speed humps as they deteriorate.
- City will install a MUTCD approved speed sign placed near the speed hump to the north of the crosswalk.
- Said sign will be owned, operated and maintained by the City.
- City will invoice Company for all reasonable, third party costs incurred for the installation of the Project.
- Company will reimburse City for said costs associated with the Project, within thirty (30) days of receipt of an invoice from City.

The City and the Company agree to take such actions as may be necessary or appropriate to carry out the terms, provisions and intent of this Agreement and to aid and assist each other in carrying out said terms, provisions and intent.

If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected thereby.

This Agreement shall be construed in accordance with and governed by the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties hereto affix their hands and seals the day and year first above written.

**CITY OF CARTHAGE, MISSOURI**  
A Municipal Corporation

\_\_\_\_\_  
By:  
Dan Rife,  
Mayor, City of Carthage

ATTEST:

\_\_\_\_\_  
Traci Cox, City Clerk

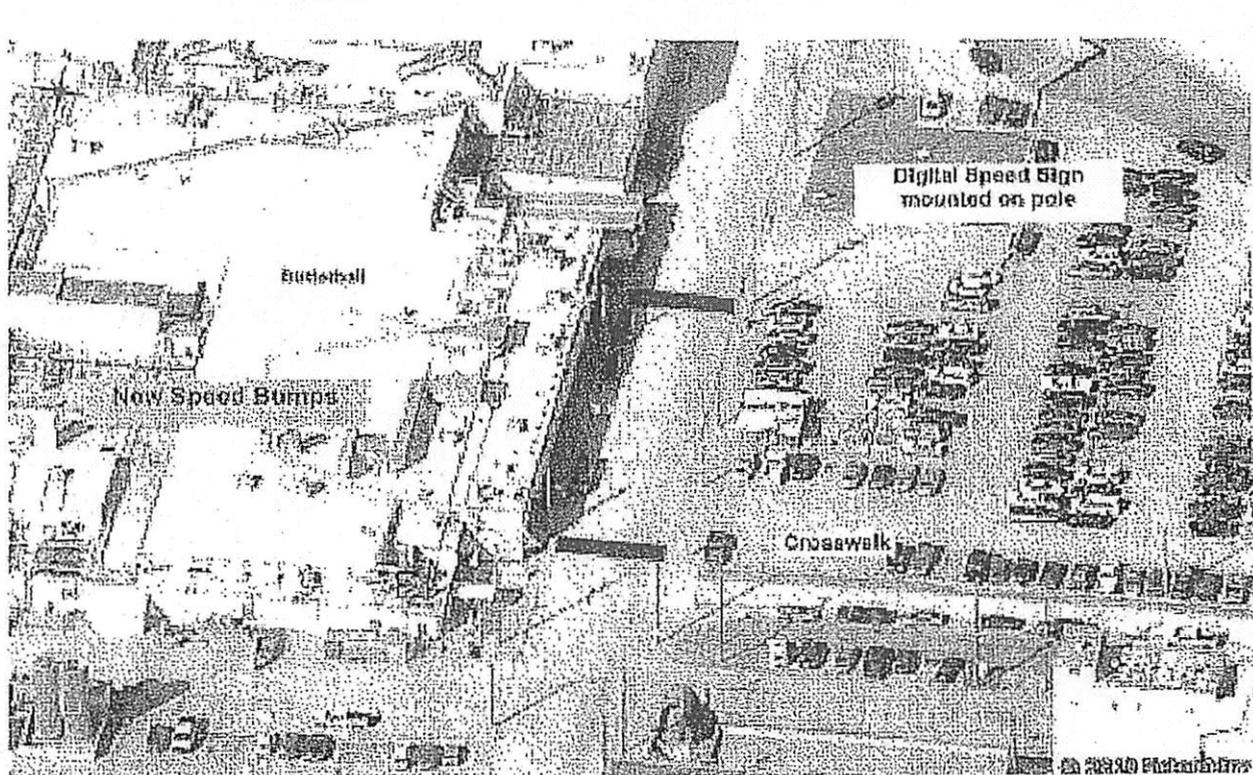
**Butterball, LLC**  
A Limited Liability Company

\_\_\_\_\_  
By:  
Xxxx Xxxxx, Xxxxx  
Butterball, LLC

ATTEST:

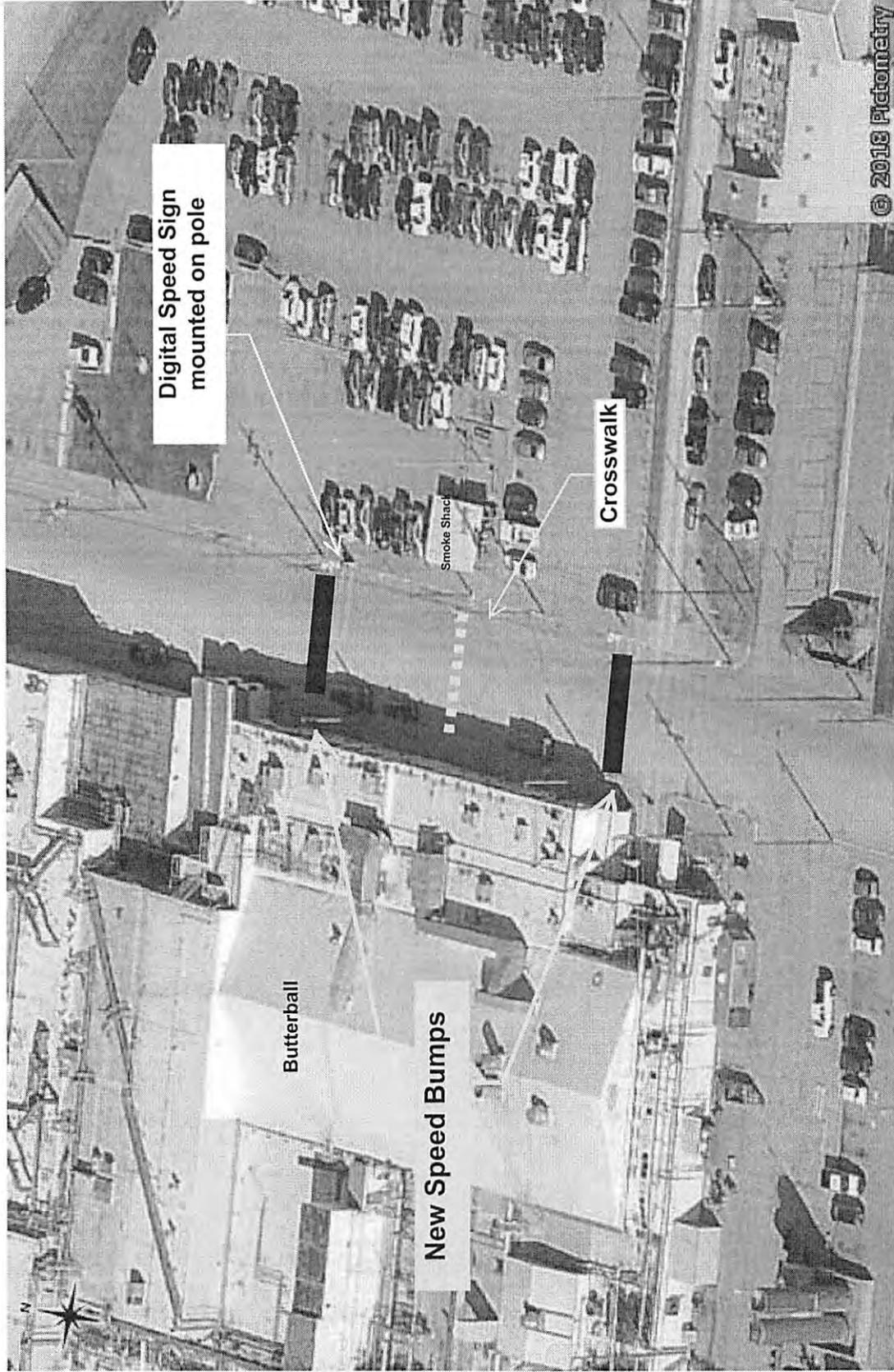
\_\_\_\_\_  
Secretary

Exhibit A



[Please insert a more legible copy of this diagram.]

# 411 N Main



Comparison Details	
Title	Comparison Results
Date & Time	1/8/2020 7:27:01 PM
Comparison Time	3.44 seconds
compareDocs version	v4.3.200.37

Sources	
Original Document	[Womble][#48380080] [v1] Agreement for Installation of a Crosswalk - Butterball.docx
Modified Document	[Womble][#48380080] [v3] Agreement for Installation of a Crosswalk - Butterball.docx

Comparison Statistics	
Insertions	16
Deletions	9
Changes	25
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	50

Word Rendering Set Markup Options	
Name	
<u>Insertions</u>	
<u>Deletions</u>	
<u>Moves / Moves</u>	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark outside border.
Comments color	By Author.
Balloons	True

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after Saving	General	Prompt
Report Type	Word	Formatting
Character Level	Word	True
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	True
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	False
Summary Report	Word	End
Include Change Detail Report	Word	Separate
Document View	Word	Print
Remove Personal Information	Word	False
Flatten Field Codes	Word	True

- City (or its contractor) will install a 5-foot wide crosswalk between the newly built front door of the Company and the employee outdoor smoking area which will include two (2) vinyl speed humps placed to the North and to the South of the crosswalk to slow down traffic.
- The vinyl speed humps will be screw-down speed humps that can be removed if needed due to they need to be readjusted or cause drainage problems in the area.
- Company will take responsibility for the reasonable cost of reimbursement to the City for replacement of the two (2) vinyl speed humps as they deteriorate.
- City will install a MUTCD approved speed sign placed near the North Speed Hump speed hump to the north of the crosswalk.
- Said sign will be owned, operated and maintained by the Company City.
- City will invoice Company for all reasonable, third party costs incurred for the installation of the pProject.
- Company will reimburse City for all said costs associated with the pProject, within thirty (30) days of receipt of an invoice from City.

~~The Company shall indemnify, defend and save the City and its officers, employees and agents, including members of the City Council, harmless from and against all claims, demands, costs, liabilities, damages or expenses, including attorneys' fees, by or on behalf of any person, firm or corporation arising from the conduct or management of, or from any work or thing done in, on or about, the Project during the term of this Agreement, and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' fees, arising during the term of this Agreement from (a) any condition of the Project, (b) any breach or default on the part of the Company in the performance of any of its obligations under this Agreement, or any action requested of the City by the Company pursuant to this Agreement, (c) any contract entered into in connection with the acquisition, construction, furnishing and equipping of the Project, (d) any act of negligence of the Company or of any of its agents, contractors, servants, employees or licensees, (e) any act of negligence of any permitted assignee, lessee or sub-lessee of the Company, or of any agents, contractors, servants, employees or licensees of any permitted assignee, lessee or sub-lessee of the Company.~~

The City and the Company agree to take such actions as may be necessary or appropriate to carry out the terms, provisions and intent of this Agreement and to aid and assist each other in carrying out said terms, provisions and intent.

If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected thereby.

This Agreement shall be construed in accordance with and governed by the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties hereto affix their hands and seals the day and year first above written.

CITY OF CARTHAGE, MISSOURI  
A Municipal Corporation

\_\_\_\_\_  
By:  
Dan Rife,  
Mayor, City of Carthage

ATTEST:

\_\_\_\_\_  
Traci Cox, City Clerk

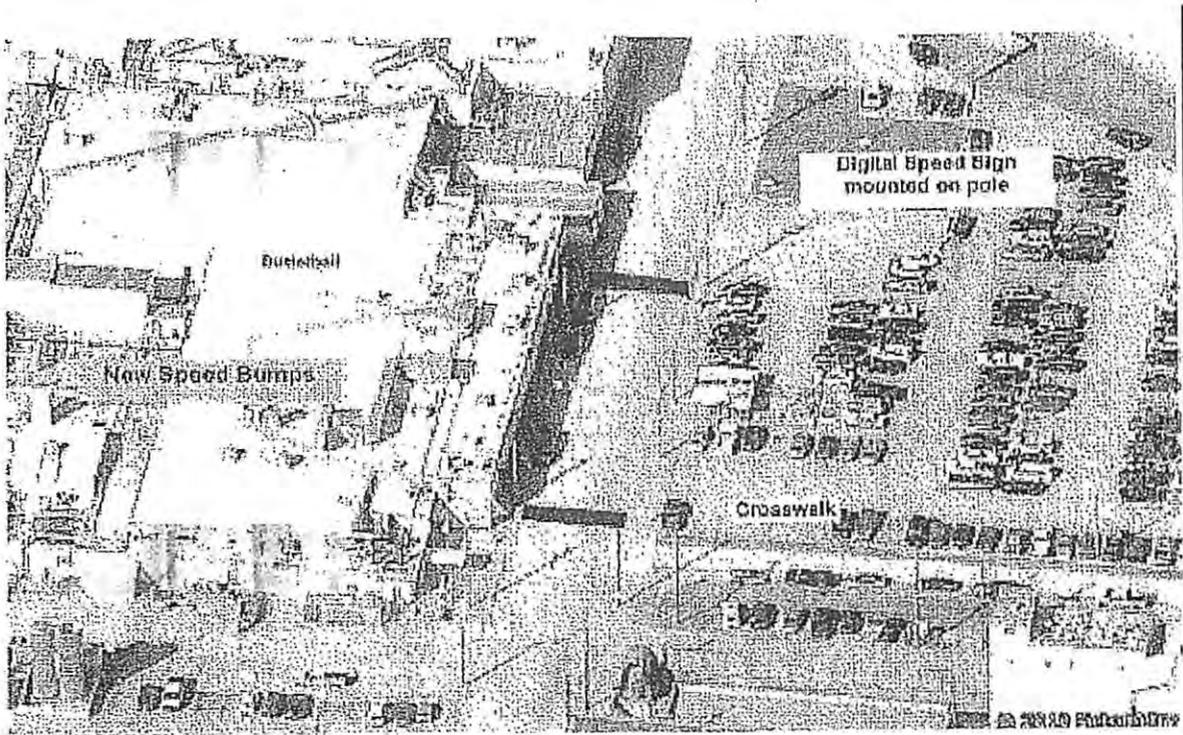
**Butterball LLC, LLC**  
**A Limited Liability Company**  
**A For-profit Corporation**

\_\_\_\_\_  
By:  
Xxxx Xxxxx, Chairman Xxxxx  
Butterball, LLC

ATTEST:

\_\_\_\_\_  
Secretary

Exhibit A



[Please insert a more legible copy of this diagram.]

COUNCIL BILL NO. 20-02

ORDINANCE NO. \_\_\_\_\_

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

**SECTION I.** That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

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

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
**Dan Rife, Mayor**

ATTEST:

\_\_\_\_\_  
**Traci Cox, City Clerk**

Sponsored by: Budget Ways & Means Committee

**COUNCIL BILL NO. 20-03**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021.

**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 extend the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021, a copy of which is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Public Works Committee**

Since 1949



PO Box 230  
Mount Vernon, MO 65712  
Phone: 417-466-3758  
Fax: 417-466-7914

<b>To:</b> City Of Carthage	<b>Contact:</b> Tim Hill
<b>Address:</b> 326 Grant St. Carthage, MO 64836	<b>Phone:</b> 417-237-7020 <b>Fax:</b> 417-237-7011
<b>Project Name:</b> City Of Carthage 2019--(June 19)	<b>Bid Number:</b>
<b>Project Location:</b> Various Streets, Carthage, MO	<b>Bid Date:</b> 6/17/2019

**\*\*Pricing Includes Tack Coat\*\***

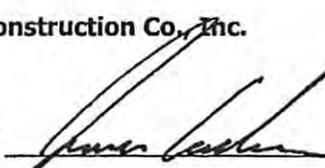
Line #	Item Description	Estimated Quantity	Unit	Unit Price
1	--Street Paving--	3,500.000	TON	\$58.55
2	--Tie-In Milling--	250.000	SY	\$19.35
3	--Edge Milling--	2,000.000	SY	\$3.55
4	--Full Street Milling--	5,000.000	SY	\$2.75

**Notes:**

- PRICES ENCLOSED WILL BE SUBJECT TO INCREASES. Price escalation clause for work performed after **JUNE 30, 2020**. Liquid Asphalt and Fuel for production of asphalt, are based on the current Asphalt Price Index. Prices will fluxuate per MoDot Index pricing list per month of work performed.
- ITEMS NOT INCLUDED: REMOVALS, SUBGRADE COMPACTION, PERMITS, TESTING, SURVEY, STRIPING, UTILITY ADJUSTMENTS, TRAFFIC CONTROL, BACKFILL, GRADING, SAWCUTTING, BONDS, AND SEEDING
- Any alteration of deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate.
- Contract Conditions: All material is guaranteed to be as specified above. All work is to completed in a workman like manner according to standard practices.
- Public liability insurance will be taken out by Blevins Asphalt. Our workers are fully covered by workman's compensation.
- In the unlikely event of any discrepancies regarding quantities or extended prices, the unit prices will prevail.
- THIS PROPOSAL IS VOIDABLE IF NOT ACCEPTED WITHIN 10 DAYS
- PLEASE SIGN AND RETURN ONE (1) COPY OF THIS PROPOSAL TO INDICATE YOUR ACCEPTANCE. BE SURE YOU HAVE MARKED ALL OPTIONS AND INITIALED THE CONTRACT CONDITIONS AND OTHER PROVISIONS (IF APPLICABLE). NO WORK ORDERS WILL BE ISSUED UNTIL WE HAVE RECEIVED A SIGNED PROPOSAL.

**Payment Terms:**

All payments are due and payable upon completion of the work or completed portion of the work. No exceptions. An interest charge of 1 1/2% per month will be added to past due accounts unless other arrangements are authorized by Blevins Asphalt. In any event the buyer defaults and fails to make payment to Blevins Asphalt Construction Co., Inc., action will be taken against the buyer under the state laws and regulations of Missouri. Buyer agrees to pay all costs of such action, including attorney's and court fees and any other fees associated with said contract.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Blevins Asphalt Construction Co., Inc.</b></p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Jeran Cordova 417-466-3758 jcordova@blevinsasphalt.com</p>
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COUNCIL BILL NO. 20-04

ORDINANCE NO. \_\_\_\_\_

An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations.

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

**SECTION I:** Section 23-424 (a) of the Code of the City of Carthage is hereby amended to read as follows:

23-431: Additional Municipal Parking Lot Regulations

Notwithstanding all other regulations under the code of the City of Carthage;

No vehicle other than a motor vehicle shall be parked on any public parking lot. No person shall park on any public parking lot within the city any vehicle over eight feet in width or over 23 feet long overall, including any projection thereof, nor shall any person park on any such lot any vehicle for the purpose of selling, displaying or offering for sale any goods, wares or merchandise. No person shall park on any such lot other than in approved designated parking spaces. NO person shall park on any such lot any vehicle for more than 10 consecutive days. Any vehicle in violation of this ordinance is subject to immediate towing without notice.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Sponsored by: Public Safety Committee**

**COUNCIL BILL NO.**            20-05

**ORDINANCE NO.**            \_\_\_\_\_

An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district.

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri an Agreement with Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **2020.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Public Safety Committee**

# Terms of Agreement

## Morris Strom and City of Carthage

February 2020

1. The intent of this agreement to allow the City of Carthage to hire professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district. This contract includes only labor. Any equipment needed for repairs or to enhance the system will either be competitively bid or purchased through our radio equipment vendor, Wireless Technologies, located in Tulsa, Oklahoma. This labor contract is intended to include the professional labor needed to maintain portable and mobile radios owned by the City of Carthage. Additionally included is labor designed to preventively maintain equipment located within tower sites owned by the city of Carthage. Finally, any labor that is considered an emergency need because of a catastrophic radio system failure is included in this agreement.
2. This agreement solely covers repairs that can be completed with labor and equipment located onsite and in Carthage. In the event a radio or component of the system must be sent to the shop for advanced labor or repair, it will be competitively bid or sent to Wireless Technologies. This is a labor only agreement and all parts or equipment purchased will be processed separately.
3. This agreement includes the labor required to keep radios functional and system operational during large scale events such as the Marian days event, the Maple Leaf parade, or unexpected natural disasters or events in which radio communication is critical and a large number of radio users are on scene. This agreement is not intended to create 24-hour onsite labor during these events but instead, labor required to program and test radios before the event, monitoring during the event in the event of a catastrophic failure, to bring the system back to operational standards.
4. One objective of this agreement is to provide preventative maintenance to the Nexedge system and its components. An electronic reporting system will be implemented, agreed to by the City and Labor provider that will track problems and provide advance notification on nonemergency problems prior to the labor vendor arriving in Carthage.
5. The time allotted for this project is two days per month providing there is no large scale event or emergency during the month. These days can be consecutive or separate. This will be determined per project and the changing needs per each month. There will not be a surcharge for extra days per month necessary because of a large scale event or disaster.
6. The rate of pay will be \$1,500.00 per month, paid to Strom on a monthly basis as invoiced.

7. This agreement will stand as long as it is beneficial to both parties. Either party has the ability to cancel the agreement within 30 days' notice to both parties.

8. Carthage will provide a secure, climate-controlled work area for the storage of spare parts, radios, tools, and records. This area will be of sufficient space to provide the labor involved and will include space for a workbench and tools to be provided by the laborer.

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Morris D. Strom

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City of Carthage

***NEW  
BUSINESS***

**COUNCIL BILL NO.** 20-06

**ORDINANCE NO.** \_\_\_\_\_

An Ordinance authorizing the Mayor to enter into a contract with Riverside Fireworks LLC for fireworks display for the July 4, 2020, July 4, 2021 and July 4, 2022 celebration in the amount not to exceed \$44,850.00.

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into a contract with Riverside Fireworks LLC for fireworks display for the July 4, 2020, July 4, 2021 and July 4, 2022 celebration in the amount of \$44,850.00, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS** \_\_\_ **DAY OF** \_\_\_\_\_, **2020.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

## AGREEMENT FOR FIREWORKS DISPLAY

**This agreement** made and entered into this day of February 20, 2020, by and between

**Riverside Fireworks, LLC**, whose principal place of business is 17023 Chambers Springs Road, Siloam Springs AR, 72761, hereinafter referred to as **Provider**; and The City of Carthage, hereinafter referred to as **City**.

**WITNESSETH:**

**Whereas**, Provider was the successful bidder for a pyrotechnic display (hereafter "fireworks display") to be performed and displayed on **JULY 4, 2020, 2021 and 2022** for City, and

**Whereas**, Provider is to perform the fireworks displays in a manner consistent with the highest degree of care with respect to the safety of viewers and improvements located in the area where the fireworks will be set off: and

**Whereas**, in exchange for Provider performing the fireworks display, Provider shall be entitled to the payment of the successfully bid amount of \$14,950.00, inclusive of tax, for 2020 and the option of \$14,950.00 or \$11,975.00 in year 2021 and 2022 of the agreement, payable as hereafter provided.

**NO\V THEREFORE**, the parties hereto agree as follows:

1. Providers responsibilities with respect to fireworks display: Provider agrees to provide all fireworks for each year as provided in their "Fireworks Display for the City of Carthage" proposal dated February 14, 2020, a true copy of which is attached hereto and incorporated herein as if set out in full; fireworks display materials, and the personnel necessary to safeguard the improvements or other property in the area of the display other than the issues for which City is responsible. Provider shall provide a Missouri State certified and licensed pyrotechnic who will deliver, set up, execute and take down the fireworks display. The pyrotechnic shall conduct a search of the grounds after the display in an effort to locate and dispose of any unexploded fireworks. The scope and extent of such search shall be dependent upon the weather conditions, time of the completion of the display, etc. Provider shall design a program to be used in conjunction with said fireworks. Provider shall comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks, and obtain all necessary permits and shall be responsible for the cost thereof and present said permits to the Fire Chief upon signing of contract.
2. City's responsibilities with respect to fireworks display: City agrees to (a) provide a sufficient area for the display, including a minimum spectator set back as determined by Provider, (b) provide protection of the display area to prevent unrestricted access by unauthorized persons by a means it shall determine is adequately designed for that purpose, (c) arrange adequate police or other protection to prevent spectators from entering the display area, administer proper crowd control, parking supervision, etc., and (d) arrange fire protection and emergency medical care for the health and safety of spectators and the public.

3. Compensation to Provider: City shall pay to Provider the amount of \$14,950.00. One half of sum, (\$7,745.00), shall be paid upon signing of contract, and the remaining amount, (\$7,745.00), shall be paid to Provider within ten days following the presentation of the display. The City shall have the right to negotiate extra shots for each year's display with the cost added to the base amount. The City shall have the right to determine the option of the \$11,975.00 show or the \$14,950.00 in 2021 and 2022 as detailed in supplied proposals form 2/14/2020.
4. Weather, election to postpone/cancel: The parties understand that weather may prevent the ability to perform the fireworks display. In the event inclement weather is present on the day the display is scheduled to occur, the event may be cancelled by mutual agreement by the parties and rescheduled the next day with no additional charges. In the event the display is cancelled due to weather, provider shall be paid 15% of the cost of the fireworks display for preparation labor and travel expenses IF the display is rescheduled on any day other than the day after or the day before the date of display. The fireworks display shall not be performed in the event any government body or agency with authority in regard to the fireworks shall direct, in writing or otherwise, that the display should not occur. The event will then be rescheduled, Provider shall return within thirty days the full amount Provider was paid, minus the 15% for preparation labor.
5. Insurance: Provider is required to provide at its expense liability insurance coverage to cover liability associated with the fireworks display. Such coverage shall name City as an additional insured. Provider shall provide worker's compensation insurance on its employees. All insurance policies required shall be provided to the Parks & Recreation Director no later than June 15, 2021.
6. Liability:
  - a. Performance: Provider shall not be liable for any faulty performance of equipment or products that could not reasonably have been discovered prior to the commencement of the fireworks display. Provider shall use its best efforts to ensure that the display will proceed as planned.
  - b. Harm to third parties or property: Provider shall not be liable for harm to any spectators, third parties, or improvements or property in the vicinity of the fireworks display except for negligence. Provider covenants that it will use its best efforts to avoid any such harm and that it will obtain insurance coverage to cover any such harm pursuant to the foregoing section.
  - c. Indemnification: Provider agrees to indemnify and hold City harmless for any liability to third parties caused in whole or in part by a failure by City to perform its obligation hereunder.
7. No partnership or joint venture: The parties agree that Provider is a sub-contractor and that there is no partnership or joint venture between the parties. The manner and means of providing the display is left to the sole discretion of Provider.

## General Provisions

1. Binding Effect on Representatives and Successors: This agreement shall be binding upon and inure to the benefit of the representatives, heirs, estates, and successors and assigns to the parties hereto.
2. Entire Agreement: This instrument contains the entire agreement between the parties with respect to the transaction contemplated herein. Each party acknowledges that it is not relying upon any representation made by the other party unless such representation is contained in this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
3. Choice of Law and Forum: This Agreement shall be governed by and construed under the laws of the State of Missouri. Any suit under the terms of this Agreement may only be brought in the Circuit Court of Jasper County, Missouri.
4. Assignment: Without the prior written consent of the other party, neither party shall;
  - a. Assign, transfer, pledge, or hypothecate this agreement, the property or any part thereof, or any interest therein;
  - b. Sublet or lend the property or any part thereof.
5. Attorney's Fees: In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all other sums that either party may be called upon to pay, the reasonable sum for the successful party's attorney's fees.
6. Modification: Subsequent amendments, modifications, or releases from any provision of this agreement shall be binding only if in writing and signed by all parties.
7. Time of Essence: Time is of the essence of this agreement.
8. Severability: If a court of competent jurisdiction holds any provision of this agreement invalid, it shall be considered deleted from this agreement, but such invalidity shall not affect the other provisions that can be given effect without the invalid provisions.
9. Authority: Each party signing this agreement represents that they are fully authorized by the entity for which they are acting in executing this Agreement. Headings: Headings or titles to sections or paragraphs of this agreement are solely for the convenience of the parties and shall have no effect whatsoever on the interpretation of the provisions of this Agreement.

10. Termination: This agreement may be terminated by the City upon a sixty (60) days written notice, from the display date, to the Provider, in the event of failure of Provider to meet expectations of the Display delivered by the Provider. In the event of termination, as provided in this section, the Provider will be given sixty (60) days to meet with the City to rectify conditions that did not meet the Display conditions. If such conditions cannot be rectified, the Agreement will be terminated. Additionally, the City reserves the right to terminate this agreement in the event that the City fails to appropriate funds for performing the display. The City will notify the Provider of such within thirty (30) days of the beginning of its fiscal year. Furthermore, the Provider may terminate this agreement upon sixty (60) days written notice, from the display date, to the City, in the event the City does not fulfill all their obligations as outlined in the agreement. The City would have sixty (60) days to meet with the Provider to rectify any conditions that the Provider shows the City failed to meet. If such conditions cannot be rectified, the Agreement will be terminated.

References to Gender: Reference herein to the masculine singular shall refer to all parties that the context shall require, whether masculine, feminine, or neuter, and whether one or more. If any party or parties herein shall be corporations, all references herein to the heirs of such corporate party shall be construed to refer to the successors thereof.

**IN WITNESS WHEREOF**, this agreement has been executed this \_\_\_ day of \_\_\_\_\_, 2020.

**CITY**  
[SEAL]

**ATTEST:**

By: \_\_\_\_\_

Title: Traci Cox, City Clerk

\_\_\_\_\_  
City of Carthage, Missouri  
By, Dan Rife, Mayor

**PROVIDER**

\_\_\_\_\_  
Riverside Fireworks, LLC

By, (Name, Title) \_\_\_\_\_

**BID TABULATION**  
**2020 4th of July Fireworks Display**

Bids opened February 14<sup>th</sup>, 2020  
2:00 P.M.  
City Hall, 326 Grant Street

<u>Company</u>		<u>Meet Specifications</u>
Riverside Fireworks	\$11,975 or \$14,950	Yes

Bid Committee:  
Brian Bradley  
Kailey Williams  
Mark Peterson



BID

17023 Chamber Springs Rd  
Siloam Springs AR 72761  
p: 479.524.0014  
f: 479.524.8227

2/1/2020

**Bid To:**  
City of Carthage, MO

Show Date 7/4/20

DESCRIPTION	
Chorographed and Shot Electronically Show Fully Insured \$1,000,000.00 Policy <b>\$14,950.00</b> Approx. 25 Minute Show	
Shows and References	
City of Joplin, MO Firework Display (Done for 4 years) Contact: Paul Bloomberg (417)625-4750 Prairie Creek Marina Firework Display (Done for 2 years) Contact: Craig Smith (479)640-2189 University of Arkansas Baseball Firework Display (Done for 9 years) Contact: Jimmy Sanchez (479)575-7299	
<p>One Year Contract</p> <p>3" - 360 shots (306 Body - 54 Finale)</p> <p>4" - 288 shots (252 Body - 36 Finale)</p> <p>5" - 144 shots (126 Body - 18 Finale)</p> <p>6" - 81 shots (63 Body - 18 Finale)</p> <p>8" - 3 shots (2 Body - 1 Finale)</p> <p><b>Total Shots: 876 (749 Body - 127 Finale)</b></p>	<p>Three Year Contract</p> <p>3" - 432 shots (360 Body - 72 Finale)</p> <p>4" - 324 shots (270 Body - 54 Finale)</p> <p>5" - 162 shots (126 Body - 36 Finale)</p> <p>6" - 81 shots (72 Body - 9 Finale)</p> <p>8" - 3 shots (2 Body - 1 Finale)</p> <p><b>Total Shots: 1,020 (839 Body - 181 Finale)</b></p>
<b>Total Price \$14,950.00</b>	

Please make all checks payable to Riverside Fireworks LLC.  
If you have any questions concerning this invoice, please contact Tim Reed at tim@riversidefireworks.com

THANK YOU FOR YOUR BUSINESS!



BID

17023 Chamber Springs Rd  
Siloam Springs AR 72761  
p: 479.524.0014  
f: 479.524.8227

2/1/2020

**Bid To:**  
City of Carthage, MO

Show Date: 7/4/20

DESCRIPTION	
Choreographed and Shot Electronically Show Fully Insured \$1,000,000.00 Policy <b>\$11,975.00</b> 18 - 22 Minute Show	
Shows and References	
City of Joplin, MO Firework Display (Done for 4 years) Contact: Paul Bloomberg (417)625-4750 Recontracted 2020	
Prairie Creek Marina Firework Display (Done for 2 year) Contact: Craig Smith (479)640-2189	
University of Arkansas Baseball (Done for 9 years) Contact: Jimmy Sanchez (479)575-7299 Recontracted 2020	
One Year Contract	Three Year Contract
3" - 288 shots (252 Body - 36 Finale)	3" - 360 shots (306 Body - 54 Finale)
4" - 144 shots (126 Body - 18 Finale)	4" - 288 shots (252 Body - 36 Finale)
5" - 108 shots (90 Body - 18 Finale)	5" - 180 shots (144 Body - 36 Finale)
6" - 36 shots (27 Body - 9 Finale)	6" - 54 shots ( 36 Body - 18 Finale)
<b>Total Shots: 924 (798 Body - 126 Finale)</b>	<b>Total Shots: 1212 ( 1032 Body - 180 Finale)</b>
<b>Total Price \$11,975.00</b>	

Please make all checks payable to Riverside Fireworks LLC.  
If you have any questions concerning this invoice, please contact Tim Reed at tim@riversidefireworks.com

THANK YOU FOR YOUR BUSINESS!

***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

***MINUTES***  
***STANDING***  
***COMMITTEES***

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
THURSDAY, FEBRUARY 11, 2020  
CITY HALL COUNCIL CHAMBERS**

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

**OTHER COUNCIL MEMBERS:** None.

**OTHERS PRESENT:** City Administrator Tom Short and City Clerk Traci Cox

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Barlow, the minutes of the January 28, 2020 meeting were approved 4-0.

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

**NEW BUSINESS:**

**1. Staff Reports:**

Mr. Short reported on the status of the McGrath compensation and benefit study. CVB Director Niki Cloud attended the Budget Ways & Means meeting held on February 10 to discuss reporting requirements included in the contract. She will begin reporting quarterly on the financials of the CVB and the lodging tax revenues. Mr. Short also reported staff are looking at options for cost recovery with some city services that are provided.

**ADJOURNMENT:** Mr. Barlow made a motion to adjourn at 5:12 PM. Motion carried 4-0.

Traci Cox  
City Clerk

## PUBLIC SERVICES COMMITTEE

February 18, 2020  
City Hall Council Chambers  
326 Grant Street

Public Services Committee Members Present; Juan Topete, Ed Barlow, James Harrison,

Members Absent; Mike Daugherty

Staff Present; Tom Short, Mark Peterson, and Kailey Williams

Non-Members Present; Ceri Otero, Abi Almandinger, Jeff Steffen

At 5:30 P.M. Mr. Topete called the meeting to order.

**Mr. Barlow moved to approve minutes from the January 21st meeting. Motion carried.**

### NEW BUSINESS:

1. **Consider and discuss Fireworks Display RFP.**

Discussion on the bids for the Firework Display RFP. Mr. Peterson noted there just one submitted proposal. The proposal was from Riverside Fireworks. Riverside has been our provider for the previous 3 year contract. Mr. Peterson noted that Riverside has the approval of Chief Dagnan and Chief Williams regarding all requirements. Mr. Peterson brought up the 1 year vs.3 year contract options. Quotes of \$11,975.00 and \$14,950.00 were proposed by Riverside. Mr. Harrison asked about the pricing being the same on each quote for a 1 year vs 3 year contract. Mr. Barlow pointed out the different sizes of shells and the different amount of shells. Riverside is providing more shells in a 3 year commitment vs a 1 year commitment at the same price. The committee asked Mr. Peterson, which one he suggested and he indicated 3 years. Everyone wants to provide a good show for the community.

**Mr. Harrison made a motion to accept the Riverside Fireworks contract for 3 years at \$11,975. Mr. Barlow indicated he would vote yes for the \$11,975 but noted his preference would be the \$14,950. Mr. Harrison rescinded his motion and discussion was opened back up.** Mr. Barlow stated he would like families attending the show to leave with an impression of Carthage that is positive. Discussion evolved around how to provide a better show and possibly more activities for families. Mr. Peterson stated he will be working with Niki Cloud to help create family activities.

**Mr. Barlow made a motion to accept the Riverside fireworks show for 3 years at \$14,950 for year one with the option of scaling back to \$11,975 for**

**year 2 and 3. Scaling back would be based on the 2020 show. If the reaction to the show is acceptable we continue on with \$14,950 for year 2 and 3.**  
**Motion Carried**

**2. Consider and discuss 2020 Kids Fishing Day at Kellogg Lake.**

Mr. Topete noted everything would stay the same with Kids Fishing Day such as safety and regulations. Nothing will change and the Department of Conservation will stock the lake prior to Kids Fishing Day and the Parks Department would close the lake week before. The new gates would be used to block roads and access,

**Harrison made a motion to provide Kellogg Lake for Kids Fishing Day on June 13<sup>th</sup>.**

**Motion Carried**

**3. Consider and discuss 2021 Budget Goals and Priorities relating to Level of Services provided by Carthage Parks and Recreation Department.**

Mr. Peterson asked the committee for direction with groups that the City of Carthage contracts with for use of parks and facilities. Mr. Peterson discussed several situations related to these contracts that do not appear to be in the best interest of the City of Carthage. Some contract holders have felt they have the ability to rent our fields and facilities to other groups looking for fields and facilities use during their contract time. Mr. Peterson noted this is not the intent of these contracts. Some contracts involve utility payments. Some contracts provide utilities to be put into the names of contract holders. Mr. Peterson noted this implied to some contracted groups that they have significant authority over the facilities related to their contract. Mr. Peterson stated that the Park Department should be the authority taking control over schedules for use of fields outside of contractual agreements. Mr. Peterson stated these contracts need to be cleaned and need language related some of these specific situations. While there cannot be a uniform contract for all due to the nature of the programs and facilities there will need to be better clarity on these circumstances. We have contracts with individuals operating a private business and we have contracts with organizations providing significant recreational needs to youth and adults. These would need to be looked at separately. Some contracts have annual renewal and some contracts automatically renew. Several of the automatic renewals are out of date and need attention. Mr. Peterson asked for direction related to cost recovery in these contracts due to the 2021 Budget Goals and Objectives. Mr. Barlow suggested cost recovery with the new contracts should be analysed. Mr. Short noted the idea of contracts be more standard and uniform to giving all a better understanding. Mr. Peterson went on to talk about a component of the upcoming Parks & recreation Master Plan process encompassing cost recovery analysis and user fees. Mr. Peterson indicated he will be working with contracted groups for their services. New contracts will be brought forward with recommendations supplied addressing issues. These contracts will be on agenda

of upcoming PSC meetings.

### **Staff reports**

Mr. Peterson updated progress on Pickleball courts at Griggs Park. Concrete quotes have been received from 3 providers. 2 are within these budget outline.

HERE 4 Carthage has received all supplies for the Community Gardens. Chanti Beckham will be starting to build this week. Water lines will be installed this week by Park department staff.

Kellogg gate posts are set and ready for the gates to be installed within the next 3 weeks.

Proposals for the Carthage Parks & Recreation Master Plan were received on 2/14/20. 7 proposals were received. Proposed fees ranged from \$89,000- \$133,000. These proposals will go through the outlined selection process. Interviews will be scheduled beginning 3/1 for those selected from the selection committee.

Memorial Hall- Fencing will be installed this week around the dumpster, access will be available with a gate.

Golf Course numbers were down for January. This was primarily due to bad weather during peak time weekend traffic. All area courses are currently behind on forecasted rounds and revenue.

**Mr. Topete moved for adjournment.**

**Meeting adjourned at 6:15 P.M.**

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

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

The Carthage Public Library Board of Trustees met Tuesday, January 14, 2020 in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Peggy Ralston, President.

### **Roll Call**

Board Members present were: Donna Maggard, Eric Putnam, Gary Cole, Kevin Johnson, Peggy Ralston, Miriam Putnam, Carrie Campbell and Justin Baucom. Also present was Library Director Julie Yockey. Board member Sandy Swingle was absent.

### **Minutes of Last Meeting**

There were no changes to the minutes of the last regular meeting. A motion to approve the minutes of the regular session of December 10, 2019 was made by Mariam Putnam and seconded by Gary Cole. Motion passed unanimously.

### **Financial Report**

Attached. Discussion included: (1) Insurance cost is over budget due to the change to MOPERMS and a slightly higher cost than budgeted. However this is all we should be over for the year. (2) Property tax revenue is starting to come in. (3) Parks and Storm Water revenue was \$40k. This revenue stream could improve if the City passes the on-line sales tax proposal. (4) Julie has no budget concerns.

### **Director's Progress and Service Report**

Attached. Discussion included: (1) the audit was completed on time and sent to the state. Offered for Rebecca to present to the board however she declined saying there was no need to do this. (2) Julie presented a change to the circulation policy to allow for digital library cards to be used. Kevin Johnson moved to accept. Miriam Putnam seconded. Motion passed unanimously.

### **Youth Services Progress and Services Report**

No report.

### **President's Message**

No report.

### **Council Liaison's Report**

No report.

### **Committee Reports**

**Building Committee** – Gary reported: (1) the building committee held their regular bi-weekly meeting with the contractor and architect for the building project. We have a schedule. It is not exactly clear how many weather days are built in but the project appears to be on schedule. They will probably pour the slab the week of January 20, 2020 (weather permitting). There was one change order costing \$1,800 to allow for a washer and dryer hook-up. Overall the project is still within budget. (2) Roof update. There are two (2) new leaks. The general contractor had agreed to fix these issues but has since reverted to working with the original sub-contractor from Kansas City. The building committee has refused to meet or continue to work with the original sub-contractor due to past experience and it was understood there was a commitment by the general contract to get the issue(s) fixed. After discussion Gary Cole moved to invoke the construction bond. Eric Putnam seconded. Motion passed unanimously. Gary will contact the bonding company.

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

**Budget Committee** – No report.

**Community Relations** – No report.

**By-Laws** - No report.

**Library Gardens** – A committee was formed to begin looking at a landscaping plan for the new building. Money has been budgeted.

**ADA Compliance** – No report.

**Communications** – Eric Putnam shared a complaint about the library he had received from a patron. The board appreciated the input and both Julie and Peggy offered to meet with patron to discuss further.

**Unfinished Business**

No report.

**New Business**

No report.

**Payment of Bills**

No report.

**Other New Business**

No report.

**Adjournment**

Gary Cole made a motion to adjourn. Justin Baucom seconded. Motion passed unanimously. Meeting was adjourned at 6:12 pm.

Respectfully submitted,



Kevin Johnson  
Secretary-Treasurer

# Carthage Chamber of Commerce Board of Directors

Thursday, January 23, 2020

## Members present:

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

## Members present:

Reed Hoagland  
Jeanette Clem  
Becky Andrews  
Paul Eckels

## Members absent:

John Lenahan  
Manny Maturino

## Liaisons present:

Niki Cloud, liaison

## Liaisons absent:

Mike Daugherty, liaison  
Jim Benson, liaison

## Staff present:

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

## I. Call To Order

Roy Mason called to order the regular meeting of the Board of Directors Meeting at 11:30am on January 23, 2020 at the Gaderian. New Board members Jeanette Clem and Reed Hoagland were introduced along with the Executive Committee for 2020.

## II. Consent Agenda

Dr. Jon Hafner motioned to accept consent agenda with a second from Scott Watson

## III. President's Report

Eggs & Issues Legislative Update was announced along with tentative date of March 31, 2020 for the Carthage Candidate Forum. Carthage Technical Center (CTC) will go on the April ballot to continue current tax levy. First Maple Leaf Festival (MLF) planning meeting is set for February 6, 2020.

## IV. Partner Reports

- a) CVB: Niki Cloud reported preparation has started for Food Truck Friday and CVB will be submitting 2 budgets in anticipation of CVB/CC merger. Several entities joined together to submit Carthage to the HGTV show "Hometown" for potential community makeover.
- b) Ministerial Alliance: Jeremiah Johnson not present.

## V. Jasper County Report

Jasper County Courthouse is being emptied for its renovation beginning in February.

## VI. New Business

President Elliff discussed the need to update signature cards on Southwest Missouri Bank and Community National Bank & Trust accounts for Executive Committee. Those authorized to sign are the Chair (Roy Mason), Vice Chair (Elizabeth Simmons), Treasurer (Kim Fullerton) and President/Secretary (Mark Elliff). Past Chair Steve Willis will be removed from the account as he is

no longer serving on the board. Motion to update cards made by Scott Watson with second by Jeanette Clem. Motion passed. A 4% annual retirement contribution for Chamber employees is distributed quarterly and was presented to the Board for approval. Motion made by Jeanette Clem to approve with second by Reed Hoagland.

## **VII. Strategic Planning**

### **a. Discussion of Economic Development Contract 2020-2021**

Blake Benson, President of Pittsburg, KS Chamber of Commerce facilitated the strategic planning session. The top priority identified was meeting conditions of the current ED contract by setting priorities and goals to be determined by both Economic Development and City administration to better meet conditions of the contract. This included focusing on strengthening the relationship between ED and the City. Consensus was all parties should work together so starting or growing a business within Carthage is easier than current state. Scott Watson suggested a meeting should be held between ED, the City and CWEP to determine ED goals, and how they're to be met. President Elliff agreed to schedule. Reed Hoagland shared the ease of Leggett & Platt expansions were due to President Elliff work and expertise with ED. The same was stated by Paul Eckels regarding the Schreiber expansion.

b. Vision and Mission Statement Review – consensus is to leave as is

### **c. Priorities In 2020:**

1. Focused attention on ED goals and relationship
2. Chamber to consider affinity programs
3. Bundled sponsorships
4. Restructure of Chamber membership dues
5. Enhance Chamber website
6. Inventory and assessment of Chamber services
7. Reassess event offerings
8. Improve community aesthetics (supported by Vision Carthage)

d. Creation of Chamber foundation - board is in support of this

## **VIII. Adjourn**

Motion to adjourn made by Roy Mason and second by Scott Watson.

# CWEP BOARD MEETING MINUTES

February 20, 2020

The Carthage Water & Electric Plant Board met in regular session February 20, 2020, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

**Board:**

- |  |  |
|--|--|
| <input type="checkbox"/> Neel Baucom- President                    | <input checked="" type="checkbox"/> Brian Schmidt - Member |
| <input checked="" type="checkbox"/> Danny Lambeth -Vice President  | <input checked="" type="checkbox"/> Ron Ross – Member      |
| <input checked="" type="checkbox"/> G. Stephen Beimdiek -Secretary | <input checked="" type="checkbox"/> Pat Goff - 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"/> Megan Stump- Executive Assistant       | <input checked="" type="checkbox"/> Stephanie Howard-Director of Business & ED |
| <input type="checkbox"/> Meagan Milliken-Customer Relations Mgr.           |  |

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

**ADDITIONS/CHANGES TO THE AGENDA:**

General Manager Bryant introduced newer employees: Simone Sneed- Customer Service Representative; Jessie Smith- Customer Service Representative; Katie Reynolds- Customer Service Representative; and Bruce Hale- Power Plant Operator. The Board welcomes these new employees.

**APPROVAL OF MINUTES:**

A motion by Beimdiek and seconded by Schmidt to approve the minutes of the regular meeting of January 16, 2020 as presented passed unanimously.

**APPROVAL OF DISBURSEMENTS:**

A motion by Goff and seconded by Beimdiek to approve disbursements for January in the amount of \$2,833,252.17 passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent presented the financials for December noting that the net income for the utility combined was ahead of both budget and prior year. The trend continues year to date with net

income coming in an 57% higher than budget and 6% higher than prior year. Operating revenues for all departments were higher than budget for the month and operating expenses were lower than budget for all departments both for the month and year to date. She noted that for the year to date power and water loss percentages came in at 3.52% and 11.65%, respectively.

A motion by Ross and seconded by Goff to approve January financials passed unanimously.

**COMMITTEE REPORTS:** None.

**CITIZEN'S PARTICIPATION PERIOD:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**CONSIDERATION OF RETIREMENT RESOLUTION FOR VLADIMIR VAVILOV**

General Manager Bryant acknowledged the retirement of Scada Technician Vavilov, reading a resolution in his honor. GM Bryant thanked Vavilov for his 10 years of faithful service. Vavilov expressed his appreciation to the Board and the company.

A motion by Goff and seconded by Beimdiek to approve the retirement resolution for Vladimir Vavilov passed unanimously.

**CONSIDERATION OF REPLACEMENT BUNDLE FOR LUBRICATING OIL COOLER**

General Manager Bryant reported a formal request was advertised and issued to four vendors for the purchase of a replacement lubricating oil cooler for the Power Plant. Bids received were from Industrial Process Systems, Scotts Best Radiator, and Thermal Engineering International. Past performances from Industrial Process Systems have proven successful and have efficiently served the needs of CWEP on other projects. GM Bryant recommends that Industrial Process Systems be awarded this purchase in the amount of \$32,945.00.

A motion by Ross and seconded by Beimdiek to approve the purchase of a replacement lubricating oil cooler in the amount of \$32,945.00, passed unanimously.

**CONSIDERATION OF NORTH WING ROOF REPLACEMENT AT CENTENNIAL COMPLEX**

General Manager Bryant noted a formal proposal request was issued seeking qualified contractors to remove and replace an existing roof area on the north wing of the Centennial Complex. Proposals received were from Phillip Camerer Roofing, Joplin Roofing, and Daniel

Cowin Construction. GM Bryant recommends awarding the roofing project to Phillip Camerer Roofing in the amount of \$92,000.00.

A motion by Beimdiek and seconded by Ross to approve the purchase of the North Wing Roof Replacement at Centennial Complex in the amount of \$92,000.00, passed unanimously.

#### **CONSIDERATION OF COLLECTION SYSTEM REHABILITATION- 2020 CIPP**

General Manager Bryant gave a brief overview of the work Visu-Sewer has done in the past with cleaning sewer lines. He recommends to move forward with this project in the amount of \$404,242.50.

A motion by Ross and seconded by Beimdiek to approve the scope of services of Visu-Sewer in the amount of \$404,242.50 for the rehabilitation of mains and manholes, passed unanimously.

#### **STAFF REPORTS:**

General Manager Bryant informed the board on the natural gas market. He gave updates on Sikeston and Plum Point. GM Bryant reported staff has been working hard on the AMI project, currently evaluating bids. Bryant acknowledged Executive Assistant Stump on her efforts with the United Way campaign this year, receiving an award for increasing employee contributions from last year by 110%.

CFO Nugent reported staff is working on getting a kiosk installed in the drive thru, she also noted she is working on budget and looking at rates.

General Counsel Ludwig announced the RPS scores were released and CWEP once again achieved a diamond designation with a 100% score.

Director of Power Services Emery gave an update on transformer 2-1.

Director of Water Services Choate noted Wastewater Treatment Plant upgrades have begun. He also gave a PCE update.

Director of Business and ED Howard gave an update on the distribution center.

#### **BOARD MEMBER COMMENTS:**

Liaison Collier reported there will be not be a vote on use tax on April's ballot, he added they are currently working on budget.

At 5:33 p.m. the meeting adjourned.

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President – Neel Baucom

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Secretary – Steve Beimdiek

***AGENDAS  
STANDING  
COMMITTEES***

PUBLIC SERVICES COMMITTEE  
TUESDAY FEBRUARY, 18<sup>TH</sup> 2020  
5:30 P.M.  
CITY HALL SECOND FLOOR CONFERENCE ROOM  
326 GRANT STREET

**Old Business**

1. Consider and approve minutes from previous meeting.

**CITIZENS PARTICIPATION**

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

**New Business**

1. Consider and discuss Fireworks Display RFP.
2. Consider and discuss 2020 Kids Fishing Day at Kellogg Lake.
3. Consider and discuss 2021 Budget Goals and Priorities relating to Level of Services provided by Carthage Parks & Recreation Department.

Staff reports

Other Business

ADJOURNMENT

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

Posted: \_\_\_\_\_

By: \_\_\_\_\_

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

February 25, 2020

5:00 PM

Carthage City Hall

Council Chambers

**Old Business**

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

**Citizens Participation**

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

**New Business**

1. Staff Reports

**Adjournment**

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

Posted \_\_\_\_\_

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# City of Carthage



**NOTICE OF MEETING**  
**Public Safety Committee – Agenda**  
Monday February 24, 2020  
5:30 p.m.  
Carthage City Hall – Upstairs Conference Room  
326 Grant, Carthage MO 64836

## TENTATIVE AGENDA

### OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

### CITIZEN PARTICIPATION

1. Carthage Water & Electric Annual Tower 2 Tower Run – Meagan Milliken
2. City Sidewalks – Abi Almandinger

### NEW BUSINESS.

1. Staff reports
  - a. Fire Department
  - b. Police 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:** \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***



CARTHAGE  
PUBLIC LIBRARY

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

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, February 11, 2020 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM  
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Multipurpose Building update

Update on roof

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

**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

FEBRUARY 18, 2020

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER  
PRAYER  
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS  
    ♦ **Recorder of Deeds-Surplus Copy Machine**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
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 FEBRUARY 14, 2020 AT 4:00 P.M.

(RSMO 610.020)



**Board of Directors Meeting**  
**Thursday, February 20, 2020**  
**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. Consent Agenda Items
  - a. Approval of January Minutes
  - b. Financial Report
  - c. Membership Report
  - d. Committee Reports
    - i. Membership
    - ii. Ambassadors
    - iii. Banquet
    - iv. Carthage Leading Ladies
    - v. Maple Leaf
    - vi. Marketing/Expo & Home Show
    - vii. CEL
3. Partner Reports
  - a. CVB - Niki Cloud
  - b. Ministerial Alliance – Jeremiah Johnson
4. Chairman's Report
5. President's Report
6. City of Carthage Report
7. Jasper County Report
8. Old Business
  - a. As needed
9. New Business
  - a. Public Policy Recommendation
10. Other Business
11. Strategic Planning Discussion

- 12. Upcoming calendar items (handout)
- 13. *Next Meeting - Thursday, March 19, 2020*
- 14. Adjourn

POSTED: \_\_\_\_\_ BY: \_\_\_\_\_

**2020 Board of Directors meetings total = 1**

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

# CITY OF CARTHAGE

Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: 3/2/2020

Place: City Hall Chambers  
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by: CANCELLED

Request type: CANCELLED

Project Location: CANCELLED

Reason for Hearing: CANCELLED

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

### Commission Members

<b>Voting Members:</b>	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Levi Utter	502 E Centennial	417-540-6565
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

<b>Non-Voting Members:</b>	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

<b>Staff:</b>	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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**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  
FEBRUARY 25, 2020  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PRAYER
  - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
  - ◊ **Connect2Culture-Clifford Wert-Update on Harry M. Cornell Arts & Entertainment Complex.**
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ◊ **Appoint Randy Bell and Brent Westhoven to the LEST Grant Board.**
  - ◊ **Discuss Hiring an Architect and Construction Manager at Risk for the Construction of the New Jasper County Highway Maintenance Facility.**
10. PUBLIC HEARINGS

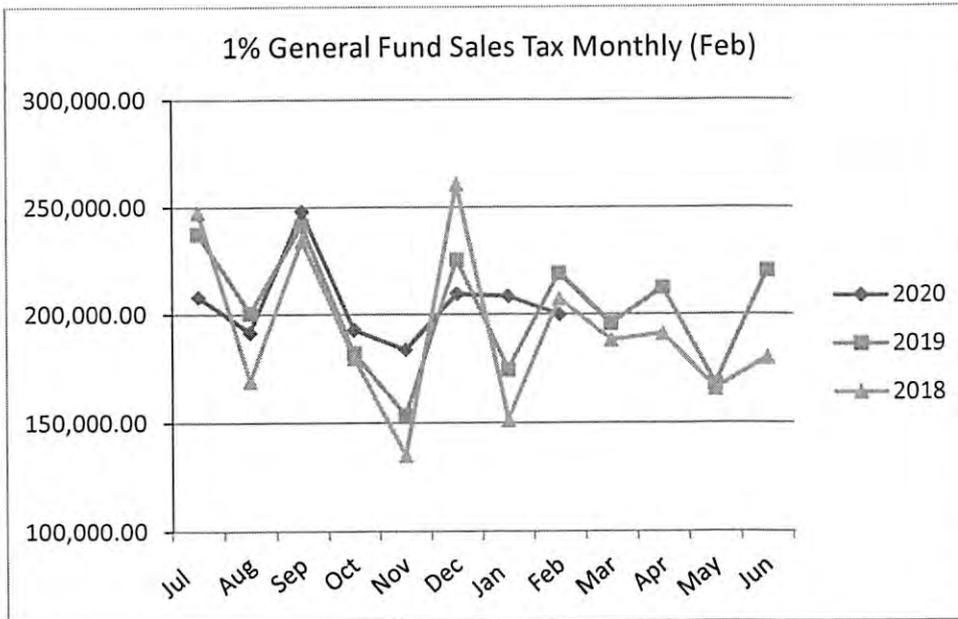
PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

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 FEBRUARY 21, 2020 AT 4:00 P.M. (RSMO 610.020)

***CORRESPONDENCE***

# City Administrator's Monthly Report (January 2020)



Sales Tax Receipts Fiscal YTD	
Fund	FY 2020
General	\$ 1,641,561.54
Transportation	\$ 781,967.18
Capital Improvements	\$ 781,967.15
Fire	\$ 780,876.12
Parks/Stormwater	\$ 390,937.29
<b>Total</b>	<b>\$ 4,377,309.28</b>

Building Permits	Month January	Month Value	Year-to-Date	Y-T-D Value
Res.-Single Family Addn.	3	\$30,200	17	\$219,394
Res.-Single Family Alt.	1	\$2,500	11	\$130,805
Res.-Single Family New Const.	1	\$74,008	9	\$1,115,005
Commercial Adn, Remod & New	2	\$65,000	8	\$1,419,000
Electrical Permits	21	\$1,825	111	\$5,900
Plumbing Permits	13	\$625	56	\$3,370
Roofing Permits	4	\$100	89	\$2,375
<b>Total Permits &amp; Fees</b>	<b>57</b>	<b>\$18,904</b>	<b>401</b>	<b>\$158,506</b>

### Business/Occupation Licensing

Occupation Licenses	December 2019	Previous Year
New Applications	* See note	na
Renewals		na

Total Licenses		460
Payments Received	\$65,833	\$120,026

\*Licenses are renewed by January yearly.

**Departmental Numbers of Interest:**

<b>Public Safety</b>		
<b>Police</b>	January 2020	Y-T-D
Number of Calls Dispatch	2,306	15,963
Number of Traffic Stops	458	3,188
Number of Arrests	315	2175
<b>Taxi</b>		
Number of Rides	1,477	9,061
<b>Fire</b>		
Number of Calls	44	414
Number of Medical Calls	20	173
Number of Residential Fire Calls	0	7
<b>Public Works</b>		
<b>Streets</b>		
Number of Blocks paved	0	0
Number of Utility Cut Repairs	18	172
<b>Parks &amp; Recreation</b>		
<b>Parks</b>		
Number of Parks/Facilities	18	126
Number of Acres Maintained	70	490
Number of		
<b>Civil War Museum</b>		
Number of Attendees	215	2626
<b>Memorial Hall</b>		
Number of Auditorium Rentals	7	75
Number of Other Rentals	134	927
<b>Golf</b>		
Number of Rounds	389	10.423
Amount of Revenue	\$5,965	\$216,850
<b>Economic Development</b>		
See December 2019 report		
<b>Tourism CVB</b>		
No Data	No Data	

**Narratives: TIDBITS**

Departments are starting the Five-Year CIP program for FY 2021-2025, and the operating budgets for Fiscal 2021. All Departments have also completed their PDQs, which have been forwarded to the salary study consultants.

**Administration;**

- Staff has been working on, and continues to work on the City's Health Insurance plan, including; negotiations on premium renewal quotes, plan elements, and the Wellness Program.
- Staff has met with Insurance consultants regarding the City liability program, to generate economies and efficiencies throughout the plans.
- Staff continues to communicate with MOSIP about program parameters and specifics regarding users of the program.
- Staff continues to monitor legislation effecting operations of Municipal Court.
- Staff is working on the next budget adjustment for Budget Committee consideration. The City has only approved one ordinance this year to adjust the budget. The majority of these are housekeeping.
- It was reported that the Department of Revenue is re-opening its Joplin office. This should make it easier for staff to communicate about tax issues.

**IT;**

- The IT Manage is still focusing on learning the City's needs and working with Pearson Kelly acquiring knowledge about the system as well as addressing the EOL issue of Windows 7.
- A number of licensing of software issues have arisen and are being reviewed/addressed.
- As the City's reliance on the computer system increases, so will costs associated with it.

**Parks & Recreation;**

- The new Parks & Rec Secretary (Kaylee Williams) has started employment with the City. She replaced Lorie Neubert who retired a short time ago.
- Parks & Rec staff are in the process of reviewing contracts for services or regarding City facilities. Staff will be following Budget Goals and Priorities adopted by the Council.
- Responses to the Master Plan RFP came in February 14, 2020. A sub-committee has been established to review these (7) proposals and come back with a recommendation to the full Committee. Initial costs range from about \$89,000 to \$133,000.
- Fireworks bids for the 4<sup>th</sup> of July were opened and are on the council agenda for February 25, 2020 for consideration.
- The realignment of functions in Parks & Recreation/Golf Department continues. This includes using Memorial Hall for the administrative functions of the department. Some of these include personnel issues.
- Vision Carthage is planning on meeting with MODOT regarding improvements to the inside of the roundabouts.
- Budget adjustments being considered include repairs/replacement of the Pool pump and the fountain in the pond at the Golf Course as well as the parks Master Plan.

**Public Safety/Fire;**

- The Fire Department is continuing communications regarding the ISO rating process.

- The Chief is reviewing the use of HGAC as a vendor for the budgeted Fire truck in this year's budget and is filing the necessary paperwork for the company.
- With the retirement of the Deputy Fire Chief, various evaluations and promotions are being reviewed to fill the vacant position(s).
- Flood gates to prevent citizens from entering areas prone to flooding (specifically at Kellogg Lake) during rain events have been constructed by P&R and have been mostly installed. The County is also being visited with concerning areas in the County that need similar improvements.

#### **Public Safety/Police;**

- The Butterball crossing has had additional comments/changes proposed by their attorneys. This Council Bill will be reconsidered at the February 25, 2020 meeting.
- the department is looking at hiring another (3rd) SRO for School;
- A budget adjustment will be necessary regarding the Council approved contract with Morris Strom for maintenance of the radio system.
- As has been reported by the Chief, the department has been extremely busy with a number of incidents affecting the community
- It is anticipated the March Public Safety meeting will include continued discussion on Breed Specific dog legislation.
- The Taxi bus (with the hydraulic lift) is currently out of service due to needed repairs for the lift. Due to the nature of the repairs, the taxi may not be available for a little while.

#### **Public Works;**

- Rick Benson's housing project on Robert Ellis Young Dr. is proceeding. A number of the construction pads have framing on them.
- Public Works staff has conducted a pre-construction meeting with Schreiber regarding their expansion project.
- The MOU and the lot split for the Schreiber project will appear on the March 10, 2020 Council meeting agenda.
- Public Works staff has had communications with the County's Project manager regarding the Jail expansion project, which should be starting in the next couple of months.
- The Fairview Ave. project is essentially finished.
- Public Works staff will also be working with the parks Department on a number of capital projects included in the current budget.
- There are a couple of potential annexation projects in the process, which could develop into additional residential development in the City.

## Tom Short

---

**From:** Missouri Municipal League <info@mocities.com>  
**Sent:** Friday, February 21, 2020 2:10 PM  
**To:** Tom Short  
**Subject:** MML Legislative Alert and Capitol Report: February 21, 2020

**CAUTION:** This email originated from outside of the organization. Verify all requests or information before clicking any links.

[View this email in your browser](#)



### **Second Session of the 100th General Assembly**

**Date: February 21, 2020**

**Immediate Action Needed**

SB 526, the bill that significantly reduced municipality video (cable) franchise fees is currently at the top of the Senate perfection calendar and could come up for a vote by the entire senate as soon as next week.

Please contact your senator on Monday, February 24 (Senate has adjourned for the week) and explain the effect SB 526 will have on your city. Urge your senator to oppose the bill when it comes up for a vote on the senate floor.

The video (cable) franchise fee bill:

- Limits municipalities from collecting a video service provider fee (cable franchise fee) of more than five percent on the first forty dollars of a customer's bill;
- Prohibits municipalities from charging linear foot fees.

Below are talking points for SB 526:

- The public rights of way (PROW) are an easement granted by individual property owners to the municipalities to construct and maintain public streets. These streets provide ingress and egress to private property. Placing essential public utilities (water, sewer, electric, gas and telephone service) has, over time, become an auxiliary use of the PROW. Cable television services are not a utility or an essential public service.
- Providing cable providers with the ability to use the PROW saves the cable television industry hundreds of millions of dollars because they do not have to acquire easements from individual property owners.
- Municipalities (taxpayers) expend significant amounts of municipal revenue each year to maintain, police and coordinate the use of the PROW.
- SB 526 will reduce our city revenue by \$\_\_\_\_\_per year.
- This reduction in revenue will impact our management of the public's rights of way and shift the cost to the taxpayers of our city.
- The video franchise fee is not a direct fee on the customer. It is a fee on the cable companies for the use of the right of way.
- To save money and time, cable companies came to cities (in the 1970s and 1980s) with a proposal; grant us permission to use the public's ROW and we will abide to the provisions of a local franchise agreement and pay a franchise fee. The cable industry has used the FCC and now the Missouri General Assembly to renege on this agreement with communities.
- Cable companies are using the value of public's ROW to bolster their worth. This appears to be use of public property for a private use. The Mo Constitution, Art. 3 Section 23, prohibits the use of public property without compensation. Five percent of forty dollars times number of subscribers is not compensation for a corporation's million/billion-dollar assets.
- This bill does nothing to level the playing field for the cable industry.
- Will subscriber bills go down? No guarantees?
- When was the last time the Missouri General Assembly took away another political subdivision's revenue to "bail out" or "level the playing field" for a private commercial enterprise?

### **Local Government (Municipal and County) Expenditure Database**

The House third read and passed HB 1933, sponsored by Representative John Wiemann (O'Fallon). The bill now heads to the Senate for further consideration. HB 1933 establishes the "Missouri Local Government Expenditure Database." A municipality or county may voluntarily participate in the database or be required to participate by a citizen-initiated petition. The database includes extensive information about a municipality's or county's expenditures and the

vendors to whom payments were made.

After no debate, the House passed the bill by a 133-17 vote.

### **Capturing Use Tax on Out-of-State Purchases (Wayfair Legislation)**

While there was no official activity this week on the Wayfair issue, there was a lot of behind-the-scenes work in the Senate. Senator Koenig's (Manchester) bill, ([SB 648](#)), made it onto the Senate Perfection Calendar before [SB 529](#), sponsored by Senator Cunningham (Marshfield). It appears that

[SB 648](#) will be debated on the senate floor first. [SB 648](#) contains a rollback provision that MML opposes. However, a significant amount of progress was made this week and it appears likely that the rollback provision will be coming out of the bill on the senate floor.

The Senate Local Government Committee met to hear [SB 652](#), sponsored by Senator Crawford (Buffalo). The bill modifies ballot language required for the submission of a local use tax to voters by including language stating that the approval of the local use tax will eliminate the disparity in tax rates collected by local and out-of-state sellers by imposing the same rate on all sellers. The MO Municipal League, City of Joplin and City of O'Fallon provided supporting testimony. There was no opposing testimony. We expect this bill to be voted on by the Committee next week.

### **Breed Specific Dog Ordinances**

The House Judiciary Committee met in executive session to consider [HB 2241](#) and [HB 2244](#), sponsored by Representatives Gregory (St. Louis) and Hicks (Dardenne Prairie), respectively. The bills prohibit villages, towns, and cities from regulating dogs in a breed-specific manner. After considerable debate the Committee passed the House Committee Substitute for HBs 2241 & 2244 by a 16-1 vote.

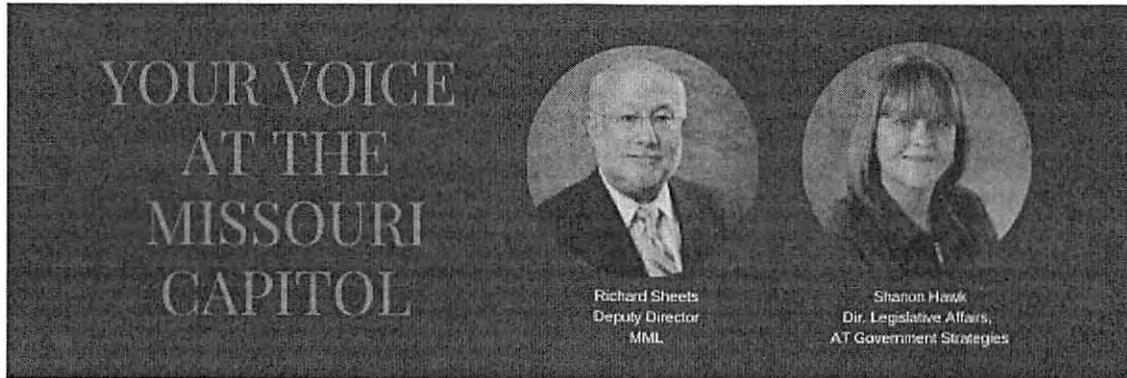
### **Targeted Industrial Enhancement Zones**

The House Economic Development Committee met to consider [HB 1695](#), sponsored by Representative Black (Marshfield). The bill allows political subdivisions to create targeted industrial manufacturing enhancement zones. Within the zones, 25 percent of state tax withholding on new jobs created is to be set aside for expansion, development, and redevelopment purposes. The sponsor's objective is to provide economic incentives for the creation of new jobs in rural parts of the state. The Committee vote the bill out of committee with a "Do Pass" recommendation by a 14-0 vote.

[Click here to see a full list of Bills of Municipal Interest.](#)

## Important Dates

- March 23-27, 2020 – Legislative Spring Break, No Session
- April 13, 2020 – Easter Break, No Session
- May 15, 2020 – Last day of the 2020 Legislative Session



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Missouri Municipal League · 1727 Southridge Dr · Jefferson City, MO 65109-2045 · USA

## Tom Short

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**From:** Missouri Municipal League <info@mocities.com>  
**Sent:** Friday, February 14, 2020 3:11 PM  
**To:** Tom Short  
**Subject:** MML Capitol Report: February 14, 2020

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### **Second Session of the 100th General Assembly**

**Date: February 14, 2020**

The House dedicated floor time on Monday afternoon to third read [HB 1963](#), sponsored by Representative Travis Fitzwater (Holts Summit). The bill modifies provisions of the Missouri Public-Private Partnerships Transportation Act to include a tube transport system, otherwise known as a hyperloop. After no debate, the House passed the bill by a 121-36 vote. The bill will now be sent to the Senate for further consideration.

On the same day, the Senate took up [SJR 38](#), sponsored by Senator Dan Hegeman (Cosby). As we reported last week, this Resolution (known as "Cleaner Missouri") modifies current law by eliminating the post of nonpartisan state demographer and giving all redistricting responsibility to the currently existing House and Senate commissions, renamed as the House Independent Bipartisan Citizens Commission and the Senate Independent Bipartisan Citizens Commission, respectively. The resolution also prohibits all gifts from lobbyists or lobbyist principals (current limit is five dollars) and reduces campaign contributions limits. After some debate, the Senate passed the bill by a vote of 22-9. It now heads to the House for further consideration.

#### **Video/Cable Franchise Fee Reduction - MML Opposes**

The Senate Commerce, Consumer Protection, Energy, and the Environment Committee held an executive session on Wednesday afternoon to consider [SB 526](#), sponsored by Senator Ed Emery (Lamar). The bill modifies provisions relating to video service providers by reducing the video franchise fee cable providers remit to municipalities, while also repealing the sunset date for the Uniform Small Wireless Facility Deployment Act. The sponsor offered substitute language restricting municipal franchise fee on the first forty dollars of a customer's bill instead of the first twenty dollars as originally proposed. The substitute also prohibits municipalities

from requiring agreement of the public rights of way and further limits "grandfathered" linear foot fees.

After a brief discussion, the Committee passed the bill by a 7-4 vote. Many officials who attended the League's Legislative Conference this week asked that we provide specific information on how each Committee member voted on the bill. Below is each committee member's vote on SB 526:

Seven ayes – Senators Jeannie Riddle (Fulton) Vice Chair; Mike Cierpiot (Lee's Summit); Ed Emery (Lamar) bill sponsor; Denny Hoskins (Warrensburg); Karla May (St. Louis); Bob Onder (St. Charles); and Bill White (Joplin).

Four noes – Senators Wayne Wallingford (Cape Girardeau), Chair; Mike Cunningham (Rogersville); Gina Walsh (St. Louis); and Brian Williams (St. Louis).

The SCS SB 526 was reported in to the Pro Tem on Thursday and can now be placed on the Senate Perfection Calendar for debate by the full Senate.

### **Capturing Use Tax on Out of State Purchases (Wayfair Legislation)**

The Senate Local Government Committee held an executive session this week to consider SB 529, sponsored by Senator Mike Cunningham (Rogersville). This is Senator Cunningham's version of the internet tax (Wayfair) legislation. It includes a provision that would require the Department of Revenue to include the use tax information on their website mapping feature that currently only provides sales tax information across the state. During the discussion, substitute language was adopted to address the St. Louis pool tax issue and modifies the cash operating expense fund. Once modified, the Committee passed the bill by a vote of 5-1 with Senator Scott Sifton (St. Louis) casting the only dissenting vote.

The Senate Ways and Means Committee convened on Tuesday morning to discuss SB 648, sponsored by Senator Andrew Koenig (Manchester). Within the bill's numerous provisions, it provides that all vendors without a physical presence in this state making sales for delivery into the state shall be required to collect and remit any sales and use tax due as if such vendor maintained a physical presence in the state. The bill requires all taxing jurisdictions that levy a use tax to reduce their sales and use tax rate to a rate to produce substantially the same amount of revenue collected during fiscal year 2020, plus 5% of such amount. Lastly, the bill provides for an individual income tax reduction of 0.3%. The MO Retailers and Grocers Association, Associated Industries of MO, MO Chamber of Commerce, Amazon, St. Louis Chamber of Commerce, Microsoft and Walmart provided supporting testimony. The MO Municipal League, City of Kansas City, MO Association of Counties, MO Budget Project and the Municipal League of Metro St. Louis provided opposing testimony. Local governments oppose this legislation because of the rollback provision but support the remainder of the bill.

The committee reconvened Thursday morning to consider voting SB 648 out of committee. During discussions, substitute language was adopted allowing municipalities some flexibility establishing their rollback benchmark. Once modified, the committee passed the bill by a 4-3 vote. We meet with Senator Koenig and his staff almost daily trying to work through this issue. There are a few Senators who have made it very clear that a Wayfair bill will not pass out of the Senate unless the state portion contains an income tax reduction and the local portion has some sort of one-time rollback.

### **Local Government (Municipal and County) Expenditure Database**

This week the House took up and perfected HB 1933, sponsored by Representative John Wiemann (O'Fallon). This bill establishes the "Missouri Local Government Expenditure Database," to be maintained by the Office of Administration. For each fiscal year beginning on or after December 31, 2022, the database must include extensive information about a given municipality's or county's expenditures and the vendors to whom payments were made. The database must be accessible by the public without charge and have multiple ways to search and filter the information. A municipality or county may voluntarily participate in the database or may be required to participate if a petition process used by its residents is used to require participation as specified in the bill. A link to the database on a municipal or county website is

required. The Office of Administration may stipulate a format for information and will provide a template for municipalities and counties to use in sending information. The bill is now in the Fiscal Review Committee for a review of its fiscal note, but it is expected to be third read and passed to the Senate next week.

### **Presumption of Occupational Disease - MML Opposes**

The Senate General Laws Committee held an executive session Tuesday morning to consider SB 710, sponsored by Senator Bill Eigel (Weldon Spring). The bill creates new workers compensation provisions relating to occupational diseases diagnosed in first responders by including mental health as an occupational disease. After no discussion, the Committee passed the bill by a vote of 6-1.

### **Transportation Funding**

The Senate also spent some time on Monday evening debating SB 539, sponsored by Senator Doug Libla (Poplar Bluff). The bill increases the tax on gasoline from \$0.17 to \$0.19 cents per gallon, and the tax on diesel fuel from \$0.17 to \$0.23 cents per gallon. Beginning one year after the effective date of the act, the taxes on gasoline, diesel fuel, and motor fuels other than gasoline or diesel fuel shall be adjusted annually for inflation. After moderate debate, the sponsor laid the bill over. It can be called up for further debate at any time.

Senate President Pro Tem Dave Schatz (Sullivan), is "floating" another idea that would fund transportation efforts regionally. Each Missouri Department of Transportation district could prioritize its transportation infrastructure needs and the voters within that district would either approve or reject a tax proposal at the ballot that would be dedicated to funding those projects. We do not know if this idea will gain any traction.

### **Prescription Drug Monitoring Program**

The House dedicated most of Wednesday to debate HB 1693, sponsored by Representative Holly Rehder (Sikeston). The bill establishes the Narcotics Control Act, also referred to as the Prescription Drug Monitoring Program (PDMP), aimed at protecting families against opioid-related overdoses. Missouri remains the only state in the nation without a statewide PDMP. Given the state's inaction, many municipalities stepped up and now 85% of Missourians already fall under some form of prescription drug monitoring. Within the bill's many provisions are criteria for medical record purging and criminal standards for individuals who disclose information from the database to third parties. The House perfected the bill by a narrow margin of 95-56.

### **Tort Reform**

The Senate had a lengthy debate on tort reform legislation this week. The tort reform measures are another priority of the Republican party and this bill ultimately took on most of the tort reform bills and became a massive package for consideration. Senate Bill 591, sponsored by Senator Bill White (Joplin), clarifies that punitive damages shall not be awarded except upon proof by clear and convincing evidence. After 5 hours of debate, the sponsor was asked to lay the bill over, but it can be called up again for further debate at any time.

### **Sanctuary Cities**

The Senate General Laws Committee also voted on SB 589, sponsored by Senator Eric Burlison (Springfield). The bill adds law enforcement policies to the definition of a prohibited "sanctuary policy." The language defines a prohibited municipal sanctuary policy to include any order, ordinance, or law enforcement policy by municipalities that: 1) violates federal law prohibiting local and state governments from enacting laws that limit communication with the Department of Homeland Security; 2) restricts the municipality's cooperation with ICE to obtain custody of individuals; and 3) prevents law enforcement officers from asking individuals about citizenship or immigration status. After no discussion, the Committee passed the bill by a vote of 5-2.

### **Trespass**

The House Judiciary Committee convened Tuesday evening to discuss [HB 1413](#), sponsored by Representative Shiela Solon (R-St. Joseph). According to the bill, a person commits the offense of trespass in the first degree if he or she knowingly or intentionally enters or refuses to leave the real property of another after having been prohibited from entering or being asked to leave the real property by a law enforcement officer if the real property is vacant real property or a vacant structure. A law enforcement officer will not be held liable for acts or omissions made in good faith under this bill.

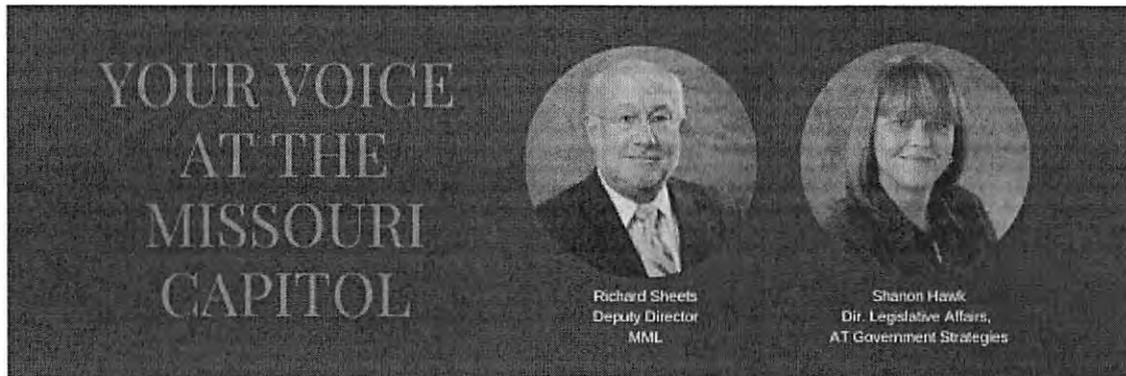
### **Breed Specific Dog Ordinances**

The House Judiciary Committee convened Tuesday evening to discuss [HB 2241](#) and [HB 2244](#), sponsored by Representatives David Gregory (St. Louis) and Ron Hicks (Dardenne Praire), respectively. The bills prohibit villages, towns, and cities from regulating dogs in a breed-specific manner.

[Click here to see a full list of Bills of Municipal Interest.](#)

### **Important Dates**

- March 23-27, 2020 – Legislative Spring Break, No Session
- April 13, 2020 – Easter Break, No Session
- May 15, 2020 – Last day of the 2020 Legislative Session



YOUR VOICE  
AT THE  
MISSOURI  
CAPITOL

**Richard Sheets**  
Deputy Director  
MML

**Sharon Hawk**  
Dir. Legislative Affairs,  
AT Government Strategies



**DRAFT**

**APPROVED**

**CARTHAGE PUBLIC LIBRARY**

**FINANCIAL STATEMENTS**

**JANUARY 31, 2020**





## ACCOUNTANT'S COMPILATION REPORT

Carthage Public Library  
612 S Garrison  
Carthage, MO 64836

Management is responsible for the accompanying financial statements of Carthage Public Library (a nonprofit organization) which comprise the balance sheet - cash basis as of January 31, 2020, and the related statements of income - cash basis for the one month and seven months then ended and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The Organization has elected to include liabilities arising from the receipt of borrowed cash and insurance proceeds and record payroll taxes that have not been deposited to the IRS, which are generally accepted modifications of the cash basis of accounting. The effects of this departure from the cash basis of accounting on the accompanying financial statements have not been determined.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and changes in net assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

*Schmidt Associates, LLC*

February 07, 2020



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 \* 401 W. 5th St. Ste. 201 Rolla, MO 64836

**Carthage Public Library  
Balance Sheet - Cash basis  
January 31, 2020**

**Assets**

<b>Current Assets</b>	
Cash in bank - treasurer's cash	\$ 489,640.94
Cash in bank - Simmons Bank	18,697.29
Cash in bank - Community National Bank	140,770.52
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>666,652.39</u>
<b>Total Current Assets</b>	<u>1,316,021.14</u>
 <b>Total Assets</b>	 <u><u>\$ 1,316,021.14</u></u>

**Liabilities and Net Assets**

<b>Net Assets</b>	
Unrestricted Net Assets	\$ 579,161.12
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	13,048.92
Debbie Putnam - Ebooks	30,139.74
Debbie Putnam - Children's section	2,000.00
Library Gardens	13,403.70
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57
Spotlight on Literacy - MOSL -2020	2,189.25
Spotlight on Literacy Grant - Local - 2020	13,778.65
Steadley Trust	2,546.16
Summer reading program - Local - 2019	75.18
Summer reading program - MOSL grant - 2019	(2,489.79)
Thelma Stanley Foundation Grant	7,012.96
Operational reserves	195,998.47
Change in net assets	<u>440,771.29</u>
<b>Total Net Assets</b>	<u>1,316,021.14</u>
 <b>Total Liabilities and Net Assets</b>	 <u><u>\$ 1,316,021.14</u></u>

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and seven months ended January 31, 2020**

Revenue	2020	Monthly	Monthly	2020	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Book sale income	\$ 157.10	\$ 250.00	\$ (92.90)	\$ 1,215.15	\$ 3,000.00	\$ (1,784.85)
Copier income	741.50	583.34	158.16	4,052.70	7,000.00	(2,947.30)
Donations	30.91	0.00	30.91	13,175.48	0.00	13,175.48
Donations-restricted	200,000.00	1,125.00	198,875.00	443,562.96	13,500.00	430,062.96
Fax income	120.60	83.34	37.26	629.40	1,000.00	(370.60)
Fine income	710.68	583.34	127.34	4,391.42	7,000.00	(2,608.58)
Interest income	1,544.66	833.34	711.32	36,919.84	10,000.00	26,919.84
Non-resident fee income	720.00	666.67	53.33	3,980.00	8,000.00	(4,020.00)
Payment for lost books	52.94	0.00	52.94	354.08	0.00	354.08
Postage income	0.00	166.67	(166.67)	4.50	2,000.00	(1,995.50)
State aid	0.00	1,000.00	(1,000.00)	4,854.79	12,000.00	(7,145.21)
Sur tax	3,511.21	1,500.00	2,011.21	3,511.21	18,000.00	(14,488.79)
Tax income	169,817.10	16,916.67	152,900.43	200,713.30	203,000.00	(2,286.70)
Tax income - Park and storm water	40,373.24	38,966.67	1,406.57	274,828.08	467,600.00	(192,771.92)
Miscellaneous income	0.00	166.67	(166.67)	1,708.72	2,000.00	(291.28)
Other income	37.31	166.67	(129.36)	628.10	2,000.00	(1,371.90)
Total revenue	<u>417,817.25</u>	<u>63,008.38</u>	<u>354,808.87</u>	<u>994,529.73</u>	<u>756,100.00</u>	<u>238,429.73</u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and seven months ended January 31, 2020**

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
<b>Operating Expenses</b>						
Salaries	51,809.68	40,509.66	(11,300.02)	290,479.84	485,116.00	195,636.16
Lagers	2,686.76	1,959.91	(726.85)	14,983.99	23,519.00	8,535.01
Insurance - health	700.00	1,250.00	550.00	6,236.92	15,000.00	8,763.08
Payroll taxes - FICA	3,963.91	3,042.91	(921.00)	22,225.15	36,515.00	14,289.85
Total payroll expenses	59,160.35	46,762.48	(12,397.87)	333,925.90	561,150.00	227,224.10
Employee goodwill	137.00	250.00	113.00	2,744.64	3,000.00	255.36
Advertising	384.90	83.33	(301.57)	384.90	1,000.00	615.10
Audio-visuals	16.49	166.66	150.17	619.31	2,000.00	1,380.69
Books	1,524.26	2,500.00	975.74	16,089.76	30,000.00	13,910.24
Books - children's	285.16	1,250.00	964.84	10,921.49	15,000.00	4,078.51
Contract fees	2,016.42	3,083.33	1,066.91	25,989.56	37,000.00	11,010.44
Dues and travel	361.13	833.33	472.20	3,765.16	10,000.00	6,234.84
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	375.99	583.33	207.34	514.19	7,000.00	6,485.81
Information technology (IT)	61.51	583.33	521.82	731.48	7,000.00	6,268.52
Insurance	0.00	2,083.33	2,083.33	26,841.00	25,000.00	(1,841.00)
Legal and professional	1,800.00	500.00	(1,300.00)	7,225.00	6,000.00	(1,225.00)
Multi purpose building	44,618.05	0.00	(44,618.05)	44,662.82	0.00	(44,662.82)
Periodicals	24.11	500.00	475.89	3,881.73	6,000.00	2,118.27
Postage	67.99	125.00	57.01	594.68	1,500.00	905.32
Programs - adult	250.46	500.00	249.54	3,607.03	6,000.00	2,392.97
Programs - children	581.93	1,083.33	501.40	3,443.86	13,000.00	9,556.14
Programs, teens	0.00	83.33	83.33	325.79	1,000.00	674.21
Repairs and maintenance	2,350.80	2,916.66	565.86	29,969.38	35,000.00	5,030.62
Supplies	2,859.77	2,083.33	(776.44)	12,193.84	25,000.00	12,806.16
Telephone	660.29	500.00	(160.29)	3,096.20	6,000.00	2,903.80
Utilities	3,075.09	2,916.66	(158.43)	18,730.72	35,000.00	16,269.28
	61,451.36	22,916.61	(38,534.75)	219,832.54	275,000.00	55,167.46
Total expenses and losses	120,611.71	69,679.09	(50,932.62)	553,758.44	836,150.00	282,391.56

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and seven months ended January 31, 2020**

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	297,205.54	(6,670.71)	303,876.25	440,771.29	(80,050.00)	520,821.29
Transfers from temporary restricted	48,835.65	6,670.84	42,164.81	76,039.13	80,050.00	(4,010.87)
Transfers to temporary restricted	(200,000.00)	0.00	(200,000.00)	(443,562.96)	0.00	(443,562.96)
Increase/(Decrease) in unrestricted net assets	<u>146,041.19</u>	<u>0.13</u>	<u>146,041.06</u>	<u>73,247.46</u>	<u>0.00</u>	<u>73,247.46</u>

See accountant's compilation report.  
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**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and seven months ended January 31, 2020**

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
<b>Changes in temporarily restricted net assets</b>						
Debbie Putnam - Children's section	0.00			(2,000.00)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			4,258.00		
Spotlight on Literacy Grant - MOSL - 2020	0.00			6,776.00		
Summer reading program - Local - 2019	0.00			515.00		
Summer reading program - MOSL - 2019	0.00			4,398.12		
Multi Purpose Building - furnishings and supplies	200,000.00			244,282.50		
Multi Purpose Building	0.00			185,333.34		
CPL Development Foundation	(975.00)			(2,597.37)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(3,875.42)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(85.00)			(3,002.35)		
Spotlight on Literacy (RTR) Grant - Local 2020	(498.06)			(997.46)		
Spotlight on Literacy Grant - MOSL 2020	(1,981.25)			(10,406.25)		
Spotlight on Literacy Grant - Local - 2020	(138.28)			(2,923.71)		
Steadley Trust	(540.00)			(1,620.00)		
Summer reading program - Local - 2019	0.00			(590.18)		
Summer reading program - MOSL - 2019	0.00			(1,908.33)		
Multi Purpose Building	(44,618.06)			(44,618.06)		
Increase/(Decrease) in temporarily restricted net assets	<u>151,164.35</u>			<u>367,523.83</u>		
<b>Change in net assets</b>	<u>\$ 297,205.54</u>			<u>\$ 440,771.29</u>		

See accountant's compilation report.

**Carthage Public Library  
Gift Account Activity  
For the one month and seven months ended January 31, 2020**

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	13,048.92	0.00	(2,597.37)	10,451.55
Debbie Putnam - Ebooks	30,139.74	0.00	(3,500.00)	26,639.74
Debbie Putnam - Children's section	2,000.00	(2,000.00)	0.00	0.00
Library Gardens	13,403.70	0.00	(3,875.42)	9,528.28
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25	4,258.00	(3,002.35)	5,652.90
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57	0.00	(997.46)	6,738.11
Spotlight on Literacy - MOSL -2020	2,189.25	6,776.00	(10,406.25)	(1,441.00)
Spotlight on Literacy Grant - Local - 2020	13,778.65	0.00	(2,923.71)	10,854.94
Steadley Trust	2,546.16	0.00	(1,620.00)	926.16
Summer reading program - Local - 2019	75.18	515.00	(590.18)	0.00
Summer reading program - MOSL grant - 2019	(2,489.79)	4,398.12	(1,908.33)	0.00
Thelma Stanley Foundation Grant	7,012.96	0.00	0.00	7,012.96
Multi Purpose Building - furnishings and supplies	0.00	244,282.50	0.00	244,282.50
Multi Purpose Building	0.00	185,333.34	(44,618.06)	140,715.28
Operational reserves	195,998.47	0.00	0.00	195,998.47
<b>Totals</b>	<u>\$ 295,088.73</u>	<u>\$ 443,562.96</u>	<u>\$ (76,039.13)</u>	<u>\$ 663,612.56</u>

See accountant's compilation report.

# 1CAR5089 - Carthage Public Library

## Check register

January 1, 2020 - January 31, 2020

Date	Reference	Description	Amount
<b>Cash in bank - Simmons Bank</b>			
01/03/20		Impound Payment - Tax Agent	302.00
01/03/20		Impound Payment - Firm Vendor	111.00
01/03/20	33281	Internal Revenue Service	3,351.47
01/06/20	TASCINSURAN CE	TASC DIRECT PAY 1/6/2020	700.00
01/10/20	33028	4 State Maintenance Supply, Inc.	132.28
01/10/20	33029	Baker & Taylor	45.86
01/10/20	33030	Carthage Water & Electric	2,935.18
01/10/20	33031	DEMCO	83.87
01/10/20	33032	Gale/Cengage Learning Inc.	164.16
01/10/20	33033	Great America Financial Services	255.65
01/10/20	33034	Houchen Bindery	224.00
01/10/20	33035	KPM CPA	1,800.00
01/10/20	33036	Lakeland Office Systems, Inc.	141.07
01/10/20	33037	Race Brothers	375.99
01/10/20	33038	Schendel Pest Services	200.00
01/10/20	33039	Schmidt Associates P.C.	110.00
01/10/20	33040	Total Electronics Contracting Inc.	378.95
01/10/20	33041	Unique Management Services, Inc.	80.55
01/17/20		Impound Payment - Tax Agent	310.00
01/17/20		Impound Payment - Firm Vendor	118.20
01/17/20	33304	Internal Revenue Service	3,505.56
01/27/20	33042	4 State Maintenance Supply, Inc.	91.15
01/27/20	33043	AFLAC	1,577.46
01/27/20	33044	Amazon	1,985.37
01/27/20	33045	AT&T	58.50
01/27/20	33046	De Anda Lupita	67.20
01/27/20	33047	DEMCO	269.37
01/27/20	33048	Erin Talbott	13.99
01/27/20	33049	Florette By Countryside	12.00
01/27/20	33050	Gale/Cengage Learning Inc.	143.15
01/27/20	33051	Hunter & Millard Architects Inc.	540.00
01/27/20	33052	Lamar Greenhouse and Florist	433.50
01/27/20	33053	Lowes Business Acct/GECRB	155.61
01/27/20	33054	Missouri Library Association-Ballwin	60.00
01/27/20	33055	Recorded Books	164.89
01/27/20	33056	Spire	139.91
01/27/20	33057	VISA Card Services	567.43
01/27/20	33058	Wampler Plumbing Repair	120.00
01/27/20	33059	Win Publishing Inc	384.90
01/31/20		Impound Payment - Tax Agent	300.50
01/31/20		Impound Payment - Firm Vendor	260.40
01/31/20	33060	Anderson Engineering, Inc.	827.30
01/31/20	33061	Baker & Taylor	681.75
01/31/20	33062	Carrier Corporation	1,088.49
01/31/20	33063	Gale/Cengage Learning Inc.	100.45
01/31/20	33064	Great America Financial Services	181.14
01/31/20	33065	Jerry Welch	12.65
01/31/20	33066	Judy Welch	10.64
01/31/20	33067	Lowes Business Acct/GECRB	216.73
01/31/20	33068	Petty Cash	51.04
01/31/20	33069	Sam's Club MC/SYNCB	524.63
01/31/20	33070	Schmidt Associates LLC	97.00
01/31/20	33071	Sherri Luce	266.34
01/31/20	33072	Voya Financial	225.73
01/31/20	33329	Internal Revenue Service	3,587.96
01/31/20	LAGERS-PMT	MO Lagers Payment Payroll Deductions- January 2020 Deductions	3,951.11

**1CAR5089 - Carthage Public Library**  
**Check register**

January 1, 2020 - January 31, 2020

Date	Reference	Description	Amount
01/31/20	P89	Payroll Journal Entry	750.00
01/31/20	P89	Payroll Journal Entry	40,763.56
<b>Total demand</b>			<u>75,007.64</u>

## Director's Progress and Service Report

February 11, 2020

Have you seen our statistics lately? They serve to justify why my staff gets worn out! Once again, in January we had 93 new library card applicants of which 38 were children! Sherri, our Children's Director worked with 356 children here at the library and during outreach, while Pat, our adult educator held 6 days of classes! The school age children and their families have been meeting at least once a month in the evenings for special activities, with Lego's being their favorite so far. Even our construction workers can't get over the amount of traffic that comes and goes out of our parking lots

I knew this time of year was going to be really, really busy, but not quite this much! The new building is coming along great! We have had a few weather dates and it drives Mr. Dubry crazy when the men can't work. On the days they are working, they work hard, long days and it shows. The Building Committee meets every two weeks with our architects and contractors to keep up on changes and progress. I have scheduling and staff in place for the new building and after much work re-vamping the staff schedules, I am in need of two part time staff members. The jobs were posted a week ago and the deadline is February 14<sup>th</sup>. The building plans are moving along smoothly. Unfortunately, I am trying hard to complete three State of Missouri grant requests which are all due by March 2nd. These periods, where so much writing has to be done, means I have less time for the new building and staff. My staff is pitching in as they always do to help pick up the slack.

The Policy and Procedure Committee for the Chamber of Commerce met on the 7<sup>th</sup> at Mercy Hospital. Senator White was in attendance and legislative updates were given on bills that effect our City. On February 14<sup>th</sup> we will have our first "Eggs and Issues" at Gracepoint, if anyone is interested in going with me, let me know asap.

Stop by the library to see our beautiful foundation, it is perfectly gorgeous and I can't wait to see what happens next.

Respectfully submitted,

Julie Yockey, Director

Children's Progress Report  
January 2020, Sherri Luce

This new decade bring lots of new activity to Youth Services here at the Carthage Public Library! Our in-house programming included one bilingual story time, three English story times, a tour of our beautiful library to the Tiger Prep classes from Fairview and Columbian Elementary schools and a builder's club family night. Sherri also visited her regular outreach groups, bringing our total number of programs to 14, and participants to 363.

January always brings with it our Winter Reading Program, but this year we also chose to join the nationwide 1,000 Books Before Kindergarten Program. WRP has two age groups (Young Readers and Teens). Each group has a BINGO board to choose activities/book genres from. The program started Jan. 14<sup>h</sup>, and runs through Feb. 22<sup>th</sup>. There are 108 children and teens signed up to participate in this program.

Reading to a child is one of the most powerful ways to boost his or her brain power. The simple and enjoyable act of sharing books helps a child learn pre-reading skills such as understanding the sounds letters make, developing a bigger vocabulary, and building background knowledge—all important skills that help prepare a child for learning to read and entering kindergarten. One thousand books may seem like a lot, but if you read just one book a night, you'll meet your goal in less than 3 years. If you read three books a night, you could reach your goal in just one year! The 1,000 Books Program has 45 children signed up, with a few already having turned in their first log of 100 books! Each time a child turns in a log of 100 books, he/she receives a free book and a ribbon indicating the milestone they've reached. The first 100 book log they turn in, they also receive a Carthage Public Library book bag. Once we have 10-12 children finish the program, we will host a 'graduation' ceremony for their families to attend. We are keeping track of each step on posters next to the public restrooms on the first floor, and their photos will rotate on the television in the lobby.

Summer reading calendars are well underway, and we are excited to include the new building in our plans. Being able to host multiple events at the same time should increase circulation and bring more of our community in touch with our library.

**CIRCULATION REPORT for January 2020**

<b>New Books/Periodicals</b>	
Adult Books	<u>135</u>
Adult Periodicals	<u>70</u>
YA Books	<u>10</u>
YA Periodicals	<u>2</u>
Juvenile Books	<u>57</u>
Juv Periodicals	<u>15</u>
<b>Totals</b>	<b><u>289</u></b>

<b>New Applications</b>	
Adult	<u>55</u>
Juvenile	<u>38</u>
<b>Total</b>	<b><u>93</u></b>

<b>AWE Computers</b>	
AWE #1	<u>101</u>
AWE #2	<u>89</u>
AWE #3 (Bilingual)	<u>82</u>
AWE #4 (Bilingual)	<u>97</u>
<b>Total</b>	<b><u>369</u></b>

<b>Computer Use</b>	
Adult	<u>577</u>
Reference/Genealogy	<u>10</u>
Microfilm	<u>1</u>
Juvenile	<u>85</u>
Tablets	<u>25</u>
AWE	<u>369</u>
Teen Laptops	<u>71</u>
Wireless	<u>288</u>
<b>Total</b>	<b><u>1426</u></b>

<b>Circulation</b>	<b>Adult</b>	<b>YA</b>	<b>Juvenile</b>	<b>Total</b>
Books	<u>2153</u>	<u>165</u>	<u>2457</u>	<u>4775</u>
Periodicals	<u>73</u>	<u>0</u>	<u>9</u>	<u>82</u>
Audio	<u>50</u>	<u>15</u>	<u>66</u>	<u>131</u>
Visual	<u>452</u>	<u>-</u>	<u>-</u>	<u>452</u>
Circulating Electronics	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>1040</u>	<u>138</u>	<u>112</u>	<u>1290</u>
<b>Totals</b>	<b><u>3768</u></b>	<b><u>318</u></b>	<b><u>2644</u></b>	<b><u>6730</u></b>
In House Use	<u>208</u>	<u>-</u>	<u>-</u>	<u>208</u>
<b>Courier</b>	<b>Lending</b>	<b>Borrowing</b>		<b>Total</b>
	<u>524</u>	<u>525</u>		<u>1049</u>
<b>Circulation Total</b>				<b><u>7987</u></b>

<b>Learning Express</b>	<b>NewsBank</b>	<b>Ebscohost</b>	<b>HeritageQuest</b>	<b>Total</b>
<u>0</u>	<u>0</u>	<u>15</u>	<u>3</u>	<u>18</u>

<b>ENGLISH</b>	<b>Adult</b>	<b>YA</b>	<b>Juvenile</b>	<b>Total</b>
Programs	<u>0</u>	<u>0</u>	<u>13</u>	<u>13</u>
Attendees	<u>0</u>	<u>0</u>	<u>356</u>	<u>356</u>

<b>SPANISH</b>	<b>Adult</b>	<b>Juvenile</b>	<b>Total</b>
Programs	<u>6</u>	<u>1</u>	<u>7</u>
Attendees	<u>35</u>	<u>7</u>	<u>42</u>

	<b>Requests</b>	<b>Filled</b>
<b>ILL Requests Made</b>	<u>1</u>	<u>0</u>
<b>ILL Requests Rec'd</b>	<u>133</u>	<u>0</u>

<b>Door Count</b>	<u>N/A</u>
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	<b>Adult</b>	<b>YA</b>	<b>Juvenile</b>	<b>Total</b>
<b>Mending</b>	<u>36</u>	<u>2</u>	<u>31</u>	<u>69</u>
<b>Discards</b>	<u>342</u>	<u>6</u>	<u>12</u>	<u>360</u>
<b>Corrective Processing</b>	<u>10</u>	<u>12</u>	<u>61</u>	<u>83</u>

Summary of January 2020 Financial Report  
Carthage Chamber of Commerce

The Carthage Chamber of Commerce finished the month of January with a net loss of -\$946.28 compared to a budgeted amount of \$4,074.67. Year to date net income was \$75,239.83 compared to a budgeted amount of \$48,531.72. Some of the highlights for January are as follows:

1. Income was \$36,952.19 compared to budget of \$41,242.39. The following were the major reasons for the decrease.
  - (a) Total Membership Dues were \$3,828 more than budgeted amount due to timing.
  - (b) Ticket Sales income was \$2,890 more than budget due to timing.
  - (c) Business Expo Booth Fees is \$14,775 less than budget due to timing.
  - (d) Expo Sponsorships are \$2,300 less than budget due to timing.
2. Expenses were \$37,898.47 compared to budget of \$37,167.72.
3. The above also carried over to the Year to Date bottom line as well.

9:02 AM  
02/13/20  
Accrual Basis

Carthage Chamber of Commerce  
Profit & Loss  
January 2020

	Jan 20
Ordinary Income/Expense	
Income	
Economic Development contract	9,839.58
Membership dues	
New member	860.00
Renewal	8,067.61
Total Membership dues	8,927.61
Registration fees	
Expo Booth Fee	225.00
Ticket Sales	10,810.00
Total Registration fees	11,035.00
Sponsorships	
Annual Banquet Sponsorship	6,750.00
Total Sponsorships	6,750.00
Tenant Agreement	400.00
Total Income	36,952.19
Gross Profit	36,952.19
Expense	
Advertising & publicity	109.95
Awards & prizes	400.00
Car allowance	200.00
Contract services	277.00
Depreciation Expense	667.01
Dues & subscriptions	369.38
Equipment lease	234.43
Facility use fees	
Room & setup fees	1,500.00
Total Facility use fees	1,500.00
Food & drinks	
Dinners	11,760.00
Total Food & drinks	11,760.00
Insurance - business	144.00
Insurance - health	949.82
Interest expense	600.34
Internet & website	250.00
Office supplies	
Office equipment	120.00
Total Office supplies	120.00
Repairs & maintenance	6,572.17
Salaries & wages	
Payroll taxes	727.66
Salaries & wages - Other	12,590.41
Total Salaries & wages	13,318.07
Utilities	426.30
Total Expense	37,898.47
Net Ordinary Income	-946.28
Net Income	-946.28

9:03 AM  
02/13/20  
Accrual Basis

Carthage Chamber of Commerce  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
General Checking	21,336.95
Maple Leaf Equity	59,327.80
Money Market	171,222.62
Petty Cash	205.86
<b>Total Checking/Savings</b>	252,093.23
<b>Accounts Receivable</b>	
1200 - Accounts Receivable	84,227.08
<b>Total Accounts Receivable</b>	84,227.08
<b>Other Current Assets</b>	
Prepaid Insurance - Business	5,355.17
1499 - Undeposited Funds	45.00
<b>Total Other Current Assets</b>	5,400.17
<b>Total Current Assets</b>	341,720.48
<b>Fixed Assets</b>	
Accumulated Depreciation	-107,155.19
Building	292,890.82
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,564.38
<b>Total Fixed Assets</b>	243,095.42
<b>TOTAL ASSETS</b>	<b>584,815.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	3,408.70
<b>Total Accounts Payable</b>	3,408.70
<b>Other Current Liabilities</b>	
Accrued PTO	2,196.10
Due to Maple Leaf	33,500.00
2100 - Payroll Liabilities	5,840.00
<b>Total Other Current Liabilities</b>	41,536.10
<b>Total Current Liabilities</b>	44,944.80
<b>Long Term Liabilities</b>	
UMB Building Loan	68,357.81
<b>Total Long Term Liabilities</b>	68,357.81
<b>Total Liabilities</b>	113,302.61
<b>Equity</b>	
3900 - Retained Earnings	396,273.46
Net Income	75,239.83
<b>Total Equity</b>	471,513.29
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>584,815.90</b>

8:38 AM

02/13/20

Accrual Basis

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

	Jul '19 - Jan 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Directory	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Economic Development contract	68,877.06	68,877.10	-0.04
Interest incomes	437.31	466.65	-29.34
Maple Leaf Income	63,530.90	54,873.54	8,657.36
<b>Membership dues</b>			
New member	4,950.00	4,848.50	101.50
Renewal	77,686.34	78,283.50	-567.16
<b>Total Membership dues</b>	82,646.34	83,112.00	-465.66
Miscellaneous Income	108.00	0.00	108.00
Postage	0.00	25.00	-25.00
Printing & copying	0.00	67.00	-67.00
<b>Registration fees</b>			
Christmas open house	325.00	1,550.00	-1,225.00
Expo Booth Fee	700.00	15,000.00	-14,300.00
Mulligans	0.00	0.00	0.00
Putting contest	0.00	0.00	0.00
Quarterly Luncheon	348.00	500.00	-152.00
Sidewalk Sale	0.00	0.00	0.00
Team fee	0.00	0.00	0.00
Ticket Sales	11,125.00	9,920.00	1,205.00
Registration fees - Other	654.00	1,500.00	-846.00
<b>Total Registration fees</b>	13,152.00	28,470.00	-15,318.00
<b>Sponsorships</b>			
Annual Banquet Sponsorship	21,100.00	14,000.00	7,100.00
Beverage	0.00	0.00	0.00
Bowling Sponsor	0.00	0.00	0.00
Business After Hours	250.00	275.00	-25.00
Complimentary sponsorship	1,026.00	1,000.00	26.00
Eggs & Issues	0.00	0.00	0.00
Expo Sponsorship	600.00	2,300.00	-1,700.00
Friday Coffee	0.00	450.00	-450.00
Golf contest	0.00	0.00	0.00
Golf Grand	0.00	0.00	0.00
Golf hole	0.00	0.00	0.00
Newsletter	592.50	0.00	592.50
Quarterly Luncheon Sponsor	125.00	300.00	-175.00
Sponsorships - Other	1,080.00	1,000.00	80.00
<b>Total Sponsorships</b>	24,773.50	19,325.00	5,448.50
Tenant Agreement	2,800.00	2,800.00	0.00
<b>Total Income</b>	256,325.11	258,016.29	-1,691.18
<b>Gross Profit</b>	256,325.11	258,016.29	-1,691.18
<b>Expense</b>			
<b>Advertising &amp; publicity</b>			
Signs	0.00	200.00	-200.00
Advertising & publicity - Other	2,081.10	10,611.00	-8,529.90
<b>Total Advertising &amp; publicity</b>	2,081.10	10,811.00	-8,729.90
<b>Awards &amp; prizes</b>			
Flight prizes	0.00	0.00	0.00
Awards & prizes - Other	400.00	1,572.53	-1,172.53
<b>Total Awards &amp; prizes</b>	400.00	1,572.53	-1,172.53

8:38 AM

02/13/20

Accrual Basis

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

	Jul '19 - Jan 20	Budget	\$ Over Budget
<b>Bank &amp; credit card fees</b>			
Equipment Fees	0.00	0.00	0.00
Bank & credit card fees - Other	180.75	350.20	-169.45
<b>Total Bank &amp; credit card fees</b>	180.75	350.20	-169.45
<b>Car allowance</b>	1,400.00	1,400.00	0.00
<b>Contract services</b>	801.50	650.00	151.50
<b>Depreciation Expense</b>	4,669.07	4,669.07	0.00
<b>Dues &amp; subscriptions</b>	2,603.94	1,840.43	763.51
<b>Equipment lease</b>	1,752.63	1,860.85	-108.22
<b>Facility use fees</b>			
Greens/carts	0.00	0.00	0.00
Room & setup fees	1,500.00	2,071.84	-571.84
Facility use fees - Other	0.00	0.00	0.00
<b>Total Facility use fees</b>	1,500.00	2,071.84	-571.84
<b>Food &amp; drinks</b>			
Appetizers/snacks	0.00	0.00	0.00
Beverages	0.00	60.00	-60.00
Breakfasts	0.00	60.00	-60.00
Dinners	11,760.00	12,815.00	-1,055.00
Lunches	0.00	118.41	-118.41
Teacher luncheon	600.00	500.00	100.00
Food & drinks - Other	86.49	11.42	75.07
<b>Total Food &amp; drinks</b>	12,446.49	13,584.83	-1,118.34
<b>Insurance - business</b>	-1,428.50	0.00	-1,428.50
<b>Insurance - health</b>	4,480.43	9,685.65	-5,205.22
<b>Interest expense</b>	2,802.17	2,269.15	533.02
<b>Internet &amp; website</b>	3,188.64	1,283.35	1,905.29
<b>Maple Leaf expense</b>	37,167.37	39,985.36	-2,817.99
<b>Meals &amp; entertainment</b>	1,864.40	2,835.62	-971.22
<b>Mileage</b>	377.53	602.00	-224.47
<b>Miscellaneous expense</b>	63.03	583.35	-520.32
<b>Office supplies</b>			
Office equipment	1,022.16	2,328.43	-1,306.27
Office supplies - Other	1,114.14	944.93	169.21
<b>Total Office supplies</b>	2,136.30	3,273.36	-1,137.06
<b>Postage &amp; delivery</b>	1,714.01	800.00	914.01
<b>Printing</b>	1,511.10	3,155.11	-1,644.01
<b>Professional fees</b>	6,425.00	8,000.00	-1,575.00
<b>Repairs &amp; maintenance</b>	8,445.11	2,800.00	5,645.11
<b>Salaries &amp; wages</b>			
Employer retirement contributio	1,957.18	2,547.83	-590.65
Payroll taxes	4,512.46	6,702.95	-2,190.49
Salaries & wages - Other	69,054.21	74,124.75	-5,070.54
<b>Total Salaries &amp; wages</b>	75,523.85	83,375.53	-7,851.68
<b>Scholarships</b>	0.00	1,000.00	-1,000.00
<b>Seminars &amp; conferences</b>	2,197.35	995.00	1,202.35
<b>Taxes &amp; licenses</b>	411.01	142.00	269.01
<b>Travel</b>			
Airfare	531.00	1,000.00	-469.00
Lodging	284.00	1,225.00	-941.00
Travel - Other	0.00	100.00	-100.00
<b>Total Travel</b>	815.00	2,325.00	-1,510.00

8:38 AM

02/13/20

Accrual Basis

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

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	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Utilities	5,376.00	5,833.34	-457.34
Write Offs	0.00	1,750.00	-1,750.00
<b>Total Expense</b>	<b>180,905.28</b>	<b>209,484.57</b>	<b>-28,579.29</b>
<b>Net Ordinary Income</b>	<b>75,419.83</b>	<b>48,531.72</b>	<b>26,888.11</b>
Other Income/Expense			
Other Income			
Non-renewals	-180.00		
<b>Total Other Income</b>	<b>-180.00</b>		
<b>Net Other Income</b>	<b>-180.00</b>	<b>0.00</b>	<b>-180.00</b>
<b>Net Income</b>	<b>75,239.83</b>	<b>48,531.72</b>	<b>26,708.11</b>

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## Monthly Committee Reports

### January 2020

**Membership** – With 6 new (Cecy's Cakes, Janette Stewart, Jen Kirby-Coaching, Teaching, Writing, Ken Stewart-Kansas City University of Medicine and Biosciences, Moxle Business Solutions, The Musket Group) and 3 dropped members (Abi Almandinger, Jenny Craig, Saiko), we finished the month of January up 3 (447 members) from December 2019 (net gain \$630) and up 15 from the same month in 2019 (net gain \$4055).

**Ambassadors** – Since the Board retreat we have had 1 ribbon cutting and a Monday Member Meet-both with fantastic attendance. Ambassadors met the 22<sup>nd</sup> of January to schedule new member visits and volunteer opportunities.

**Banquet** – Comments post banquet were overall very favorable. Banquet had about 89% attendance of RSVP v actual. Printing costs were down more than 75% with the program revision and no name tags.

**Carthage Leading Ladies** – February's event will be a Life Hacks and Harmony luncheon. April's event will be a health care/self-care panel breakfast with planning in the early stages.

**Maple Leaf** – The first meeting for the 2020 festival was held February 6. Commitment forms were signed by members present. Theme suggestions are being sought with several ideas already coming in. Events are in early planning stages. Vendor applications will go out to members, then returning vendors, then the general public beginning at the end of March.

**Marketing/Expo & Home Show** – With 2 weeks to go, as of February 13, there are 3 booth spaces remaining. The show will be marketed as two separate events with the Friday night being marketed to business professionals and Saturday being marketed to shoppers. A logo for the theme of Leap Into Small Business has been completed with marketing materials ordered, radio and TV appearances scheduled, and training and marketing videos completed and being posted across social media.

**Carthage Emerging Leaders-Met** on January 9<sup>th</sup>.

- Meagan Milliken is on maternity leave, but will have our informational card ready soon
- Michelle Peak has reached out to Jenni Brust to see if she will be our first quarter "Person You Need to Know". We will set the date, but we were thinking end of February or first of March since that will work better for Jenni's schedule at work.
- Larry Chapin will check with Representative Cody Smith and get him for 2<sup>nd</sup> or 3<sup>rd</sup> quarter.
- Katie Hughes, Elijah Vinson, Larry Chapin and Chelsea Hoenshell can volunteer at the Expo in February.
- Craig Diggs is going to set us up with a tour of Butterball. Elijah will contact L&P Creative to try and set up our 2<sup>nd</sup> tour of the year there.
- Additional ideas for tours: MJT Guitars, City of Carthage (Parks Dept., Gov't, etc.), Humane Society.
- UW is having a fundraiser luncheon on January 24<sup>th</sup> at CWEP. The times are 11-1. It's \$5 per person.
- Our next meeting is scheduled for March 26<sup>th</sup> from 3-5 at Mother Road.

# Carthage Economic Development Activity Report January 2020

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

## Members of the City Council:

Work has started to generate reports outlined in the Economic Development Services Agreement. Attached is one of those reports, the Business Retention and Expansion Plan. This month a meeting was held with the Insurance Audit and Claims Committee involving good dialogue regarding what each party expects. Councilman Barlow's comments regarding the City's need to provide guidance should our proposal not be accepted were appreciated and reflective of the partnership needed in such matters. Discussion will continue as we work on next year's funding and consult with the Budget Committee. February's CED report will be delayed due to the need to include our financials. The financials must be reviewed by our board prior to being filed for audit which will occur on February 20<sup>th</sup>. Packets will be sent after that meeting.

January activities included several communications with CRESA, Schreiber and CLAYCO which are all entities in the Schreiber expansion on Hazel. Since annexation and zoning has been approved by the Council, they continue to move ahead on this project. They have provided their application for tax abatements through the Enhanced Enterprise Zone. The EEZ Board will meet and present their recommendation to the City Council.

A local restaurant owner sought out the Chamber regarding available locations to expand his current business. Availability of buildings and properties priced at current market rates as opposed to inflated asking prices are difficult to find in Carthage. This chasm presents challenges to people looking to start or grow businesses in our area. This also applies to leasing opportunities as well.

As one of two non-education guests, I was asked to participate in a meeting with the Carthage Technical School for input on new business-related curriculum they will be offering. The relationship between the Carthage R-9 District and the Chamber regarding business development and growth is a vital part of the entire economic development plans for our community.

Additionally, conversation and meetings were held with local business leaders regarding economic development interests and ideas. Their input is vital as we continue to grow our community.

Carthage MO Chamber of Commerce  
Business Retention and Expansion Program  
January 2020

Business Retention and Expansion (BRE) of our existing businesses and industries is the primary objective of the Carthage Chamber of Commerce Economic Development philosophy. It is not productive or advantageous to invest money, time and resources to attract new businesses while losing existing long term and invested businesses due to lack of attention. An effective retention and expansion program is based on a relationship with the business and the local economic development professionals.

The objective of a BRE program is to identify and address local needs of the businesses and industries to be able to help them expand and create jobs. Knowing your businesses and industries is key to the success of the retention and growth in your community.

A BRE program has several components as listed below:

- Visitation-Visits are done to remain familiar with the business and to see what improvements or upgrades they have done. The visits need to be respectful of the time and interference that occurs during the operation of the business. Visits should be done on a limited basis and invitation from the business is preferable. If the visit is prompted by the Economic Development Department, several dates and times should be offered to the business as to work with their schedule. Remember, we are the guest.
- Confidentiality-Industries gather information in the early stages of an expansion. Many times, it is exploratory research to determine the best design and data-collection method towards the final project. At this part of the information gathering process, strict confidence is a must as only a small group of individuals are aware of what information is being obtained and why. If the trust is lost between the business and the economic development director, any future growth or development is now in grave jeopardy.
- Surveys-Periodically, a BRE program should survey existing businesses to better understand current and projected needs. However, many businesses do not want to share this information so it should not be pushed. If a proper relationship has been developed with the business, most of this information will be available and shared without a formal survey.
- Networking-Business "after hours" receptions, "People You Need to Know" luncheons and other types of gatherings show businesses that they are valued and provides opportunities for exchange of ideas, in addition to giving them the opportunity to discuss their concerns and ideas with the Chamber.
- Pro Business Attitude-Our Business Retention and Expansion attitude has allowed companies like Schreiber Foods Fairview Plant to expand by using the Chapter 100 Bond Program, first time used in Carthage and introduced by the Chamber as well as the local tax abatement programs through the Enhanced Enterprise Zone.

- Round Table Discussion-Hosting a group of business and industry related job classifications is an opportunity to learn what issues certain areas of business is needing. Additionally, it develops a relationship with other employees that you may not have the opportunity to meet with on a regular basis.

- Local Business Experts-It is necessary to have a group of local professionals that can be recommended to the smaller businesses for advice in their expansion process. This will include attorneys, certified public accountants, and bankers. Additionally, it is very important to encourage the business to contact the Public Works Department as to what permits, and local codes are needed to comply.

- State Agencies-Having a good relationship with the MODED Project Manager for the region is important as they are a wealth of information on State incentive programs as well as assisting in National programs as well.

A Business Retention and Expansion program is time and labor intensive and requires building and maintaining good relationships with existing businesses. The results, if done properly, can be rewarding and beneficial to not only the business, but the community overall.

## The Plan

Architects, community members, and staff developed the original high school campus site plan during the 2005-2006 school year. The 80-acre site plan included a high school, technical center, performing arts center, football/track and field stadium and practice fields, tennis courts, indoor facility, and baseball field. It is amazing how closely we have followed the original plan! The original plan is posted on our district website . . . Superintendent Spotlight . . . Technical Center Bond Issue . . . Site Plan.

Obviously, the high school was the first piece of the campus puzzle to be completed. Completing the 262,000 square foot high school building occurred in 2009. Yes, the high school building is 11 years old!

South Tech Center generic plans were included in the original 2006 site plan (see site plan mentioned above). However, specific plans were not developed until 2008 when the district received approval for a 50/50 State of Missouri matching grant. The State of Missouri provided \$2,150,000 to construct the South Tech Center as long as the district matched the \$2,150,000. Thankfully, the Steadley Memorial Trust provided the district's match; thus, we did not spend any local taxes to construct South Tech Center.

We moved into South Tech Center in October 2010. Yes, South Tech Center is already over nine years old! Agriculture classrooms, Agriculture shop, Agriculture Science lab, Machine Tech, Welding, Computer Technology, and Project Lead the Way Engineering were included in Phase One.

Completing South Tech Center Phase Two has been mentioned multiple times since the 2010 building completion. The original Carthage 2020 community meetings in 2011 highlighted the need to complete South Tech Center even though South Tech Center recently opened. Additionally, completing South Tech Center Phase Two was detailed during the 2014 Intermediate Center/Junior High Remodel bond issue campaign.

South Tech Center current and future program offerings were discussed during Carthage 2020 and Beyond community meetings in March 2019. Expanding tech center programming was ranked as the second highest priority according to the Carthage 2020 and Beyond survey. Expanding tech center programs hinged on

constructing a South Tech Center addition. Furthermore, expanding tech center programs, improving preparedness for post-high school opportunities, and constructing additional classrooms to South Tech Center were discussed during the December 2019 board meeting while reviewing Carthage 2020 and Beyond topics.

The Board of Education approved placing the South Tech Center expansion and North Tech Center remodel project on the April 2020 election ballot during the January 2020 board meeting. If approved in April, the following programs will be added or expanded at South Tech Center:

Carpentry	Shop, classroom, finishing room, and paint booth
Health Sciences	Three Health Science classrooms, Medical Lab, Medical Assistant classroom, and two Biomedical classrooms
Food Lab/Culinary	Classroom and lab
Criminal Justice	Two rooms and lab
Business/Marketing	Four classrooms, drafting classroom, two multi-media classrooms and studio
Industrial Maintenance	Classroom/shop area
Career Testing Room	Vo-Ag Education, DECA, Skills USA

All high school students will be housed on the high school campus; thus, instructional time will not be lost due to shuttling students between North Tech Center and the high school.

North Tech Center remodeling will provide additional space to expand the adult training programs and certifications. If approved in April, the following adult programs will be added or expanded at North Tech Center:

Healthcare certifications	Testing Center – test prep courses
Automation/Industry Technology	Employment Readiness – Soft skills
Community Education	Adult Education and Literacy options
Pre-employment certification classes – Forklift, OSHA, and WorkKeys	

## Carthage Technical Center Bond Issue Facts Sheet

1. Bond Issue                      \$10,000,000                      No tax rate increase  
Extend bonds six years until 2040

2. Total Square Feet 40,000

3. Programs Moving/Expanding due to South Tech Center Expansion

Marketing	Health Sciences	Certified Nursing Assistant
Medical lab	Athletic Training	Pre-Physical Therapy
Medical Assisting	Carpentry	Criminal Justice/Public Safety
Business	PLTW Engineering	Digital Media/Media Studio
Career Testing/Employability Skills		Food Science/Culinary
Vo-Ag Education	DECA	Skills USA

4. Educational Advantages

Instructional time will increase due to the elimination of shuttling students between North Tech Center and the high school.

Teachers will no longer have to share classrooms.

The addition will move six high school teachers to South Tech Center; thus, opening six high school classrooms.

Expanding Health Science programming will allow students opportunities to gain valuable experiences in athletic training and physical therapy fields.

5. Highly Trained Workforce

Carthage Tech Center successfully placed 95% of program graduates in post-secondary education or employment in their career education training certification.

6. Certified Work Ready Community

Carthage Technical Center tests all juniors and seniors completing a technical program regarding Applied Math, Locating Information, and Reading for Information. With our community becoming a Certified Work Ready Community, the certificate earned by the students according to their test scores provides an advantage to our students when applying for jobs in a competitive workforce. The National Career Readiness Certificate provides our local businesses an opportunity to hire highly qualified applicants.

7. Possible Adult Training Expansion at North Tech Center

Health care certifications	Testing Center – Test prep courses
Automation/Industry Technology	Employment readiness – Soft skills
Community Education	Adult Education and Literacy options
Pre-employment certification classes – Forklift, OSHA, and WorkKeys	

8. Business and Industry

Collaboration between school personnel and local businesses regarding skilled work force needs should improve.

9. Construction Schedule

Specs approved April 2020	Bids approved May 2020
Construction begins June 2020	Anticipated completion August 2021





# "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.