

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, MARCH 26, 2019  
6:30 P.M. – COUNCIL CHAMBERS**

**STUDENT GOVERNMENT DAY**

1. Call to Order

2. Invocation

3. Pledge of Allegiance to flag

4. Calling of the Roll

5. Reading and Consideration of Minutes of Previous Meeting

6. Presentations/Proclamations

7. Public Comments

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

8. Reports of Standing Committees

9. Reports from Special Committees and Board Liaisons

10. Report of the Mayor

11. Reports/Remarks of Councilmembers

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

12. Administrative Reports

13. Report of Claims Presented Against the City

14. Public Hearings

15. Old Business

1. **C.B. 19-10** – An Ordinance to amend Section 805 (06) of the Personnel Policy Manual of the City of Carthage regarding Meals. (Insurance, Audit & Claims)
2. **C.B. 19-11** – An Ordinance to amend Section 25-61 of the Carthage Code to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for rezoning property within the city, and for requests for annexation of property to the city. (Public Works)

16. New Business

1. **C.B. 19-12** – An Ordinance authorizing the Mayor to enter into a contract with the Fair Acres Family YMCA, Inc., for Aquatic Facility Management at Municipal Park. (Public Services)

2. **C.B. 19-13** – An Ordinance changing fees at the Carthage Municipal Golf Course. (Public Services)
3. **C.B. 19-14** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Funds Program Agreement ((TAP-1601(703)) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, and the Missouri Highway and Transportation Commission Sidewalk Improvements Agreement, as required as part of the terms of the Transportation Alternatives Funds Program Agreement. (Public Works)

#### 17. Mayor's Appointments

- Police Personnel Administration Board
- Parks and Recreation Director

#### 18. Resolutions

1. **Resolution 1867** – A Resolution concerning annexation of Property. (Planning, Zoning & Historic Preservation)
2. **Resolution 1868** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an agreement with Jonathan Goolsby for complete management of an Adult Softball Program located at Hallam Field. (Public Services)

#### 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  
March 12, 2019

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, Ray West, Ceri Otero, Mike Daugherty, Alan Snow, and Darren Collier. Brady Beckham, James Harrison, Kirby Newport and Juan Topete were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the February 26, 2019 Council Meeting. Motion carried unanimously.

Officer Keylee Burbridge was sworn in by Deputy City Clerk Michael Miller. Police Chief Greg Dagnan presented Sergeant Justin Butler and Officer Marcus Wicks with Lifesaving Awards due to them saving an individual's life by applying a tourniquet.

During Citizen's Participation Period: Steve Willis, Carthage Convention and Visitor's Bureau, introduced Niki Cloud as the new director of the CVB. Ms. Cloud introduced herself to the Council. Mr. Willis also reported to the Council that he was excited to see the new wayfinding signs going up across the city.

Mr. Collier reported the Budget, Ways and Means Committee met on March 11. There was a discussion and presentation over the five-year CIP plans which total approximately \$68,000,000 dollars. The committee discussed the LEST Grant and recommended Resolution 1864 to Council for acceptance of the grant. The committee also discussed the emergency spending bill to repair Rock Stadium after it was vandalized. Resolution 1865 was recommended to Council to provide authorization of appropriation of funds for the Rock Stadium repairs. The resolution also includes the spending of the funds received in the LEST Grant. Mr. Collier also reported that the committee had discussed the Agreement between the City of Carthage and Pearson Kelly Technology for Information Technology services. The committee made a motion to recommend a Council Bill to the Council for approval. Mr. Collier reported to the Council that banking bids for the City were sent out last week by City Clerk Traci Cox. The due date for these bids is April 17.

Ms. Otero reported the Committee on Insurance/Audit and Claims meeting was cancelled due to lack of quorum. The next meeting is scheduled for March 26.

Mr. Collier reported the Public Safety Committee is in between meetings with the next

meeting scheduled for March 19.

Mr. Daugherty reported the Public Services Committee is in between meetings with the next meeting scheduled for March 19.

Mr. Daugherty reported the Public Works Committee met on March 5. The committee discussed waiving the fees for requests for annexation of property to the city and the fees for rezoning property within the city. The committee made a motion to recommend C.B. 19-11 to Council to waive the annexation and rezoning fees for six months. Public Works Director Zeb Carney presented pictures of the bridge inspections to the committee. Mr. Daugherty reported to the Council that the pictures of the bridges were very bad.

Special Committee and Board Liaison reports were given by Ms. Otero for the Harry S Truman Coordinating Council and the Carthage Humane Society and Mr. Snow for the Carthage Public Library Board of Trustees.

During Reports of Council Members, Mr. Armstrong reported that at the Public Works Committee meeting, Mr. Daugherty had a good idea of having a possible bond for the bridge repairs throughout the city. Mr. Armstrong also reported to the Council the need for a Council Member to be on the Planning and Zoning Board. Mr. Armstrong made a motion, seconded by Mr. Collier, to table Resolution 1866. Motion carried unanimously. Mr. Armstrong would like to see the guidelines for approving funds spent from the McCune-Brooks Regional Hospital Trust. Mr. Short will provide Mr. Armstrong with those guidelines. Ms. Otero reported that Heather Collier at the Carthage Community Foundation will be hosting a "How to Sit on a Board" workshop on March 14 with Bill Putnam leading the workshop. She encouraged the citizens of Carthage to attend if they are interested in serving on one of the boards throughout the city. Mr. Daugherty reported that he believes the city will require a bond to have the bridges repaired due to the amount of bridges needing repaired and the severity of the repairs.

City Attorney Nate Dally reported on the lawsuit with the railroad over the bridges and how the railroad is possibly responsible for those crossings.

Police Chief Greg Dagnan thanked the Council for their recognition of the officer being sworn in and of the officers who received Lifesaving Awards.

Fire Chief Roger Williams congratulated the officers who received the Lifesaving Awards and gave credit to the City and its emergency personnel. Chief Williams reported that he recently did tests to the storm sirens. He also reported that the Fire Department received approximately twenty calls due to the recent high wind events. Chief Williams reminded everyone to be prepared for the Spring storm season. The Fire Department is close to moving things in to Fire Station #2.

Parks Director Alan Bull reported that he will be at a Missouri Community Forestry Council conference in St. Louis. He also reported that the Parks Department will be repairing Rock Stadium quickly to get power restored there.

City Administrator Tom Short reported on the following: a meeting with City Clerk Traci Cox over the anticipated revenues, budgets are due Friday from the Department Heads, the five-year CIP will be reviewed in the near future, out of the numerous funds the Golf Course fund is the only concern at this time, and the sales tax revenue numbers are up year-to-date but the anticipated revenues are still lower than were expected.

The Committee on Claims filed a report in the amount of \$1,741,508.02 against the following funds: General Revenue \$140,153.47, Public Health \$1,011.22, Parks Stormwater \$56,349.87, Golf Course \$2,779.71, Lodging \$8,500.00, Parks & Rec Fund \$94.50, Fire Protection \$21,760.90, Capital Improvements \$30,055.00, Payroll \$180,803.35 and Carthage Water & Electric \$1,300,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 19-09 – An Ordinance changing Memorial Hall Rental Fees in the City of Carthage was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Collier, Daugherty, Otero, Snow, and West. The council bill was approved and numbered 19-11.

Under new business, C.B. 19-10 – An Ordinance to amend Section 805 (06) of the Personnel Policy Manual of the City of Carthage regarding Meals was placed on first reading with no action taken.

C.B. 19-11 – An Ordinance to amend Section 25-61 of the Carthage Code to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for rezoning property within the city, and for requests for annexation of property to the city was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1864 – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. Resolution passed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Collier, Daugherty, Otero, Snow, and West.

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve Resolution 1865 – A Resolution providing authorization of appropriation of funds from the annual operating and capital budget of the City of Carthage, Missouri. Resolution passed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Collier, Daugherty, Otero, Snow, and West.

During closing remarks, Mr. Daugherty made a motion, seconded by Mr. West, to table Resolution 1866 – A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the restricted trust fund until the April 9 City Council meeting. Motion carried unanimously. Mr. Snow would like to

see a Council Work Day planned to hold public hearings and get the public's input on items like annexation and the CIP projects. Mr. Collier complimented the Department Heads for bringing important items forward for the budget.

Mr. Collier made a motion, seconded by Mr. Daugherty, to close the meeting according to Section 610.021 (1) RSMO, the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys thereof followed by a roll call vote on the board of 6 yeas and no nays. Ayes: Armstrong, Collier, Daugherty, Otero, Snow, and West. Motion carried.

#### CLOSED SESSION

Mr. Armstrong made a motion, seconded by Mr. West, to return to the regular session of the Council Meeting followed by a roll call vote of 6 yeas and no nays. Ayes: Armstrong, Collier, Daugherty, Otero, Snow, West. Motion carried.

Mr. Armstrong made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:48 PM.

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Dan Rife, Mayor

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Michael Miller, Deputy City Clerk

***PRESENTATIONS/  
PROCLAMATIONS***

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***

An Ordinance to amend Section 805 (06) of the Personnel Policy Manual of the City of Carthage regarding Meals.

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

**SECTION I:** Section 805 (06) Meals: of the Personnel Policy Manual is hereby repealed and the following enacted in lieu thereof:

**805. General Travel Policy:**

06. **Meals & Incidentals:** Any officer or employee traveling on City Business shall receive an allowance of up to \$50.00 per day, including tax and tip, for meals if all meals are paid for by the officer or employee. The City will not pay for alcoholic beverages. If less than three meals a day are to be paid for by the officer or employee, then the following schedule shall be used:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Department Heads shall determine what meals shall be allowed based upon the times and date and dates of travel. Where conference registration or training tuition fees include one or more meals, only those meals not covered by such fees shall be reimbursed by the City. Where a conference offers meals in conjunction with the conference program, but does not include those meals in the registration fee, the City shall pay for those meals selected by the officer or employee. If the officer or employee elects not to participate in one or more meals offered by the conference, the regular per diem guidelines shall be used for those requesting an excess meal allowance. Excess meal expense shall only be considered because of location or other unusual circumstance. All excess meal expenses must be approved by the Department Head and City Administrator. When excess meal allowance is claimed, all meals shall be paid by itemized receipt amounts only. No standard meal allowance shall be accepted.

**Ineligible Meals;**

- Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.
- Generally meals consumed within the City of Carthage and Jasper County are ineligible for reimbursement. Exceptions may be made on a case-by-case basis with approval of the Department Head and the City Administrator.

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

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

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

**ATTEST:**

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

COUNCIL BILL NO. 19-11

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

An Ordinance to amend Section 25-61 of the Carthage Code to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for rezoning property within the city, and for requests for annexation of property to the city.

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

**SECTION I:** Section 25-61 of the Carthage Code is hereby amended to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for rezoning property within the city, and for requests for annexation of property to the city.

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

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

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

**ATTEST:**

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

**Sponsored by: Public Works Committee**

***NEW  
BUSINESS***

**COUNCIL BILL NO. 19-12**

**ORDINANCE NO.**

An Ordinance authorizing the Mayor to enter into a contract with the Fair Acres Family YMCA, Inc., for Aquatic Facility Management at Municipal Park.

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

**SECTION I:** SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with the Fair Acres family YMCA, Inc., for Aquatic Facility Management at Municipal Park, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

**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 \_\_\_\_\_, 2019.**

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

**ATTEST:**

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

**City of Carthage**

**2019**

**POOL MANAGEMENT CONTRACT**

This agreement is entered into on this day \_\_\_\_\_, by and between the Fair Acres Family YMCA, Inc., a Missouri non-profit corporation (hereinafter, "FAFY"), and the City of Carthage (hereinafter, "The City").

**WHEREAS**, FAFY is engaged in the business of Aquatic Facility Management and,

**WHEREAS**, The city is the owner of two public swimming pool facilities located at 520 Roberts Ellis Young Dr., Carthage, Missouri and 714 S Garrison, Carthage, Missouri and,

**WHEREAS**, Owner desires to hire FAFY to manage and maintain the pool, upon the terms and conditions hereinafter set forth. The parties hereto intend that an independent contractor-employer relationship will be created by this contract. The City is interested only in the results to be achieved and the conduct and control of the work will lie solely with FAFY. FAFY is not to be considered an agent of the city for any purpose, and the employees of FAFY are not entitled to any of the benefits that the City provides for its employees, if any.

**WHEREAS**, it is the purpose of the City to provide, in the most efficient and effective manner, recreational facilities and programs to the residents of the City. The City believes that the scope and effectiveness of its programs can be improved by associating with the FAFY in order to utilize its training, experience and resources. The purpose of this Agreement is to outline the terms of a cooperative arrangement between the parties that is designed to increase, improve and enhance the City's recreational programs.

**NOW, THEREFORE**, in consideration of these premises and of the agreements hereinafter set forth, the parties agree as follows:

**1. ENGAGEMENT.** The owner hereby hires FAFY, and FAFY agrees to maintain and operate the pool upon the terms and conditions set forth in the Contract.

**2. STAFFING REQUIREMENT.** FAFY shall provide YMCA or Red Cross Certified Lifeguard(s), for the management of the pool pursuant to the terms of this contract. Pool manager will be on FAFY salary allowing a decrease in management fees. All personnel provided by FAFY shall be FAFY's employees. FAFY shall be responsible for all hiring and firing and scheduling decisions, paying the employees, providing workers compensation and unemployment insurance, and for adequate supervision and administration of the staff.

**3. SCHEDULE AND FEES.** The pool will be operated according to the times Set forth in Schedule A (Operational Schedule). The pool shall be opened during the hours specified unless the pool must be closed due to mechanical breakdown, unsafe weather conditions, or contamination as reasonably determined by the FAFY. In the event of unsafe weather conditions, the FAFY staff member on duty shall evacuate the pool and remain on station for 1 hour to determine if the pool may be re-opened that day. If it starts raining after 4:45pm, it will be within the lifeguard's discretion as to

whether to close or keep the pool open. The City will pay FAFY according to Schedule B (Payment schedule). Gate fees, individual and family passes, and all other special passes and fees, are set forth in Schedule C (Fee Schedule); however, The City and FAFY may modify or amend the gate and pass fees by mutually agreed upon written amendment to Schedule C.

**4. INSPECTION.** The FAFY administrative staff or lifeguards shall inspect the Pool on a daily basis to insure that the terms and provisions of this contract and the policies of FAFY are being properly executed.

**5. POOL REGULATIONS.** FAFY shall establish and enforce all pool operational procedures and regulations for safety and maintenance. FAFY shall also enforce additional regulations pertaining to the pool, as provided by the City. All FAFY personnel, the City's members, employees, and guests of the City using the pool and its environs shall follow these regulations. FAFY staff is hereby authorized to cause to be removed from the pool or its environs any individual(s) violating the pool regulations as reasonably determined by FAFY's employees, in their sole discretion. FAFY employees maintain the right to permanently remove from the pool any individual as a result of drinking/drug abuse or physical assault, etc.

The FAFY lifeguard has the last word on the pool deck and in the water. Both the FAFY and the lifeguard are held harmless with regard to any consequences arising from this termination or agreement and the lifeguard will immediately cease all activity and vacate the premises.

**6. REPAIRS.** If the pool must be closed while awaiting mechanical repair, the City's designated representative shall be advised as soon as practicable. FAFY's personnel will not open the pool unless all systems are operating properly. The City shall provide any reasonable repairs to the pool and the surrounding area. Any clean-up due to vandalism and/or repair due to vandalism shall be billed separately from contract and paid for by The City. FAFY shall contact the City's designated representative to arrange inspection prior to clean up. If the pool must be closed for mechanical repair that by no means does that obviate the City's duty to pay FAFY under the terms of schedule B.

**7. ROUTINE MAINTENANCE.** All necessary chemicals to properly maintain the pool will be supplied by FAFY. FAFY shall maintain the pool according to the regulations of the Missouri State Health. FAFY will provide paper products for the restrooms. The City will provide utilities services, including electric, sewer, trash, natural gas, and a functional, hard-wired telephone with 911 capability, and any additional fees relating to utilities for the duration of the contract to begin one week prior to pool opening. The City will remove water, clean and refill the pool with fresh city water the third week in May. FAFY will initiate the treatment and maintenance of the pool water following the City's initial spring clean-up no earlier than the third week in May.

**8. HOLD HARMLESS AGREEMENT.** To the fullest extent permitted by law, The FAFY agrees to indemnify, defend and hold harmless the City of Carthage, Missouri, its officers, agents, volunteers, and employees from and against all claims for bodily injuries or property damage or loss, including but not limited to attorney's fees, court costs, or other alternative dispute resolution costs, arising out of, or in any manner related to the use of the pool by the City and the City's residents, invitees, or trespassers, caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the FAFY, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the FAFY or anyone for whose acts FAFY may be liable.

To the fullest extent permitted by law, the City of Carthage agrees to indemnify, defend and hold harmless the Fair Acres Family YMCA, its officers, agents, volunteers, and employees from and against all claims for bodily injuries or property damage or loss, including but not limited to attorney's fees, court costs, or other alternative dispute resolution costs, arising out of, or in any manner related to the use of the pool by the City and the City's residents, invitees, or trespassers, caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the City of Carthage, Missouri, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the City of Carthage or anyone for whose acts the City of Carthage may be liable.

**9. INSURANCE.** The City shall maintain, in full force and effect during the term of this contract, a general liability insurance policy, to protect the City, in the face amount of not less than \$2,000,000. FAFY shall also maintain general liability insurance in the face amount of \$2,000,000, in full force for the duration of this contract and will provide the City with certificates of insurance, with the City of Carthage being listed as an additional insured and all proper endorsements being attached, for both general liability and workers' compensation insurance on request. In turn the City will provide the Fair Acres Family YMCA with certificates of insurance, with the Fair Acres Family YMCA being listed as an additional insured and all proper endorsements being attached, for both general liability and workers' compensation insurance on request.

**10. PROGRAMMING.** FAFY is solely authorized to conduct swimming instruction and water exercise programs on Mondays through Saturdays. Private parties will be scheduled by FAFY and staffed by FAFY personnel at the rate of \$125.00 for 2 hours. In general, the FAFY agrees to provide the personnel necessary to organize, publicize, manage and operate the City's swimming pool facilities. Also, the FAFY agrees to be liable for the operating costs incurred by these programs. Carthage summer Aquatic Swim Team will have access to the municipal pool for practices and meets. Times and dates will need to be agreed upon with FAFY staff.

**11. TERMINATION.** The City shall have the right to terminate this contract at any time for cause, and any of the following acts by FAFY shall constitute cause for termination of this contract:

- A. The assignment by FAFY of this Contract, or any rights there under, without the City's written consent, or
- B. The appointment of a receiver for FAFY, or an application therefore, or the filing of a petition by or against FAFY under the federal bankruptcy Act, or,
- C. The assignment for the benefit of creditors, or,
- D. Natural Disaster and/or acts of mother nature, or,
- E. The breach of any terms or conditions contained herein.

Cancellation of this contract by the City for any reason other than the Causes expressly stated above shall constitute a breach of this contract, in which case the balance of the Contract shall become immediately due and payable.

In the event of a litigation to enforce the payment terms of this contract, the prevailing party shall be entitled to a reasonable attorney's fee and costs, if any.

**12. OWNER'S DESIGNATED REPRESENTATIVE.** The City shall designate an Agent(s) who shall be an employee of the City, for the purpose of this contract. The FAFY Director of Aquatics shall address to and all patron complaints or suggestions. The City's designated agent may be changed from time to time at the discretion of the City.

\_\_\_\_\_  
Mayor Dan Rife  
City of Carthage

Date\_\_\_\_\_

\_\_\_\_\_  
Tom Short  
City of Carthage  
Director

Date\_\_\_\_\_

\_\_\_\_\_  
Jonathan H Roberts  
Executive Director  
Fair Acres Family YMCA

Date\_\_\_\_\_

COUNCIL BILL NO. 19-13

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

An Ordinance changing fees at the Carthage Municipal Golf Course.

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

**SECTION I:** Fee changes are hereby established for the Carthage Municipal Golf Course in accordance with the schedule which is attached hereto and incorporated herein by reference; the new daily fees shall go into effect on April 15, 2019.

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

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

\_\_\_\_\_  
**Dan Rife, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, CITY CLERK**

Sponsored by: Public Services Committee

# PROPOSED GOLF FEES MAY 15, 2019

## MEMBERSHIP TYPE

	<u>Current</u>	<u>Proposed City Resident</u>	<u>Proposed Non Resident</u>
JUNIOR 17 & UNDER	\$90.00	\$90.00	\$90.00
SINGLE 18-61	\$675.00	\$775.00	\$825.00
SENIOR 62 & OVER	\$525.00	\$625.00	\$675.00
FAMILY 2 – 18 & OVER	\$975.00	\$1,175.00	\$1,250.00
SINGLE WITH CART	\$1,650.00	\$1,650.00	\$1,650.00
SENIOR WITH CART	\$1,500.00	\$1,500.00	\$1,500.00

Membership Type	Current	Proposed City Resident	Proposed Non Resident	Briarbrook	Schifferdecker	Neosho
Junior 17 & Under	\$ 90.00	\$ 90.00	\$ 90.00	\$ 120.00	\$ 90.00	\$ 140.00
Single 18-61	\$ 675.00	\$ 775.00	\$ 825.00	\$900-\$1520	\$ 650.00	\$ 575.00
Senior 62 & Over	\$ 525.00	\$ 625.00	\$ 675.00	\$900-\$1520	\$ 500.00	\$ 499.00
Family 2 - 18 & Over	\$ 975.00	\$ 1,175.00	\$ 1,250.00		\$ 1,000.00	
Single w/Cart	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$1500-\$2120	\$ 1,300.00	
Senior w/ Cart	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$1500-\$2120	\$ 1,025.00	

173 Annual Members  
Estimate a minimum of \$13,000 in additional fees

**COUNCIL BILL NO. 19-14**

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

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Funds Program Agreement ((TAP-1601(703)) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, and the Missouri Highway and Transportation Commission Sidewalk Improvements Agreement, as required as part of the terms of the Transportation Alternatives Funds Program Agreement.

**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 the Missouri Highway and Transportation Commission providing for a Municipal Agreement for TAP-1601(703) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, and the Missouri Highway and Transportation Commission Sidewalk Improvements Agreement, as required as part of the terms of the Transportation Alternatives Funds Program Agreement, 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 \_\_\_\_\_, 2019.**

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

**ATTEST:**

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

**Sponsored by: Public Works Committee**

**COUNCIL BILL NO.** \_\_\_\_\_

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

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Funds Program Agreement ((TAP-1601(703)) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, **and the Missouri Highway and Transportation Commission Sidewalk Improvements Agreement, as required as part of the terms of the Transportation Alternatives Funds Program Agreement.**

**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 the Missouri Highway and Transportation Commission providing for a Municipal Agreement for TAP-1601(703) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, **and the Missouri Highway and Transportation Commission Sidewalk Improvements Agreement, as required as part of the terms of the Transportation Alternatives Funds Program Agreement,** 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 \_\_\_\_\_, 2019.**

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

**ATTEST:**

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

Sponsored by: Public Works Committee

***MAYOR'S  
APPOINTMENTS***

# Mayor's Appointments

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March 2019

## **Police Personnel Administration Board**

*4 Year Term – 4 Members – Meets on Call, Police Department*

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Rob Harmon	850-5804	527 Bel Aire	03-26-19	Mar 23

## **Parks and Recreation Director**

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Mark Peterson, effective June 1, 2019

# ***RESOLUTIONS***

**RESOLUTION NO. 1867**

**RESOLUTION concerning annexation of property.**

**TRACT 1:**

**ALL THAT PART OF SECTION 8, TOWNSHIP 28, RANGE 31, PART IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, FURTHER DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 16, BRECKENWOOD EIGHTH ADDITION, A SUBDIVISION BEING LOCATED IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THENCE ALONG THE EAST PROPERTY LINE OF LOT 16, BRECKENWOOD EIGHTH ADDITION NORTH 01 DEG 12'00" WEST A DISTANCE OF 261.23 FEET, THENCE NORTH 89 DEG 41'05" EAST A DISTANCE OF 35 FEET TO THE POINT OF BEGINNING, THENCE NORTH 01 DEG 12'00" WEST A DISTANCE OF 50 FEET TO AN EXISTING ½" IRON PIN, THENCE NORTH 89 DEG 51'28" EAST A DISTANCE OF 285.69 FEET TO A POINT OF CURVATURE TO THE LEFT, THENCE ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 325 FEET, AN ARC DISTANCE OF 155.26 FEET, A CHORD BEARING NORTH 76 DEG 09'46" EAST 153.79 FEET, THENCE NORTH 62 DEG 28'37" EAST A DISTANCE OF 81.04 FEET, THENCE NORTH 24 DEG 25'00" WEST ALONG THE EAST LINE OF BRECKENWOOD SEVENTH ADDITION, A SUBDIVISION BEING LOCATED IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, A DISTANCE OF 712.33 FEET, THENCE NORTH 09 DEG 25'00" WEST CONTINUING ALONG SAID EAST LINE, A DISTANCE OF 567.62 FEET, THENCE ON A NON-TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 140 FEET, AN ARC DISTANCE OF 58.15 FEET, A CHORD BEARING SOUTH 73 DEG 52'23" EAST 57.74 FEET, THENCE NORTH 89 DEG 43'14" EAST A DISTANCE OF 42.73 FEET, THENCE NORTH 01 DEG 08'00" EAST A DISTANCE OF 139.89 FEET TO THE NORTHEAST CORNER OF SAID BRECKENWOOD SEVENTH ADDITION, THENCE SOUTH 34 DEG 54'09" EAST A DISTANCE OF 169.93 FEET, THENCE NORTH 89 DEG 42'56" EAST A DISTANCE OF 174.85 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF US HIGHWAY 71 (NOW KNOWN AS INTERSTATE 49), THENCE SOUTHERLY ALONG SAID WESTERLY RIGHT-OF-WAY ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 3015 FEET, AN ARC DISTANCE OF 584.86 FEET, A CHORD BEARING SOUTH 05 DEG 21'29" EAST 583.76 FEET, THENCE SOUTH 19 DEG 15'48" EAST CONTINUING ALONG SAID WESTERLY RIGHT-OF-WAY LINE A DISTANCE OF 233.94 FEET TO A POINT OF CURVATURE TO THE LEFT, THENCE ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 2990 FEET, AN ARC DISTANCE OF 545.28 FEET, A CHORD BEARING SOUTH 20 DEG 34'40" EAST 544.52 FEET, THENCE SOUTH 25 DEG 48'08" EAST CONTINUING ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 307.46 FEET, THENCE SOUTH 89 DEG 51'28" WEST A DISTANCE OF 761.53 FEET, THENCE NORTH 01 DEG 03'41" EAST A DISTANCE OF 272 FEET, THENCE SOUTH 89 DEG 51'28" WEST A DISTANCE OF 192.01 FEET RETURNING TO THE POINT OF BEGINNING, EXCEPT ANY PART DEEDED, TAKEN OR USED FOR ROAD PURPOSES. SAID TRACT OF LAND IS ALSO KNOWN AS THE FINAL PLAT OF BRECKENWOOD NINTH ADDITION, JASPER COUNTY, MISSOURI.**

**TRACT 2:**

**ALL THAT PART OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 28, RANGE 31, PART IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 8, THENCE SOUTH 01 DEG 08'00" WEST ALONG THE WEST LINE OF SAID QUARTER 684.61 FEET TO THE SOUTH RIGHT-OF-WAY OF ROBERT ELLIS YOUNG DRIVE, AND THE POINT OF BEGINNING, THENCE SOUTH 89 DEG 39'36" EAST ALONG SAID RIGHT-OF-WAY LINE 480.52 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF US HIGHWAY 71 (NOW KNOWN AS INTERSTATE 49), THENCE SOUTH 04 DEG 26'40" WEST ALONG SAID RIGHT-OF-WAY 176.04 FEET, THENCE SOUTH 09 DEG 20'34" WEST ALONG SAID RIGHT-OF-WAY 860.21 FEET, THENCE SOUTH 13 DEG 58'29" WEST ALONG SAID RIGHT-OF-WAY 185.62 FEET, THENCE ALONG SAID RIGHT-OF-WAY ON A CURVE TO THE LEFT HAVING A RADIUS OF 3015 FEET AN ARC LENGTH OF 483.74 FEET TO THE SOUTH LINE**

OF A TRACT DESCRIBED IN BOOK 1149 AT PAGE 1098, THENCE LEAVING SAID RIGHT-OF-WAY ALONG SAID LINE SOUTH 89 DEG 48'29" WEST 175.05 FEET, THENCE NORTH 34 DEG 54'09" WEST 169.93 FEET TO THE SOUTHEAST CORNER OF LOT 10 IN THE BRECKENWOOD SIXTH ADDITION, THENCE NORTH 01 DEG 8'00" EAST ALONG THE EAST LINE OF BRECKENWOOD SIXTH ADDITION AND ALONG THE EAST LINE OF BRECKENWOOD SECOND ADDITION 1550.09 FEET TO THE POINT OF BEGINNING.

EXCEPT:

ALL THAT PART OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 28, RANGE 31, NOW IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 8, THENCE SOUTH 01 DEG 08'00" WEST ALONG THE WEST LINE OF SAID QUARTER 684.61 FEET TO THE SOUTH RIGHT-OF-WAY OF ROBERT ELLIS YOUNG DRIVE, THENCE SOUTH 89 DEG 39'36" EAST ALONG SAID LINE 280.52 FEET TO THE POINT OF BEGINNING, THENCE CONTINUING SOUTH 89 DEG 39'36" EAST ALONG SAID RIGHT-OF-WAY LINE 200.00 FEET TO THE WESTERLY RIGHT-OF-WAY OF US HIGHWAY 71 (NOW KNOWN AS INTERSTATE 49), THENCE SOUTH 04 DEG 26'40" WEST ALONG SAID RIGHT OF WAY 176.04 FEET, THENCE SOUTH 09 DEG 20'34" WEST ALONG SAID RIGHT-OF-WAY 319.52 FEET, THENCE NORTH 89 DEG 39'36" WEST 144.20 FEET, THENCE NORTH 01 DEG 08'00" EAST 491.22 FEET TO THE POINT OF BEGINNING.

TRACT 3:

ALL THAT PART OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 28, RANGE 31, JASPER COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 8, THENCE SOUTH 01 DEG 08'00" WEST ALONG THE WEST LINE OF SAID QUARTER 25.00 FEET TO THE SOUTH RIGHT-OF-WAY OF BUDLONG STREET IF PRODUCED WEST, THENCE NORTH 89 DEG 37'24" EAST ALONG SAID RIGHT-OF-WAY 20.00 FEET TO THE POINT OF BEGINNING, THENCE CONTINUING ALONG SAID LINE NORTH 89 DEG 37'24" EAST 413.34 FEET TO THE WEST LINE OF A TRACT DESCRIBED IN DOCUMENT #24321 AND FILED IN BOOK 463 PAGE 160, THENCE SOUTH 01 DEG 06'29" WEST ALONG THE WEST LINE OF SAID TRACT 235.08 FEET, THENCE NORTH 89 DEG 37'24" EAST ALONG THE SOUTH LINE OF SAID TRACT 85.00 FEET, THENCE SOUTH 00 DEG 39'17" EAST ALONG THE EAST LINE OF A TRACT DESCRIBED IN BOOK 1149 AT PAGE 1098 165.87 FEET TO THE WESTERLY RIGHT-OF-WAY OF US HIGHWAY 71, THENCE SOUTH 10 DEG 19'03" WEST ALONG SAID RIGHT-OF-WAY 167.66 FEET TO THE NORTH RIGHT-OF-WAY OF ROBERT ELLIS YOUNG DRIVE, THENCE NORTH 89 DEG 39'38" WEST ALONG SAID LINE 476.73 FEET, THENCE NORTH 01 DEG 08'00" EAST 559.86 FEET TO THE POINT OF BEGINNING, EXCEPT ANY PART DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

AND:

A TRACT OF LAND BEGINNING AT A POINT 510 4/12 FEET EAST OF THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 28, RANGE 31, JASPER COUNTY, MISSOURI, THENCE SOUTH 410 FEET MORE OR LESS TO THE WEST RIGHT-OF-WAY LINE OF US HIGHWAY 71A AS ESTABLISHED BY COMMISSIONER'S REPORT FILED OCTOBER 31, 1978 AND RECORDED IN BOOK 1217 AT PAGE 1955, THENCE NORTHEASTERLY ALONG THE WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF SECTION 8, THENCE WEST 90 FEET MORE OR LESS TO THE POINT OF BEGINNING, EXCEPT ANY PART DEEDED, TAKEN OR USED FOR ROAD PURPOSES.

EXCEPT:

A TRACT OF LAND BEGINNING AT A POINT 510 1/3 FEET EAST OF THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 28, RANGE 31, JASPER COUNTY, MISSOURI, THENCE SOUTH 260.00 FEET, THENCE EAST TO THE WEST RIGHT-OF-WAY LINE OF US HIGHWAY 71A AS ESTABLISHED BY COMMISSIONER'S

**REPORT FILED OCTOBER 31, 1978 AND RECORDED IN BOOK 1217 AT PAGE 1955, THENCE NORTHEASTERLY ALONG THE WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF SECTION 8, THENCE WEST 90 FEET MORE OR LESS TO THE POINT OF BEGINNING.**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

**SECTION I:** That there has been presented on **March 26, 2019** to the City Council of the City of Carthage, a verified petition signed by the owners of all fee interest of record and all tracts of real property located within the area described in the petition, which area is proposed to be annexed to the City of Carthage; a copy of which petition is attached hereto and incorporated herein as if set out in full.

**SECTION II:** That no part of said real property is now included in any incorporated municipality.

**SECTION III:** That said real property is contiguous to the existing corporate limits of the City of Carthage, Missouri.

**SECTION IV:** That in accordance with section 71.012 Revised Statutes of Missouri, a public hearing shall be held concerning the matter, and this public hearing shall be held on the **9<sup>th</sup> day of April 2019 at 6:30 p.m.**, in the Council Chambers, at City Hall in Carthage, Missouri.

**SECTION V:** The City Clerk is authorized and directed to cause a notice of such hearing to be published in the Carthage Press at least seven (7) days prior to the date of hearing.

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

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

**ATTEST:**

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

Sponsored by: Planning, Zoning and Historic Preservation Commission

**RESOLUTION NO. 1868**

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

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

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

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

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

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

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

**ATTEST:**

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

**Sponsored by: Public Services Committee**

## AGREEMENT

This AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Carthage, Jasper County, Missouri, and the Carthage Adult Softball Program. Program Director is Jonathan Goolsby.

WITNESSETH:

### RECITALS

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

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

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

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

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

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

### COVENANTS

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

That the City of Carthage hereby grants to the Adult Softball Program a non-exclusive privilege to utilize Hallam Field for a spring, summer and fall adult softball program, the program shall run April 1<sup>st</sup> through November 24<sup>th</sup>, 2019. The City retains the right to schedule the field for any additional events, taking into consideration the Adult Softball Programs schedule.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### TERM OF THE AGREEMENT

The term of this agreement shall be from date of signing through November 24<sup>th</sup>, 2019. This agreement shall be in effect for the term as stated herein unless written notice of termination is given by either party to the other party at least sixty (60) days prior to the expiration of the lease or the end of any year of continuation.

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

Passed and approved by the Adult Softball Program on the \_\_\_\_\_ Day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jonathan Goolsby  
Carthage Adult Softball Program

Passed and approved by the City of Carthage on the \_\_\_\_\_ Day of \_\_\_\_\_ 2019

\_\_\_\_\_  
Dan Rife  
Mayor

Attest:

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

***MINUTES  
STANDING  
COMMITTEES***

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, MARCH 11, 2019 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

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

**OTHERS PRESENT:** City Administrator Tom Short, Deputy City Clerk Michael Miller, Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull, Fire Marshal Ryan Huntley, IT Tech Amon Henady, Ceri Otero, Tyler Wornell, and Dawn Denniston.

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

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

**OLD BUSINESS**

**Consideration and approval of minutes from previous meeting.** Mr. Topete made a motion to accept the minutes of the February 11 meeting. Motion approved 4-0.

**NEW BUSINESS**

**1. Consider and discuss Five-Year Capital Improvement Program (CIP) 2020-2024.**

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

**Mr. Short** gave a summary of the five-year CIP requests and discussed how these were the items that were on the horizon for the city. Mr. Short presented the five-year CIP requests for Administration, Memorial Hall, Economic Development and Landfill Closure. Fire Chief Williams presented the five-year CIP requests for the Fire Department, Emergency Management and Fire Sales Tax. IT Tech Amon Henady presented the five-year CIP requests for Information Technology. Parks Director Alan Bull presented the five-year CIP requests for Parks, Golf and Parks/Stormwater. Police Chief Dagnan presented the five-year CIP requests for Police and Taxi. Public Works Director Zeb Carney presented the five-year CIP requests for Public Works, Streets, Street Engineering, Myer’s Park, Parks/Stormwater and Public Health.

**2. Consider and discuss acceptance of 2019 Jasper County Law Enforcement Sales Tax (LEST) Grant.**

*"In December, 2018 area law enforcement agencies in Jasper County were given the opportunity to apply for funding from the LEST Grant for the 2019 award cycle. A total of \$216,050.06 was allocated in the 2019 Budget for LEST Grant Awards. The grant applications received in 2018 from area law enforcement agencies totaled \$238,248.20. In order to fund grant applications, the grant board and agencies worked to cut \$33,000.64 from grant applications. With the Grant Board's decision to keep a 5% reserve in the fund for emergency, awards to law enforcement agencies were made based on an available balance of \$205,247.56. By accepting this Grant, the City accepts the award and agrees to abide by the program guidelines. JASCO usually requires recipients to expend grant funds by the end of the fiscal year. Therefore, instead of waiting for the Public Safety Committee to consider a recommendation to accept this grant, it is being presented to the Budget Committee for recommendation. The Grant is for the Carthage PD - ODET Fee; 34 Load Bearing Vest; 3 Taser Replacement for a total award of \$28,771. This should speed up the process by about 3 weeks."*

**Mr. Short** discussed the \$28,771 that is being awarded from the LEST Grant. The recommendation went through the Budget Committee so if accepted it could be used by the end of the fiscal year. Mr. Snow made the motion to recommend the acceptance of 2019 Jasper County Law Enforcement Sales Tax (LEST) Grant to Council. Motion carried 4-0.

**3. Consider and discuss a Resolution Amending the 2018 - 2019 Annual Operating and Capital Budget for the City of Carthage.**

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

**Mr. Short** discussed the resolution to utilize the LEST Grant funds so the police department could meet the timeframe of the fiscal year. The resolution also covers \$3,300 to repair Rock Stadium after it suffered vandalism and property damage. Mr. Snow made the motion to recommend the Resolution amending the 2018-2019 Annual Operating and Capital Budget for the City of Carthage. Motion carried 4-0.

**4. Consider and discuss an Ordinance authorizing the Mayor to sign an Agreement between the City of Carthage and Pearson Kelly Office Products LLC., DBA Pearson Kelly Technology for technology services.**

*“Staff has worked with the vendor to address the concerns expressed at the last meeting about the contract duration and a notice not to renew provision. The term of the Agreement is now for an initial 2 year period with automatic renewals unless notice is given by either party 30 days prior to renewal. This should address the concerns express at the last meeting.”*

**Mr. Short** discussed that Pearson Kelly Office Products agreed to the two-year term of the agreement to provide technology services to the City of Carthage. This agreement could be terminated at any time with a thirty-day written notice of termination. Mr. West made the motion to recommend a Council Bill to authorize the Mayor to sign an Agreement between the City of Carthage and Pearson Kelly Office Products LLC., DBA Pearson Kelly Technology for technology services. Motion carried 4-0.

**5. Staff Reports.**

*“We have received the **March Sales Taxes Report**. This month’s receipt for the 1% General Fund portion for March 2019 showed an increase of 4.09% from the same month last Fiscal Year. This amounted to approximately \$7,686 more than the same month last year. Current Y-T-D receipts are 3.16% above last year's numbers. This amounts to approximately \$56,014 but is still -0.11%, \$2,047 lower than anticipated budgeted collections for the year. Also included is the summary budget **Revenue & Expense Report (unaudited)** as of the end of February 2019. As of February 2019, there did not appear to be any major budgetary concerns (on a fund basis) outside of the **Golf Course Fund**. Currently in the **General Fund**, expenditures are running higher than revenues by about \$141,231. There are still 4 months left in the fiscal year. The originally approved budget anticipated using \$1,481,451 of the fund balance. The original budget also anticipated using a portion of the **Golf Fund’s** fund balance in addition to the transfer from the General Fund of \$80,000. We will continue to monitor the budget for any outstanding and potential adjustments that will need to take place before the end of the fiscal year. Also included in the packet is the **Pooled Investment Report** for February 2019. Activity for the month added about \$41,519 to the City’s accounts.”*

**Mr. Short** discussed the March Sales Taxes Report. The 1% General Fund for March 2019 was an increase from March of 2018, including an increase in the year-to-date totals. Mr. Short also discussed the MOSIP investments that have done well compared to years past. It was also discussed that the City Banking Services RFP bids were sent out last week.

**6. Other Business.**

*"None known at this time."*

**ADJOURNMENT:** The meeting adjourned at 8:54 PM on motion by Mr. Snow. Motion carried 4-0.

Respectfully Submitted,  
Michael Miller

A handwritten signature in black ink, appearing to read "Michael Miller", written in a cursive style.

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# City of Carthage



## Public Safety Committee – Minutes

**Meeting Date:** March 18, 2019

**Meeting Location:** Carthage Police Department

**Call to Order:** Chairman Harrison

**Time Called to Order:** 5:30pm

**Attendance:**

Chairman Harrison, Councilman Collier, Councilman Newport, Councilman West, Chief Dagnan, Chief Williams

Citizen/Other: Morgan Housh, Kip Smith, Mary Jo Little, Larry Cleary, Tericia Mixon, Crystal Lane, Allen Snow

**OLD BUSINESS**

Councilman Collier made the motion to accept the minutes from the previous meeting as written. Motion passed.

**CITIZEN PARTICIPATION**

1. Chief Dagnan discussed the 2019 Rallye in the Park event and run that will be held on April 28<sup>th</sup> on behalf of Jude Champagne. This event will be the same as last year. For the run First Christian Church is requesting the closure of the 800 block of Main Street from 6:00am to 10:00am. In the event of inclement weather, they are requesting the closings of the 800 block of Main between the main building and the Lighthouse building from 6:00am to 3:00pm, 9<sup>th</sup> street between Main and Lyon from 6:00am to 3:00pm, and Chestnut Street between Lyon and Main Street from noon to 3:00pm. The community event begins at 7:00am to 3:00 pm. The CPD will provide barricades for the event. Councilman Collier made a motion to close the requested streets as years past and allow vehicles to back into parking spaces. Motion passed.
2. Mary Jo Little from The Chamber is requesting streets to be closed and vacated as past years for Maple Leaf on October 19, 2019. Attached are the outlined streets and times. Councilman Newport made a motion to allow the street closures. Motion passed.
  - a. Tericia Mixon spoke with the committee over the YMCA 5K run. The event will be held on October 18, 2019 at 6:00pm. She is requesting George E Phelps and Airport Drive between Grand and Fulton to be closed from 5:30 pm to 7:15pm. She is also requesting the help of CPD to provide officers on Elk Street and Centennial Street for traffic control. Councilman West made a motion to approve street closures as requested and police presence. Motion passed.
  - b. Larry Cleary is requesting street closures for the Maple Leaf Cruise Night as in years past. He is requesting the following streets to be closed and vacated: Grant Street from 2<sup>nd</sup> to 5<sup>th</sup>, Main Street from 2<sup>nd</sup> to 5<sup>th</sup>, and 3<sup>rd</sup> Street from Grant to Main. He is also requesting reverse flow of traffic to facilitate back in parking. The event will be held on October 18, 2019. The event will be running same as it has been in years past. Councilman Newport motioned to approve the street closing for the Maple Leaf Cruise Night on October 18, 2019 and allow reverse rotation of traffic and cars to back into parking spaces. Motion Passed.

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

3. Crystal Lane discussed closing and vacating 7<sup>th</sup> street between Garrison and Lyon for Relay for Life. This event will be held in Central Park on Saturday June 1<sup>st</sup>. She is requesting the closure from midnight Friday May 31<sup>st</sup> to midnight of June 1<sup>st</sup>. CPD would be in charge of closing the roads. This event is held same as years past. Councilman Newport made a motion to approve the street closing and vacating 7<sup>th</sup> street between Garrison and Lyon from midnight May 31<sup>st</sup> to midnight June 1<sup>st</sup>. Motion was approved.
  
4. Kip Smith discussed with the committee the homemade boat race at Kellogg Lake on Friday July 19<sup>th</sup> and Saturday July 20<sup>th</sup>. He is requesting from the Public Safety committee to approve the placement of traffic barricades at two designated points for duration, the Fire Department to bring rescue boat and monitor the races, two police officers on Friday from 5:00pm to 12:00am and Saturday from 8:00am to 4:00pm due to the sale of beer, and also suspend noise ordinance on July 19<sup>th</sup> from 8:00pm to 12:00am. Councilman Newport made a motion to approve the street closures and noise ordinance as requested contingent upon Kip providing the appropriate event insurance to Chief Dagnan before the event. Motion passed.

#### **NEW BUSINESS**

1. Staff reports
  - a. Police
    - i. The CPD's report management system Omnigo went live March 18<sup>th</sup>. A termination of contract letter has been sent to Superion and they have confirmed with Chief Dagnan that is has been received.
  - b. Fire
    - i. Chief Williams is in the process of purchasing supplies for Station 2.

#### **ADJOURNMENT**

Councilman Newport made a motion to adjourn. Motion passed.

**Next Meeting Date: April 15, 2019**

**Next Meeting Location: Carthage Fire Department**

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

## PUBLIC SERVICES COMMITTEE

March 19, 2019  
Park Department Office  
521 Robert Ellis Young Drive

Public Services Committee Members Present; Brady Beckham, Juan Topete and Mike Daugherty.  
Member absent; James Harrison.

Staff Present; Alan Bull, Mark Peterson and Melanie Blizzard.

Non-Members Present; Ceri Otero, Wendi Douglas, Kip Smith, Tyler Wornell and Jonathan Roberts.

At 5:31 P.M. Mr. Beckham called the meeting to order.

**Mr. Daugherty moved to approve minutes from the February 19, 2019 meeting. Motion carried.**

Public participation

Ms. Wendi Douglas approached the Committee to ask permission for use of the square on April 13 from 10:00 to 5:00. This would be a Carthage Council of Arts event. Ms. Douglas asked for a few picnic tables, some trash containers and also permission for some vendor sales. Part of the sales would be food trucks and part would be craft vendors. The Committee asked if Ms. Douglas had talked to the Public Safety Committee, Ms. Douglas stated she had and they had agreed to her requests at that meeting. The Committee had no problem with the requests and Mr. Beckham stated he would bring it forward at the next Council meeting and ask for Council approval.

Old Business:

NONE

NEW BUSINESS:

1. Consider and discuss possible paddle race at Kellogg Lake/Spring River- Mr. Smith addressed the Committee about an event he would like to have at Kellogg Lake. This event would be a home-made paddle boat race. The date for the race will be July 19<sup>th</sup> and 20<sup>th</sup>. Mr. Smith is hoping for a 50 team entry and will be working with local business's to try and get them involved. The actual race will be held on Spring River but the rest of the event will be located in the park. Any revenue produced from the event will be donated to the Kellogg Lake Board for future improvements to the park. Mr. Smith reported he had already approached

the Public Safety Committee and had their support. The Fire Department will have their rescue boat at the event, two barricades will be set up to control traffic and two police officers will be on site that will be paid for by the event. Mr. Smith asked the Public Services Committee for permission to sell beer and food on site. The beer sales would be through a licensed local vendor and the food would probably be in the form of a food truck. Mr. Smith asked about electricity for the event, would the City take care of it or did they need to. Mr. Bull explained that events such as this were responsible for securing that service but he would be happy to first contact CW&EP to see what could be done. Mr. Smith also asked for several picnic tables and trash containers. Mr. Bull stated this would be no problem. Lastly Mr. Smith requested permission to have camping in the park as there needed to be some people on site to watch the equipment and boats that would be brought in on Friday. Mr. Bull reported this would be no problem as he would alert the Police Department and let them know. There was a back and forth discussion in regards to the event with the Committee being in favor of the event. Mr. Topete asked about what happens to parts of boats that float down the river. Mr. Smith stated there would be people from the local bass club stationed downstream to catch any debris and also to catch any people that fall into the water.

**Mr. Daugherty moved to recommend to Council allowing the paddle battle race to be held at Kellogg Lake July 19 and 20. This will include permission for the sale of food and beer, if all licensing requirements are met and event insurance is acquired. Motion carried.**

2. Consider and discuss possible contract with YMCA for pool management- Mr. Roberts addressed the Committee about the possible agreement to manage the City Pools for the 2019 season. Mr. Bull stated he and Mr. Roberts had met and discussed the contract and the idea of lowering the rate. Mr. Bull stated that Mr. Roberts had explained his reasoning for the rates and that they really couldn't be lowered. So Mr. Bull felt it best to have Mr. Roberts explain the Committee why the rate was where it is. Mr. Roberts explained how the new minimum wage was affecting the YMCA budget wise and explained the increase was really the same percentage that the wage had gone up. The Committee discussed the increase of participation at the pool and how the YMCA had been managing the pool. Mr. Roberts stated the number one problem at the pool is the cold temperature due to having to re-fill the pool every day. Mr. Roberts felt he could bring in many more customers and have more repeat business if the pool wasn't so cold. The Committee asked about the YMCA members using the pool stating that seemed to be a benefit for the Y. Mr. Beckham questioned the numbers in regards to more visits but not that much revenue increase. After discussion it was shown that the record keeping differed from the City to the Y that explained part of the difference. The Committee and Mr. Roberts also discussed the possibility of a new aquatics facility and how that might progress. Mr. Bull stated that he felt the Y had done a very good job managing the pool and would continue to.

Mr. Daugherty moved to recommend to Council approving the pool management contract with the YMCA as presented. Motion carried.

Mr. Bull stated that if the Committee would agree, could number six be moved up to number three. Ms. Blizzard was in attendance for this item and needed to leave as soon as possible.

**Mr. Daugherty moved to amend the agenda by moving item number six to item number three. Motion carried.**

3. Consider and discuss Memorial Hall stage floor refinishing bid- Ms. Blizzard reported that there had only been one bid submitted for the floor work. Ms. Blizzard stated there had been three different contractors look at the project and show interest but only the single bid was received. The bid submitted was from Baugh Floors, the same company that had re-finished the auditorium floors last year. The submitted bid was in the amount of \$9,906.68. The amount budgeted for this project was \$9,000.00. Mr. Bull stated that the stage floor being worked on is much larger than it appears from the auditorium, one of the reasons for the cost. Mr. Bull stated that he noticed there was something mentioned on the bid about prevailing wage. The thresh hold to trigger prevailing wage is now \$75,000 for a single project. Ms. Blizzard stated she had talked to them about it but that it was stated the bid was accurate. Mr. Bull stated that he wanted to call Mr. Baugh and just double check on the rate. The Committee agreed.

**Mr. Daugherty moved to recommend to Council accepting the bid from Baugh Floors to re-finish the stage floor at Memorial hall contingent upon Mr. Bull checking on the prevailing wage issue. Motion carried.**

4. Consider and discuss possible adult softball contract- Mr. Bull reported that the person running the softball league last year really only had about half a season due the lighting problems at the field. Mr. Bull felt he deserved another season to try and see what he can do with the program. The agreement presented was the same as last years with no changes.

**Mr. Topete moved to recommend to Council accepting the softball agreement as written. Motion carried.**

5. Consider and discuss possible sale of surplus mowers- Mr. Bull reported he had received one bid for the mowers that were declared surplus several months ago. Mr. Bull was not that happy about the amount offered but since the mowers really had no value for the City it was probably better to sell them and have them out of the way. Mr. Beckham asked if Mr. Bull had looked into scrap prices for the mower. Mr. Bull stated that he actually had due to the low bid but it looked like a couple of hundred dollars would be about all they would get at scrap weight.

**Mr. Daugherty moved to recommend to Council approving the sale of the surplus golf mowers to the Stockton Country Club in the amount of \$500.00. Motion carried.**

6. Consider and discuss possible golf fee increase- Mr. Peterson reported to the Committee on the thoughts behind a possible fee increase for memberships at the golf course. After looking at the fees from other area courses and seeing where Carthage was headed it was felt some changes to fees should be made. The Carthage course has been seeing an increase in rounds but a decrease in revenues. This was found to be caused by an increase in member

and senior play. This play causes our revenue per round to be lower than what is needed to sustain the course. One of the proposed changes would be a price break for people living within the city limits of Carthage. The course hasn't had this fee in the past but it was felt there was merit in such a fee. The Committee discussed the fees and the golf course and how the course is funded. Mr. Bull pointed out that member ship fees hadn't been changed for quite some time and was overdue for some adjusting.

**Mr. Daugherty moved to recommend to Council adopting the new membership fees at the Carthage Golf Course as presented. Motion carried.**

## STAFF REPORTS

### **Parks and Recreation Director-Alan Bull**

Mr. Bull reported on the February golf report. Once again rounds were above projections but more importantly revenue was also higher than projected. Mr. Bull stated it was only two and a half percent but it was still above what was expected. Mr. Bull also pointed out that this was the third month in a row that revenue had beaten the projections. Mr. Bull also stated that if there is a strong spring like last year the course could get close to budgeted revenue. Mr. Bull also stated he didn't any way to make projections, but felt it could be closer than thought just a few months ago.

Mr. Bull reported on the park crew getting things ready for spring. Bathrooms had been opened and water was being turned on at the ball park.

Mr. Peterson gave an up-date on the golf course and how he was working to increase play. This sparked a debate on what could be done to bring in more revenue. Mr. Topete asked what Mr. Peterson was doing that would help the course. Mr. Peterson explain all the marketing strategy being used, adding another event to fill the slowest day at the course and how scheduling tournaments was helping to fill in slow times. There was some discussion about the golf app being used at the course, Instagram, Facebook and other methods being used to help get play from the 20 to 40 age group. Mr. Peterson reported it was a constant struggle as there just weren't the new players coming into the game that is needed.

**Mr. Topete moved to adjourn. Motion carried.**

**Meeting adjourned at 7:32**

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

**DRAFT**

**APPROVED**

The Carthage Public Library Board of Trustees Meeting Minutes – February, 2019

The Carthage Public Library Board of Trustees met Tuesday, February 12, 2019 in the Carthage Public Library Community Room. The meeting was called to order at 5:13 pm by Sandy Swingle, Acting President.

**Roll Call**

Board members present were Sandy Swingle, Gary Cole, Miriam Putnam, Eric Putnam, Carrie Campbell, Donna Maggard and Justin Baucom. Also present were Library Director Julie Yockey, Alan Snow from the Carthage City Council, and Tyler Wornell of the Joplin Globe.

**Minutes of Last Meeting**

There were no changes to the Minutes of the last regular meeting. A motion to approve the Minutes of the regular session of January 8, 2019, was made by Gary Cole and seconded by Miriam Putnam. Motion passed unanimously.

**Financial Report**

Attached. January 2019 financials were presented. Julie reported that interest has grown to \$4522.86 on the investments. Library received almost \$40,000 from Parks and Storm Water tax. Justin moved to accept the January financials, and Eric seconded. Motion passed unanimously.

**Director's Progress and Service Report**

Attached. Julie announced that some libraries are asking for the curriculum for the immigration classes that are being used at the Carthage Library. The program is becoming well known throughout the area.

**President's Message**

With Peggy's absence, there was no report.

**Council Liaison's Report**

Alan Snow, city liaison for the library, reported that the council budget hearings have begun, and revenues are up for December.

**Committee Reports**

Building Committee – No report

Budget Committee – No report

Community Relations – No report

By-Laws – No report

Library Gardens – No report

ADA Compliance – No report

Communications – No report

**Unfinished Business – No report**

**New Business** - Miriam mentioned that KODE TV has interviews on weekday afternoons. This might be a good source of advertisement for the library summer reading program. Julie will be in contact with KODE. She also said that she has plans to send a care package to Kevin.

**Payment of Bills**

Sandy reported that bills had been received and reviewed and could be paid. Eric moved to pay the bills with a second by Gary. Motion passed unanimously.

**Adjournment**

With no further business, Gary made a motion to adjourn. Eric seconded. Motion passed unanimously. Meeting adjourned at 5:48 pm.

Respectfully submitted,

Carrie Campbell     PEGGY RALSTON  
Secretary Pro-Tem     BOARD PRESIDENT



# Carthage Chamber of Commerce Board of Directors

Thursday, February 21 at 7:30 a.m.

Members present:

Brian Schmidt, Vice Chair  
Kimberly Fullerton, Treasurer  
Steve Willis, Past Chair  
Becky Andrews  
Paul Eckels  
Dr. Jon Haffner  
Tina Hallmark  
Elizabeth Simmons  
Scott Watson  
Tom Flanigan, ex-officio  
Stephanie Howard, ex-officio  
Gregg Wolf, ex-officio

Members absent:

Roy Mason, Chair  
Robert Goar  
John Lenahan  
Tom Short, ex-officio

Liaisons present:

Jim Benton, liaison

Liaisons absent:

Mike Daugherty, liaison

Staff present:

Mark Elliff, Pres/Sec  
Mary Jo Little

Staff absent:

Neely Myers

Quorum being present, Board Vice Chair Schmidt began the meeting at 7:30 a.m.

January minutes were presented for review. There being no corrections, Willis moved to approve the minutes, Haffner seconded the motion, and the motion carried unanimously.

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

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

Ambassadors: Hallmark announced the group's next meeting, scheduled for (correction) April 10.

Banquet: Little reported that at the wrap-up meeting the committee had reviewed the survey results and brainstormed ideas for 2020. She added that, as previously reported, the event was 10% down financially.

Economic Development: Elliff reported the committee had not met, pending the reports from Olsson and from the City's appraiser.

Emerging Leaders: Fullerton reminded members that the next PYNK luncheon with Jeannette Clem was scheduled for March 21.

Maple Leaf: Little reviewed the written report in the Board packet; there were no questions.

Marketing/Expo: Elliff reported that 8 booths were still available, with layout changes planned to mask any empty spaces.

Public Policy: Elliff briefed members on the upcoming sales tax extension proposed by the County and presented the committee's request for board endorsement. Willis moved to support and endorse the initiative, Eckels seconded the motion, and the motion carried unanimously. Elliff added that Carthage Eggs & Issues Legislative Forum had been postponed to February 22 due to weather.

CVB: Willis reported the organization's new director, Niki Cloud, would start on March 4.

Ministerial Alliance: Benton reported that the next fifth Friday community prayer service would be held at Faith Life on March 31.

Vision Carthage: Elliff reported that the Joplin Area Habitat for Humanity was looking projects on Central Ave. west of Baker in partnership with VC.

Chairman's report: Schmidt referred to the tentative list of 2019 liaison assignments and directed questions to Mason.

President's report: There were no questions regarding the written report in the Board packet. Elliff added that he had participated in a meeting with business and educators to discuss workforce development and

apprenticeship programs. He announced a forum for city council and school board candidates would be held on March 26. He noted a draft budget for FY19-20 would be presented at the March meeting and thanked Community National Bank & Trust for the donated computer for the Chamber conference room.

City of Carthage: No report.

Jasper County: Flanigan had nothing to add but thanked the board for their support of the sales tax initiative.

Old Business: None.

New Business: None.

Strategic Planning: Elliff shared a draft summary of the 2019 board retreat and asked members to rank the items for 2019 priorities. He presented Resolution 19-01 to provide a procedure for using a consent agenda for future meetings. Watson moved to accept Resolution 19-01, Simmons seconded the motion, and the motion carried unanimously.

There being no additional reports, no further business, and no need for a closed session, Willis moved to adjourn at 8:10 p.m., Watson seconded the motion, and the motion carried unanimously.

Upcoming events:

1. 2/21.....Business After Hours w/Rotary at Woodshed, 4:30-6 p.m.
2. 2/22.....Eggs & Issues Legislative Forum at Grace Pointe Assembly, doors open 10:15 a.m.
3. 2/27.....Chamber 101, 9 a.m.
4. 2/28.....CEL Planning meeting at Mother Road Coffee, 3 p.m.
5. 3/1.....Public Policy meeting at Mother Road Coffee, 11:30 a.m.
6. 3/7.....Maple Leaf Committee meeting, 4 p.m.
7. 3/8.....Expo After Hours at CRM Auditorium, 5-8 p.m.
8. 3/9.....Expo Public Day at CRM Auditorium, 10 a.m.-3 p.m.
9. 3/11.....Monday Member Meetup, 2 p.m.
10. 3/14.....Welcome Reception for Niki Cloud, 10-11 a.m.
11. 3/15.....Mid-Morning Mingle at Carthage Health & Rehab, 9:30-10:30 a.m.
12. 3/15.....Eggs & Issues at Webb City Route 66 Event Center, 10:30 a.m.
13. 3/21....."People You Need to Know" with Jeannette Clem at Cascade Steakhouse, 11:30 a.m.
14. 3/26.....City/School Board Candidate Forum at CW&EP, 7:30 a.m.

**The next meeting of the board is scheduled for Thursday, March 21 at 7:30 a.m. at the Chamber office.**

# **Carthage Chamber of Commerce Board of Directors**

**Minutes of Electronic Vote Thursday, March 14, 2019**

**Members present:**

**Becky Andrews**

**Paul Eckels**

**Kimberly Fullerton**

**Bob Goar**

**Jon Haffner**

**Tina Hallmark**

**John Lenahan**

**Roy Mason**

**Brian Schmidt**

**Beth Simmons**

**Scott Watson**

**Steve Willis**

On Wednesday, March 13, 2019, at 9:00 a.m., Mark J. Elliff, President and Secretary of the Carthage Chamber of Commerce emailed the following to the Board of Directors:

“Per Chairman Mason, please vote on the following question which is now open and the voting will be closed at 9:00 a.m. on March 14, 2019. Please vote either "I vote yes" or "I vote no" and use Reply All.

I, Mark Elliff, President, move that the Board approve the Economic Development Services request for the City of Carthage in the amount of \$153,000.00.

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

Thanks, Mark”

The electronic votes received were from voting Directors and at 9:01 a.m. on Thursday, March 14, 2019, Mark J. Elliff, President and Secretary of the Carthage Chamber of Commerce emailed the following to the Board of Directors:

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

# CWEP BOARD MEETING MINUTES

March 21, 2019

The Carthage Water & Electric Plant Board met in regular session March 21, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

**Board:**

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

**Staff:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Chuck Bryant-General Manager            | <input checked="" type="checkbox"/> Jason Choate-Director of Water Services    |
| <input checked="" type="checkbox"/> Cassandra Ludwig-General Counsel        | <input checked="" type="checkbox"/> Kelli Nugent/CFO                           |
| <input checked="" type="checkbox"/> Jason Peterson-Director IT & Broadband  | <input checked="" type="checkbox"/> Kevin Emery-Director of Power Services     |
| <input checked="" type="checkbox"/> Megan Stump- Executive Assistant        | <input checked="" type="checkbox"/> Stephanie Howard-Director of Business & ED |
| <input checked="" type="checkbox"/> Meagan Milliken-Customer Relations Mgr. |  |

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

**ADDITIONS/CHANGES TO THE AGENDA:**

General Manager Bryant introduced newer employees: Brittany Mathern – Customer Service Representative; Dillon Spille – Network Technician Intern; and Harish Gopi – SCADA Technician. The Board welcomes these new employees.

**APPROVAL OF MINUTES:**

A motion by Lambeth and seconded by Beimdiek to approve the minutes of the regular meeting of February 21, 2019 as presented passed unanimously.

**APPROVAL OF DISBURSEMENTS:**

A motion by Ross and seconded by Beimdiek to approve disbursements for February in the amount of \$2,826,868.24 passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent presented the financials for February noting that the net income for the month was less than budget for the month by \$72,000, or 12% but ahead of prior year by \$26,000, or

6%. She noted that for the year net income is \$1.4 million more than budget, or 77%, and \$495,000 more than prior year to date, or 17%.

A motion by Beimdiek and seconded by Lambeth to approve February financials passed unanimously.

**COMMITTEE REPORTS:** None.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

### **RECOMMENDATION OF ROOF REPLACEMENT FOR CWEP COMPLEX**

General Manager Bryant recommended Phillip Camerer Roofing be selected for the roof replacement of the CWEP complex as the lowest bidder in the amount of \$95,717.00, as this qualified vendor has extensive experience providing roof replacements on homes, businesses, commercial and historic buildings.

A motion by Ross and seconded by Beimdiek to accept the selection of Phillip Camerer Roofing for roof replacement of the CWEP complex passed unanimously.

### **STAFF REPORTS:**

General Manager Bryant reported that Sikeston ended the month of February with a capacity factor of 91%. Sikeston was offline from the 10<sup>th</sup> to the 13<sup>th</sup> to fix a tub leak. Sikeston's 18-month average capacity factor is 92.42%. GM Byrant added Plum Point ended the month with a capacity factor of 98%. Plum Point's 18-month average capacity factor is 89.17%. Bryant announced that a late-night driver crashed into one of our large metal poles on Central last week, making a large dent so the pole will need to be replaced. GM Bryant asked for all Board members to mark their calendars as Cody Smith will be in town to visit about what is going on in Jefferson City.

CFO Nugent noted that the new Customer Service Representative, Brittany Mathern, started this week and has been a relief for the rest of the Customer Service department as they have been short handed for a few weeks. Nugent praised the work of staff on their hard work in preparing for budget.

General Counsel Ludwig noted that CWEP is now completely staffed, which will give those in the hiring process a little bit of a break.

Director of Power Services Emery reported that crews have been working on the road widening project on Fairview Ave.

Director IT & Broadband Peterson added that Harish Gopi has been working at CWEP for a month and in that short amount of time its been noticed that he will be a good addition to CWEP.

Customer Relations Manager Milliken reported that she has been busy working in the community these past few weeks. She has attended the business expo, Electric Safety day and Tigerville at Carthage Intermediate School. Milliken added she released the Spring Company newsletter to staff this week. She also announced that our Tower to Tower run is scheduled for Saturday, May 11<sup>th</sup>.

#### **BOARD MEMBER COMMENTS**

President Goff commended Meagan Milliken and the great job she did on preparing the employee newsletter, he said he really enjoyed reading it and that he is impressed with the community interaction the company has been involved in.

At 4:45 the meeting adjourned.

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President – G. A. Pat Goff

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Secretary – Danny Lambeth

***AGENDAS  
STANDING  
COMMITTEES***

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# City of Carthage



## NOTICE OF MEETING

### Public Safety Committee – Agenda

Monday March 18, 2019  
5:30 p.m.  
Carthage Police Department  
310 W 4<sup>th</sup> Street, Carthage MO 64836

#### TENTATIVE AGENDA

#### OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

#### CITIZEN PARTICIPATION

1. Consider and discuss Rallye in the Park – Jude Champagne
2. Consider and discuss 2019 Maple Leaf events – Mary Jo Little, Tericia Mixon, Larry Cleary
3. Consider and discuss street closures for Relay for Life – Crystal Lane
4. Consider and discuss Kellogg Lake homemade boat race – Kip Smith

#### NEW BUSINESS.

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

#### ADJOURNMENT

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

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

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

PUBLIC SERVICES COMMITTEE  
TUESDAY MARCH 19, 2019  
5:30 P.M.  
PARK DEPARTMENT OFFICE  
521 ROBERT ELLIS YOUNG DRIVE

**Old Business**

1. Consideration and approval of 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 paddle race at Kellogg Lake/Spring River.
2. Consider and discuss possible contract with YMCA for pool management.
3. Consider and discuss possible adult softball contract.
4. Consider and discuss possible sale of surplus mowers.
5. Consider and discuss possible golf fees increase.
6. Consider and discuss Memorial Hall stage floor refinishing bid.

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: \_\_\_\_\_

POLICE AND FIRE PENSION COMMITTEE  
Tuesday March 26, 2019  
11:30 A. M.  
UMB Main Building  
300 Grant Street

Agenda

Lunch during the Business Meeting provided by UMB Bank

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Bill Cashman
2. Discuss and Approve Auditor for Fiscal Year ending 12/31/2018
3. Training Session

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 \_\_\_\_\_

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
March 26, 2019  
5:30 PM  
Carthage City Hall  
Agenda

**Old Business**

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

**Citizens Participation**

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

**New Business**

1. Staff Reports

**Adjournment**

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

Posted \_\_\_\_\_

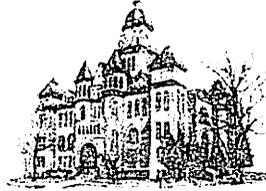
***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Daricus K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

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

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

COMMISSION AGENDA  
MARCH 12, 2019  
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
  - ◊ Ryan Dingman-Missouri Department of Transportation-2019 Bridge Inspections.
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
  - ◊ Steve McIntosh-Transfer of Banking Funds for Collector's Office
  - ◊ Bob Burris-Highway Department-Surplus 13 Pallets of Miscellaneous Items.
  - ◊ Bob Burris-Highway Department-Discuss Declaring Backhoe Surplus to Trade-In and Purchase New Backhoe
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ◊ Award Bid for 2019 Dodge Charger for Jasper County Sheriff's Department.
  - ◊ Award Bid for 2019 Dodge Durango for the Jasper County Sheriff's Department.
  - ◊ Award Bid for Two (2) Pneumatic Rollers for the Jasper County Highway Department.
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED MARCH 8, 2019 AT 4:00 P.M.

(RSMO 610.020)

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Daricus K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

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

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

COMMISSION AGENDA  
MARCH 19, 2019  
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
  - ♦ **County Clerk-Charlie Davis-Report on Inspection of Election Polling Places.**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ♦ **Award Bid for Road Resurfacing and Materials**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED MARCH 15, 2019 AT 4:00 P.M.

(RSMO 610.020)



Commerce • Community • Connection

## **Board of Directors Meeting**

**Thursday, March 21, 2019**

**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 February Minutes and March 14 E-Minutes**
  - b. Financial Report**
  - c. Membership Report**
  - d. Committee Reports**
    - i. Ambassadors - Tina Hallmark (Haffner)**
    - ii. Marketing/Expo - Roy Mason (Simmons)**
    - iii. Emerging Leaders - Kimberly Fullerton (open)**
    - iv. Maple Leaf - Roy Mason (Willis)**
    - v. Economic Development - Mark Elliff (Willis)**
    - vi. Public Policy - Steve Willis (Watson)**
- 3. Partner Reports**
  - a. CVB - Niki Cloud (Willis)**
  - b. Ministerial Alliance - Jim Benton**
  - c. Vision Carthage - Neely Myers (Elliff)**
- 4. Chairman's Report**
- 5. President's Report**
- 6. City of Carthage Report**
- 7. Jasper County Report**
- 8. Old Business**
  - a. As needed**
- 9. New Business**
  - a. As needed**

10. Other Business
11. Strategic Discussions/Actions
12. Upcoming calendar items (handout)
13. *Next Meeting - Thursday, April 18, 2019*
14. Closed Session (as needed)
15. Adjourn

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

**2019 Board of Directors meetings total = 2**

Roy Mason	1	Robert Goar	0	Ministerial Alliance	1
Brian Schmidt	2	Dr. Jon Haffner	2	CVB	0
Kimberly Fullerton	2	Tina Hallmark	1	Carthage City Council	0
Steve Willis	2	John Lenahan	0	CWEP	2
Becky Andrews	2	Beth Simmons	2	Jasper Co. Commission	2
Paul Eckels	2	Scott Watson	2	City of Carthage	0
				Carthage Schools	2



## AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet March 21, 2019, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

### ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: February 2019

APPROVAL OF DISBURSEMENTS: February \$2,826,868.24

FINANCIAL STATEMENT: February

### COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

### NEW BUSINESS:

1. Recommendation of Roof Replacement for CWEP Complex.

### STAFF REPORTS

### BOARD MEMBER COMMENTS

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

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

# ***CORRESPONDENCE***

**Carthage Public Library  
Balance Sheet - Cash basis  
February 28, 2019**

**Assets**

**Current Assets**

Cash in bank - treasurer's cash	\$ 317,212.04
Cash in bank - Simmons Bank	32,759.08
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Prepaid expense	14,227.01
MOSIP Investment	<u>455,365.21</u>
<b>Total Current Assets</b>	<u><b>819,823.34</b></u>

<b>Total Assets</b>	<u><b>\$ 819,823.34</b></u>
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**Liabilities and Net Assets**

**Net Assets**

Unrestricted Net Assets	\$ 469,365.24
Temporarily Restricted Net Assets:	
Boylan Grant	6,327.80
Carthage Community Foundation	2,943.26
CPL Development Foundation	13,853.21
Debbie Putnam - Ebooks	32,739.74
Library Gardens	7,159.87
Racing to Read Grant - 2018	(2,106.00)
Racing to Read Grant - 2019	(465.00)
Racing to Read Grant - Local - 2018	307.42
Racing to Read Grant - Local - 2019	3,283.91
Spotlight on Literacy Grant - MOSL - 2018	(2,477.50)
Spotlight on Literacy Grant - MOSL - 2019	(175.00)
Spotlight on Literacy Grant - Local - 2018	9,675.14
Spotlight on Literacy Grant - Local - 2019	17,083.25
Steadley Trust	47,641.68
Summer reading program - Local	167.15
Summer reading program - MOSL grant	2,835.82
Thelma Stanley Foundation Grant	10,000.00
Operational reserves	195,998.47
Change in net assets	5,664.88
<b>Total Net Assets</b>	<u><b>819,823.34</b></u>

<b>Total Liabilities and Net Assets</b>	<u><b>\$ 819,823.34</b></u>
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See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and eight months ended February 28, 2019**

	<u>2019</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2019</u> <u>Year to date</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Variance</u>
<b>Revenue</b>						
Book sale Income	\$ 182.10	\$ 250.00	\$ (67.90)	\$ 1,202.05	\$ 3,000.00	\$ (1,797.95)
Copier Income	581.60	583.34	(1.74)	4,946.20	7,000.00	(2,053.80)
Donations	26.25	0.00	26.25	44,721.86	0.00	44,721.86
Donations-restricted	1,701.74	625.00	1,076.74	29,542.22	7,500.00	22,042.22
Fax Income	143.00	83.34	59.66	1,090.45	1,000.00	90.45
Fine Income	401.05	500.00	(98.95)	4,794.47	6,000.00	(1,205.53)
Interest Income	946.81	166.67	780.14	6,447.16	2,000.00	4,447.16
Non-resident fee Income	580.00	666.67	(86.67)	5,060.00	8,000.00	(2,940.00)
Payment for lost books	13.24	27.78	(14.54)	498.65	333.33	165.32
Postage Income	4.00	27.78	(23.78)	22.00	333.33	(311.33)
State aid	0.00	750.00	(750.00)	7,548.46	9,000.00	(1,451.54)
Sur tax	0.00	1,000.00	(1,000.00)	20.44	12,000.00	(11,979.56)
Tax Income	2,625.02	16,916.67	(14,291.65)	196,782.86	203,000.00	(6,217.14)
Tax Income - Park and storm water	40,426.31	37,558.42	2,867.89	309,721.72	450,701.00	(140,979.28)
Other Income	106.24	27.78	78.46	5,628.95	333.34	5,295.61
Total revenue	<u>47,737.36</u>	<u>59,183.45</u>	<u>(11,446.09)</u>	<u>618,027.49</u>	<u>710,201.00</u>	<u>(92,173.51)</u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and eight months ended February 28, 2019**

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
<b>Operating Expenses</b>						
Salaries	35,260.42	39,000.00	3,739.58	297,814.25	468,000.00	170,185.75
Lagers	1,639.94	1,581.83	(58.11)	13,761.88	18,982.00	5,220.12
Insurance - health	354.00	416.66	62.66	4,446.60	5,000.00	553.40
Payroll taxes - FICA	2,698.47	2,983.50	285.03	22,788.84	35,802.00	13,013.16
Total payroll expenses	<u>39,952.83</u>	<u>43,981.99</u>	<u>4,029.16</u>	<u>338,811.57</u>	<u>527,784.00</u>	<u>188,972.43</u>
Employee goodwill	0.00	250.00	250.00	2,235.57	3,000.00	764.43
Advertising	0.00	166.66	166.66	414.00	2,000.00	1,586.00
Audio-visuals	55.88	333.33	277.45	761.35	4,000.00	3,238.65
Books	2,765.21	2,500.00	(265.21)	22,470.01	30,000.00	7,529.99
Books - children's	1,278.5	1,250.00	1,122.15	6,323.30	15,000.00	8,676.70
Contract fees	827.70	3,083.33	2,255.63	24,737.24	37,000.00	12,262.76
Dues and travel	516.15	833.33	317.18	5,689.68	10,000.00	4,310.32
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	0.00	1,159.75	1,159.75	10,197.47	13,917.00	3,719.53
Information technology (IT)	1,197.30	583.33	(613.97)	4,745.04	7,000.00	2,254.96
Insurance	0.00	1,750.00	1,750.00	25,553.25	21,000.00	(4,553.25)
Legal and professional	0.00	583.33	583.33	5,600.00	7,000.00	1,400.00
Periodicals	312.99	500.00	187.01	4,180.72	6,000.00	1,819.28
Postage	65.99	125.00	59.01	881.60	1,500.00	618.40
Programs - adult	149.27	291.66	142.39	1,413.18	3,500.00	2,086.82
Programs - children	862.97	1,083.33	220.36	6,025.38	13,000.00	6,974.62
Programs, teens	0.00	83.33	83.33	38.75	1,000.00	961.25
Repairs and maintenance	945.45	9,166.66	8,221.21	110,648.64	110,000.00	(648.64)
Supplies	2,459.98	2,083.33	(376.65)	14,289.23	25,000.00	10,710.77
Telephone	264.69	333.33	68.64	2,856.91	4,000.00	1,143.09
Utilities	3,348.47	2,916.66	(431.81)	21,289.72	35,000.00	13,710.28
	<u>13,899.90</u>	<u>29,368.02</u>	<u>15,468.12</u>	<u>273,551.04</u>	<u>352,417.00</u>	<u>78,865.96</u>
<b>Total expenses and losses</b>	<u><b>53,852.73</b></u>	<u><b>73,350.01</b></u>	<u><b>19,497.28</b></u>	<u><b>612,362.61</b></u>	<u><b>880,201.00</b></u>	<u><b>267,838.39</b></u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the one month and eight months ended February 28, 2019**

	<b>2019</b> <b>Month Actual</b>	<b>Monthly</b> <b>Budget</b>	<b>Monthly</b> <b>Variance</b>	<b>2019</b> <b>Year to date</b>	<b>Annual</b> <b>Budget</b>	<b>Annual</b> <b>Variance</b>
Increase/(Decrease) in unrestricted net assets before transfers	(6,115.37)	(14,166.56)	8,051.19	5,664.88	(170,000.00)	175,664.88
Transfers from temporary restricted	3,972.05	14,166.67	(10,194.62)	83,064.12	170,000.00	(86,935.88)
Transfers to temporary restricted	<u>(1,701.74)</u>	<u>0.00</u>	<u>(1,701.74)</u>	<u>(29,503.27)</u>	<u>0.00</u>	<u>(29,503.27)</u>
Increase/(Decrease) in unrestricted net assets	<u>(3,845.06)</u>	<u>0.11</u>	<u>(3,845.17)</u>	<u>59,225.73</u>	<u>0.00</u>	<u>59,225.73</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 eight months ended February 28, 2019**

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
<b>Changes in temporarily restricted net assets</b>						
Racing to Read Grant - 2018	0.00			2,026.00		
Racing to Read Grant - 2019	0.00			3,237.00		
Racing to Read Grant - Local - 2019	0.00			10,000.00		
Spotlight on Literacy Grant - MOSL - 2018	0.00			2,206.25		
Spotlight on Literacy Grant - MOSL - 2019	0.00			3,500.00		
Spotlight on Literacy Grant - Local - 2018	0.00			(10,000.00)		
Spotlight on Literacy Grant - Local - 2019	0.00			10,000.00		
Summer reading program	0.00			(27.25)		
Summer reading program - Local - 2019	1,500.00			3,000.00		
Summer reading program - MOSL grant	0.00			5,359.53		
Summer reading program - MOSL - 2019	201.74			201.74		
Boylan Grant	0.00			(215.13)		
Carthage Community Foundation	0.00			(2,943.26)		
CPL Development Foundation	0.00			(2,250.00)		
Library Gardens	0.00			(1,732.11)		
Racing to Read Grant - 2018	0.00			80.00		
Racing to Read Grant - 2019	(1,377.80)			(5,387.51)		
Racing to Read Grant - Local - 2018	0.00			(307.42)		
Racing to Read Grant - Local - 2019	(438.84)			(2,644.21)		
Spotlight on Literacy Grant - MOSL - 2018	0.00			271.25		
Spotlight on Literacy Grant - MOSL - 2019	(856.25)			(7,318.75)		
Spotlight on Literacy Grant - Local - 2018	0.00			324.86		
Spotlight on Literacy Grant - Local - 2019	(1,089.11)			(9,184.68)		
Steadley Trust	0.00			(45,000.00)		
Summer reading program	0.00			(307.05)		
Summer reading program - Local - 2019	(8.31)			(8.31)		
Summer reading program - MOSL grant	0.00			(3,253.02)		
Summer reading program - MOSL - 2019	(201.74)			(201.74)		
Thelma Stanley Foundation Grant	0.00			(2,987.04)		
Increase/(Decrease) in temporarily restricted net assets	<u>(2,270.31)</u>			<u>(53,560.85)</u>		
<b>Change in net assets</b>	<u>\$ (6,115.37)</u>			<u>\$ 5,664.88</u>		

See accountant's compilation report.

**Carthage Public Library**  
**Gift Account Activity**  
**For the one month and eight months ended February 28, 2019**

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,327.80	\$ 0.00	\$ (215.13)	\$ 6,112.67
Carthage Community Foundation	2,943.26	0.00	(2,943.26)	0.00
CPL Development Foundation	13,853.21	0.00	(2,250.00)	11,603.21
Debbie Putnam - Ebooks	32,739.74	0.00	0.00	32,739.74
Library Gardens	7,159.87	0.00	(1,732.11)	5,427.76
Racing to Read Grant - 2018	(2,106.00)	2,026.00	80.00	0.00
Racing to Read Grant - 2019	(465.00)	3,237.00	(5,387.51)	(2,615.51)
Racing to Read Grant - Local - 2018	307.42	0.00	(307.42)	0.00
Racing to Read Grant - Local - 2019	3,283.91	10,000.00	(2,644.21)	10,639.70
Spotlight on Literacy Grant - MOSL - 2018	(2,477.50)	2,206.25	271.25	0.00
Spotlight on Literacy Grant - MOSL - 2019	(175.00)	3,500.00	(7,318.75)	(3,993.75)
Spotlight on Literacy Grant - Local - 2018	9,675.14	(10,000.00)	324.86	0.00
Spotlight on Literacy Grant - Local - 2019	17,083.25	10,000.00	(9,184.68)	17,898.57
Steadley Trust	47,641.68	0.00	(45,000.00)	2,641.68
Summer reading program - Local	167.15	(27.25)	(307.05)	(167.15)
Summer reading program - Local - 2019	0.00	3,000.00	(8.31)	2,991.69
Summer reading program - MOSL grant	2,835.82	5,359.53	(3,253.02)	4,942.33
Summer reading program - MOSL grant - 2019	0.00	201.74	(201.74)	0.00
Thelma Stanley Foundation Grant	10,000.00	0.00	(2,987.04)	7,012.96
Operational reserves	195,998.47	0.00	0.00	195,998.47
<b>Totals</b>	<u>\$ 344,793.22</u>	<u>\$ 29,503.27</u>	<u>\$ (83,064.12)</u>	<u>\$ 291,232.37</u>

See accountant's compilation report.

**Director's Progress and Service Report**  
**March, 2019, Julie Yockey, Director**

Our Library Development Foundation has been meeting quite frequently as we are preparing for our "Fun Walk for Summer Reading" on May 4<sup>th</sup>. This is the first attempt at a fundraiser in quite a while, and we are looking forward to a bright sunny Saturday with a lot of people in attendance. All proceeds will go to help fund our Summer Reading Program. More information and flyers will be available at the library in April.

I have been working with Hunter and Millard architects, specifically Josh and Hank to create a live presentation to share with interested parties covering our proposed building project. It has been an exciting time working with these two, and together we have made some awesome changes and additions to our plans. I cannot wait until we can move forward with our much needed and progressive ideas for our community.

On February 15<sup>th</sup> we had our first "Eggs and Issues" brunch at Grace Point. It was a great time to visit with all of our state and local politicians to hear about legislation at both local and state levels. Billy Long and Roy Blunt's assistants were on hand to give us national updates from D.C. I really enjoy meeting with and making new connections in our community. From this meeting, I was asked by Mark Elliff to be part of the Public Policy Committee for our Chamber. I attended my first meeting on March 1st, and I really enjoyed being part of the group. I enjoy following the House and Senate' progress and being part of this group gives me more insight to what bills and amendments effect our city. Also, on the political note, I spent three days in Jefferson City for Library Advocacy week. Great things came from my time there and am proud to share with you news about our own Cody Smith. He is a true library lover as he and his family frequent our library on a regular basis. He was so good to find a meeting time for me in his office, as he is incredibly busy and everyone, I mean, everyone wants to see him. We had a very productive meeting before his staff deposited me on the House floor to be introduced to the House by Representative Kelly as a special guest. Our meeting was very productive and he really listened to me as I showed him the decline in library funding since 2010. He must have really listened to me because on Friday we received word from the Secretary of State that thanks to Representative Smith, and I mean THANKS to him, our full budget has been placed back into the budget for the Governor!!! If you know Cody or perhaps see him, please thank him for going to bat for all libraries in our state. He is a hero on our eyes.

Sadly, I have to report that we have 4 new roof leaks. Hopefully by the time you read this I will have an update to share on the progress to get those fixed.

Jerry is gearing up, as well as finishing up inside projects as it is almost time for gardening! I have met with Randy Dubry and Mr. Baucom concerning our fountain which needs repair, and also I have put a bug in Peggy Ralston and Miriam Putnam's ears to see if we can put our heads together to do some investigation into flowers/bushes around the original building. Discussion needs to take place within the Board, especially the building committee to decide what types if any beds we could place around that particular area of the library. Due to our recent renovation, we have some guidelines we must follow. Staff will be having a professional development day this spring to work in the gardens! I think everyone is ready for spring.

Missouri evergreen went through a huge upgrade over the weekend. Mike Tolle, IT Administrator oversaw the project on our end, and he reports all went as expected. The Missouri State Library who provides our courier service is transitioning over to a new courier company and as of March 15 through the first week in April all Missouri Evergreen libraries will not be able to fill patrons' holds. We have worked out the particulars on our end and staff is in the process of notifying our patrons about this short inconvenience. We currently have 46 Missouri Evergreen libraries in our consortium!

On Monday, March 4<sup>th</sup>, the library hosted a book signing and author visit with Mr. Bill Putnam. With 29 people in attendance Bill shared information about his discoveries into writing the book "The Steadley Legacy." He also shared some of the highlights from the Steadley family. All book proceeds go to the library, and we still have a few copies left for anyone who would like a copy.

A "Care" package has been made for Kevin Johnson Board member who is serving on active duty in Afghanistan. A letter will be read to the Board this evening as an update on Kevin's time away.

Lastly, the Board will need to discuss the date and time for April's meeting before adjourning.

Have a blessed month and to end this report I will share a final quote for us to think about from Andrew Carnegie, "There is not such a cradle of democracy upon the earth as the free public library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration."

Respectfully submitted,  
Julie Yockey, Director

## Children's Progress Report February 2019, Sherri Luce

In February, we hosted three each, English and Bi Lingual story times. Ms. Janine had one Outreach Program, while Ms. Sherri had nine, bringing the total participants to 454 for February. Sherri also attended a Missouri Library Association meeting to help choose the Building Block Award Nominees for 2019. They have been ordered and will be put on display soon after they arrive. These books are for our youngest readers, ages 2-6. The 2019-20 Show-Me Award, Mark Twain Award, Truman Award, and Gateway Award Nominees have also been ordered. These four awards are for school-aged children and teens.

Summer Reading planning is well underway. The theme is "Blast Off to a Universe of Stories at Your Carthage Public Library".

**Summary of February 2019 Financial Report  
Carthage Chamber of Commerce**

The Carthage Chamber of Commerce finished the month of February with a net profit of \$6,751.63 compared to a budgeted amount of \$11,355.06. Year to date net income was \$74,745.41 compared to a budget of \$45,734.88. Some of the highlights for February are as follows:

1. Income was \$37,168.22 compared to budget of \$36,455.58. The following are the major reasons for the increase.
  - (a) Sponsorships were \$2,150 above budget.
  - (b) Membership dues were \$871 below budget due to timing.
  - (c) Registration fees were \$707 below budget due to less booths budgeted for Business Expo.
  - (d) Maple Leaf income was \$110 above budget due to adjustments.
  
2. Expenses were \$30,221.59 compared to budget of \$25,100.52 The following are the primary reasons for the increase.
  - (a) Advertising and Publicity were \$4,008 below budget due to budgeting for possible promotion of an industrial park.
  - (b) Maple Leaf expense was 4,979 over budget as these were adjustments made between the Chamber books and the Maple Leaf books.
  - (c) Meals and Entertainment were \$1,681 above budget due to timing for Expo expense and Eggs and Issues.
  - (d) Printing was \$976 over budget due to timing of Expo expenses.
  - (e) Professional Fees were \$2,511 over budget due to bill received for services from Anderson Engineering for the months October through December in relation to the possible industrial park.
  
3. The above also carried over to the Year to Date bottom line as well.

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 03/12/19  
 Accrual Basis

**Carthage Chamber of Commerce**  
**Balance Sheet**  
 As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
General Checking	47,395.87
Maple Leaf Equity	50,217.18
Money Market	170,501.88
Petty Cash	200.00
<b>Total Checking/Savings</b>	268,314.93
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	29,413.00
<b>Total Accounts Receivable</b>	29,413.00
<b>Other Current Assets</b>	
Prepaid Insurance - Business	5,355.17
1499 · Undeposited Funds	225.00
<b>Total Other Current Assets</b>	5,580.17
<b>Total Current Assets</b>	303,308.10
<b>Fixed Assets</b>	
Accumulated Depreciation	-99,818.08
Building	292,804.82
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,554.84
<b>Total Fixed Assets</b>	250,336.99
<b>TOTAL ASSETS</b>	553,645.09
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-150.00
<b>Total Accounts Payable</b>	-150.00
<b>Other Current Liabilities</b>	
Accrued PTO	2,196.10
Due to Maple Leaf	35,000.00
2100 · Payroll Liabilities	2,947.84
<b>Total Other Current Liabilities</b>	40,143.94
<b>Total Current Liabilities</b>	39,993.94
<b>Long Term Liabilities</b>	
UMB Building Loan	80,293.23
<b>Total Long Term Liabilities</b>	80,293.23
<b>Total Liabilities</b>	120,287.17
<b>Equity</b>	
3900 · Retained Earnings	358,612.51
Net Income	74,745.41
<b>Total Equity</b>	433,357.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	553,645.09

**Carthage Chamber of Commerce**  
**Profit & Loss**  
 February 2019

	Feb 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Economic Development contract	9,839.58
Interest Incomes	68.53
Maple Leaf income	110.56
Membership dues	
New member	510.00
Renewal	3,621.25
<b>Total Membership dues</b>	<b>4,131.25</b>
Postage	22.05
Registration fees	
Expo Booth Fee	14,252.60
Registration fees - Other	870.00
<b>Total Registration fees</b>	<b>15,122.50</b>
Sponsorships	
Business After Hours	1,025.00
Eggs & Issues	250.00
Expo Sponsorship	6,100.00
Newsletter	98.75
<b>Total Sponsorships</b>	<b>7,473.75</b>
Tenant Agreement	400.00
<b>Total Income</b>	<b>37,168.22</b>
<b>Gross Profit</b>	<b>37,168.22</b>
<b>Expense</b>	
Advertising & publicity	225.00
Awards & prizes	797.00
Bank & credit card fees	75.51
Car allowance	200.00
Contract services	20.00
Depreciation Expense	667.01
Dues & subscriptions	212.43
Equipment lease	353.27
Food & drinks	
Lunches	31.12
<b>Total Food &amp; drinks</b>	<b>31.12</b>
Insurance - health	1,330.03
Interest expense	311.41
Internet & website	254.99
Maple Leaf expense	6,504.50
Meals & entertainment	1,718.35
Mileage	18.79
Office supplies	
Office equipment	237.10
Office supplies - Other	165.08
<b>Total Office supplies</b>	<b>402.18</b>
Postage & delivery	256.32
Printing	1,112.94
Professional fees	2,911.00
Repairs & maintenance	290.10

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Accrual Basis

**Carthage Chamber of Commerce**  
**Profit & Loss**  
**February 2019**

	<u>Feb 19</u>
Salaries & wages	
Payroll taxes	825.08
Salaries & wages - Other	<u>10,927.42</u>
<b>Total Salaries &amp; wages</b>	<b>11,752.50</b>
Taxes & licenses	69.33
Travel	
Lodging	79.44
Travel - Other	<u>11.50</u>
<b>Total Travel</b>	<b>90.94</b>
Utilities	<u>616.87</u>
<b>Total Expense</b>	<b><u>30,221.59</u></b>
<b>Net Ordinary Income</b>	<b>6,946.63</b>
Other Income/Expense	
Other Income	
Non-renewals	<u>-195.00</u>
<b>Total Other Income</b>	<b><u>-195.00</u></b>
<b>Net Other Income</b>	<b><u>-195.00</u></b>
<b>Net Income</b>	<b><u><u>6,751.63</u></u></b>

**Carthage Chamber of Commerce  
Profit & Loss Budget vs. Actual  
July 2018 through February 2019**

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Directory	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	78,716.64	78,716.68	-0.04	100.0%
Interest incomes	581.06	400.00	181.06	145.3%
Maple Leaf income	60,391.36	54,000.00	6,391.36	111.8%
<b>Membership dues</b>				
New member	7,239.50	5,194.00	2,045.50	139.4%
Renewal	88,191.89	79,048.00	9,143.89	111.6%
<b>Total Membership dues</b>	95,431.39	84,242.00	11,189.39	113.3%
Miscellaneous income	89.00	12.00	77.00	741.7%
Postage	367.03	441.38	-74.35	83.2%
Printing & copying	182.81	140.00	42.81	130.6%
<b>Registration fees</b>				
Christmas open house	1,550.00	750.00	800.00	206.7%
Expo Booth Fee	15,082.50	14,990.00	92.50	100.6%
Mulligans	0.00	0.00	0.00	0.0%
Putting contest	0.00	0.00	0.00	0.0%
Quarterly Luncheon	300.00	1,292.00	-992.00	23.2%
Sidewalk Sale	0.00	0.00	0.00	0.0%
Team fee	0.00	0.00	0.00	0.0%
Ticket Sales	9,920.00	10,920.00	-1,000.00	90.8%
Registration fees - Other	2,566.00	2,185.00	381.00	117.4%
<b>Total Registration fees</b>	29,418.50	30,137.00	-718.50	97.6%
<b>Sponsorships</b>				
Annual Banquet Sponsorship	13,650.00	14,000.00	-350.00	97.5%
Beverage	0.00	0.00	0.00	0.0%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	1,400.00	600.00	800.00	233.3%
Complimentary sponsorship	1,153.00	1,033.00	120.00	111.6%
Eggs & Issues	250.00	250.00	0.00	100.0%
Expo Sponsorship	6,100.00	5,000.00	1,100.00	122.0%
Friday Coffee	250.00	375.00	-125.00	66.7%
Golf contest	0.00	0.00	0.00	0.0%
Golf Grand	0.00	0.00	0.00	0.0%
Golf hole	0.00	0.00	0.00	0.0%
Newsletter	790.00	790.00	0.00	100.0%
Quarterly Luncheon Sponsor	125.00	550.00	-425.00	22.7%
Trivia Sponsor	0.00	0.00	0.00	0.0%
Sponsorships - Other	730.00	1,200.00	-470.00	60.8%
<b>Total Sponsorships</b>	24,448.00	23,798.00	650.00	102.7%
Tenant Agreement	3,220.00	3,280.00	-60.00	98.2%
<b>Total Income</b>	292,845.79	275,167.06	17,678.73	106.4%
<b>Gross Profit</b>	292,845.79	275,167.06	17,678.73	106.4%
<b>Expense</b>				
Advertising & publicity				
Signs	0.00	2,027.50	-2,027.50	0.0%
Advertising & publicity - Other	2,492.10	14,025.00	-11,532.90	17.8%
<b>Total Advertising &amp; publicity</b>	2,492.10	16,052.50	-13,560.40	15.5%
Awards & prizes				
Flight prizes	0.00	0.00	0.00	0.0%
Awards & prizes - Other	2,105.31	1,630.00	475.31	129.2%
<b>Total Awards &amp; prizes</b>	2,105.31	1,630.00	475.31	129.2%

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Accrual Basis

**Carthage Chamber of Commerce**  
**Profit & Loss Budget vs. Actual**  
**July 2018 through February 2019**

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Bank &amp; credit card fees</b>				
Equipment Fees	0.00	0.00	0.00	0.0%
Bank & credit card fees - Other	448.25	533.36	-85.11	84.0%
<b>Total Bank &amp; credit card fees</b>	448.25	533.36	-85.11	84.0%
<b>Car allowance</b>	1,600.00	1,600.00	0.00	100.0%
<b>Contract services</b>	1,005.10	1,100.00	-94.90	91.4%
<b>Depreciation Expense</b>	5,336.08	5,333.36	2.72	100.1%
<b>Dues &amp; subscriptions</b>	1,982.36	3,000.00	-1,017.64	66.1%
<b>Equipment lease</b>	2,134.73	1,960.04	174.69	108.9%
<b>Facility use fees</b>				
Greens/carts	0.00	0.00	0.00	0.0%
Room & setup fees	1,867.84	4,500.00	-2,632.16	41.5%
Facility use fees - Other	0.00	0.00	0.00	0.0%
<b>Total Facility use fees</b>	1,867.84	4,500.00	-2,632.16	41.5%
<b>Food &amp; drinks</b>				
Appetizers/snacks	12.48	0.00	12.48	100.0%
Beverages	0.00	80.00	-80.00	0.0%
Breakfasts	0.00	190.00	-190.00	0.0%
Dinners	0.00	400.00	-400.00	0.0%
Lunches	108.81	190.00	-81.19	57.3%
Teacher luncheon	479.75	400.00	79.75	119.9%
Food & drinks - Other	0.00	100.00	-100.00	0.0%
<b>Total Food &amp; drinks</b>	601.04	1,360.00	-758.96	44.2%
<b>Insurance - business</b>	-1,365.00	0.00	-1,365.00	100.0%
<b>Insurance - health</b>	9,509.63	13,206.04	-3,696.41	72.0%
<b>Interest expense</b>	2,793.56	2,766.68	26.88	101.0%
<b>Internet &amp; website</b>	2,596.37	1,200.04	1,396.33	216.4%
<b>Maple Leaf expense</b>	40,982.51	33,919.74	7,062.77	120.8%
<b>Meals &amp; entertainment</b>	15,386.15	15,750.24	-364.09	97.7%
<b>Mileage</b>	884.65	852.36	32.29	103.8%
<b>Miscellaneous expense</b>	334.53	200.00	134.53	167.3%
<b>Office supplies</b>				
Office equipment	2,436.46	1,633.36	803.10	149.2%
Office supplies - Other	1,738.96	845.02	893.94	205.8%
<b>Total Office supplies</b>	4,175.42	2,478.38	1,697.04	168.5%
<b>Postage &amp; delivery</b>	459.58	1,507.50	-1,047.92	30.5%
<b>Printing</b>				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	3,126.67	2,477.78	648.89	126.2%
<b>Total Printing</b>	3,126.67	2,477.78	648.89	126.2%
<b>Professional fees</b>	8,636.00	4,250.00	4,386.00	203.2%
<b>Repairs &amp; maintenance</b>	2,485.81	3,200.00	-714.19	77.7%
<b>Salaries &amp; wages</b>				
Employer retirement contributio	2,600.28	2,682.50	-82.22	96.9%
Payroll taxes	5,565.77	4,128.00	1,437.77	134.8%
Salaries & wages - Other	83,538.60	89,419.32	-5,880.72	93.4%
<b>Total Salaries &amp; wages</b>	91,704.65	86,229.82	-4,525.17	95.3%
<b>Scholarships</b>	250.00	0.00	250.00	100.0%
<b>Seminars &amp; conferences</b>	2,323.55	2,182.00	141.55	106.5%
<b>Taxes &amp; licenses</b>	170.83	176.12	-5.29	97.0%
<b>Travel</b>				
Airfare	955.60	1,650.80	-695.20	57.9%
Lodging	1,567.14	999.50	567.64	156.8%
Travel - Other	50.89	0.00	50.89	100.0%
<b>Total Travel</b>	2,573.63	2,650.30	-76.67	97.1%

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Accrual Basis

**Carthage Chamber of Commerce  
Profit & Loss Budget vs. Actual  
July 2018 through February 2019**

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Utilities	5,875.32	5,979.92	-104.60	98.3%
Write Offs	223.00	3,336.00	-3,113.00	6.7%
66900 - Reconciliation Discrepancies	-48.29			
<b>Total Expense</b>	<u>212,651.38</u>	<u>229,432.18</u>	<u>-16,780.80</u>	<u>92.7%</u>
<b>Net Ordinary Income</b>	<u>80,194.41</u>	<u>45,734.88</u>	<u>34,459.53</u>	<u>175.3%</u>
<b>Other Income/Expense</b>				
Other Income				
Non-renewals	-5,449.00			
<b>Total Other Income</b>	<u>-5,449.00</u>			
<b>Net Other Income</b>	<u>-5,449.00</u>	<u>0.00</u>	<u>-5,449.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u>74,745.41</u>	<u>45,734.88</u>	<u>29,010.53</u>	<u>163.4%</u>

**Membership – With 4 new members (Abundant Shine, Carterville Christian Church, Jasper County, Tin Cup Bistro), and 1 dropped members (Bill Johnson) we finished the month of January up 3 members (439 members, net gain \$465) from January 2019 and up 8 members from the same month in 2018 (net gain \$3439).**

**Ambassadors – Next meeting is scheduled for 4/10. Since February we have had 2 Business After Hours, both well attended. A new vendor for an embroidery bid has been identified.**

**Marketing/Expo & Home Show – Next meeting is scheduled for 3/26. Expo finished down some with booth exhibitors but up some with sponsors. Attendance was down 108 from last year. 20 booth spaces have been preregistered for 2020.**

## **MJL Reports for March 21 Board meeting**

### **Emerging Leaders**

**Next planning meeting May 30**

**2019 calendar in the works, see April newsletter for list**

**Discussing changes to communication channels, adding a text group**

**Banner pricing was higher than justifiable**

**Reviewed pricing for t-shirts but no specific decision made**

**Upcoming event: "People You Need to Know" w/Jeannette Clem, Mar 21**

**Innovative Industries tour in April**

### **Maple Leaf**

**Theme "Legacy of Maple Leaf"**

**Artwork submissions due by April 1**

**Sponsorships now open to all - deadline Apr 1**

**Brochure applications now open - deadline Apr 1**

**Opted not to pursue KC Rumble, Marching Cobras, or circus**

**Carnival paperwork in the works**

**Magic show unknown for 2019**

**Sub-committee looking to grow dog show, dachshund races, and chicken pageants together**

**Quilt show in limbo again**

**Next meeting: Apr 4 at 4 p.m.**

## CEL 2019 calendar

All events and details are subject to change.

Month	Event	Topic	Date	Location	Cost	Contact
monthly	Service project	Lunch mentoring	3rd Thursday	Intermediate Center, 2851 S. Chapel Rd.	\$0	Chelsea Hoenschell, Beimdiek Insurance
January	Professional development	"People You Need to Know" w/Felix Wright	1/23/2019 RSVP by 1/16	The Lighthouse, 801 S. Main	\$12	Mary Jo, Chamber
February	Planning	CEL Strategic Planning	2/28/2019	Mother Road Coffee, 325 S. Main	\$0	Mary Jo, Chamber
March	Service project	Carthage Business Expo & Home Show	3/9/2019	CRM Auditorium, 1900 S. Grand	\$0	Neely, Chamber
March	Professional development	"People You Need to Know" w/Jeanette Clem	3/21/2019 RSVP by 3/13	Kascade Steakhouse, 988 S. Country Club Rd.	\$12	Tyler Smith, SMB
April	Business tour	Innovative Industries	4/30/19 RSVP by 4/26	421 W. Centennial	\$0	Mary Jo, Chamber
May	Personal development	Community Action Fair	5/7/2019	Fair Acres Family YMCA, 2800 Grand Ave.	\$0	Mary Jo, Chamber
May	Planning	CEL Strategic Planning	5/30/2019	Mother Road Coffee, 325 S. Main	\$0	Mary Jo, Chamber
June	Networking	Bowling Night	TBD	Grace Lanes, 219 E. 3rd St.	TBD	Sarah Hinton, Serenity Keeper
July	Personal development	Personal & Business Safety	TBD	Liberty Tree, 530 W. Fir	TBD	Amanda Fosdick, Hometown Bank
August	Planning	CEL Strategic Planning	TBD	Mother Road Coffee, 325 S. Main	\$0	Mary Jo, Chamber
August	Networking	Marian Days	8/1/2019	CRM Campus, 1900 S. Grand	\$0	Neely, Chamber
September	Professional development	City Resources lunch & learn	TBD	TBD	TBD	Kristi Cates, Beimdiek Insurance
September	Professional development	Missouri YP Summit	TBD	MO State Capitol, Jefferson City	TBD	Mary Jo, Chamber
October	Networking	Murder Mystery	TBD	TBD	TBD	Amanda Fosdick, Hometown Bank
October	Service project	Maple Leaf INFO Booth	10/19/2019	SW corner of the Square	\$0	Mary Jo, Chamber
November	Planning	CEL Strategic Planning	TBD	Mother Road Coffee, 325 S. Main	\$0	Mary Jo, Chamber
November	Service project	Thanksgiving Night of Service	11/26/2019	Carthage Crisis Center, 100 S. Main	\$0	Mary Jo, Chamber
December	Professional development	"People You Need to Know" w/Julie Yackey	12/10/2019 RSVP by 12/2	Carthage Public Library, 612 S. Garrison	TBD	Mary Jo, Chamber

## Join us for a tour of Innovative Industries!



*From recycling to  
car detailing to  
Easter eggs,  
you won't believe  
everything  
they do!*

Tuesday, April 30

1:30 p.m. *(tour only, no lunch)*

421 W Centennial Ave., Carthage  
(corner of Centennial and Garrison)

*RSVP by Friday 4/26 to Mary Jo at  
417-358-2373 or [mjlittle@carthagechamber.com](mailto:mjlittle@carthagechamber.com)*



# Community Action Fair

Tuesday, May 7

5-7 p.m.

Fair Acres Family YMCA, 2600 Grand Ave.

**Volunteer and Donor Event**  
**Open to EVERYONE**

Non-profit organizations and civic clubs will be on-hand to talk about:

- What they do
- How you can donate
- Who can volunteer
- How to get involved

For info, contact Mary Jo at 417-358-2373 or [mjlittle@carthagechamber.com](mailto:mjlittle@carthagechamber.com)



# 53<sup>rd</sup> Annual Maple Leaf Festival



Events throughout October 2019 ~ Parade on Saturday, October 19, 2019

## SPONSORSHIP OPPORTUNITIES

### Festival Sponsorship \$3000 *(industry exclusive)*

- Logo prominently featured on the festival website
- Logo on 20,000 brochures distributed throughout the region
- Logo on parade and event entry forms when appropriate
- Logo on banner signage at the parade
- Acknowledgement during the parade broadcast televised on 10/19 and again on 11/28
- Parade entry at no charge (traditional floats encouraged)
- Name included in promotions to local and area print media, TV and radio, and web outlets

### Parade Sponsorship \$1000 *(industry exclusive)*

- Logo featured in 20,000 brochures distributed throughout the region
- Logo on parade entry forms
- Acknowledgement during the parade broadcast televised on 10/19 and again on 11/28
- Parade entry at no charge (traditional floats encouraged)
- Name included in promotions to local and area print media, TV and radio, and web outlets

### Pageant Sponsorships starting at \$500

- Queen Pageant (9th - 12th grade) \$1000 industry exclusive co-sponsorship or \$1500 exclusive sponsorship
- Prince & Princess Pageant (4th - 8th grade) \$500 industry exclusive co-sponsorship or \$750 exclusive sponsorship
- Little Miss & Little Mister Pageant (K - 3rd grade) \$500 industry exclusive co-sponsorship or \$750 exclusive sponsorship
- Toddler Pageant (13 months - Preschool) \$500 industry exclusive co-sponsorship or \$750 exclusive sponsorship
- Baby Pageant (newborn - 12 months) \$500 industry exclusive co-sponsorship or \$750 exclusive sponsorship

### Event Sponsorships starting at \$500

- Logo featured in 20,000 brochures distributed throughout the region
- Logo on event entry forms when appropriate
- Signage and acknowledgement during the event
- Name included in promotions to local and area print media, TV and radio, and web outlets

**Past sponsors will have FIRST RIGHTS to their  
previously-sponsored event until March 1 ONLY.  
PAST SPONSORS must contact Mary Jo before March 1.**

**Final sponsor deadline is April 1.**

For more information, contact Mary Jo at 417-358-2373 or [mjlittle@carthagechamber.com](mailto:mjlittle@carthagechamber.com).

## **Carthage Chamber of Commerce Maple Leaf Sponsorship Policy**

The Carthage Chamber of Commerce (Chamber) desires to work in partnership with companies and organizations that are committed to promoting the Maple Leaf Festival.

The Chamber will enter into sponsorships and partnerships to deliver programs and activities of mutual benefit that will engage relevant stakeholders and contribute to improved quality of life in the Carthage area. As such, the Chamber is open to partnerships from relevant sectors that understand our core values and seek partnership activities that both serve our objectives and demonstrate sincere commitment and business practices for the betterment of our Community.

Partnerships/sponsorships shall be decided or negotiated on a case-by-case basis. The Chamber shall have discretionary authority to rescind a partnership/sponsorship at any time based on any action by the private or corporate entity that is deemed inappropriate or in conflict with Community values or to the mission and/or core values of the Chamber as determined by the Chamber Board. Any sponsorships involving tobacco, alcohol, gambling, obscenity or other matters determined by the Board in their sole discretion to be inconsistent with community standards or to detract from the Chamber's public image will not be accepted. Some examples of partnerships/sponsorships that will not be considered are:

Pornography

Gambling/lottery

Political Sponsorships (May participate in parade and rent booth space)

Controversial causes

The Carthage Chamber of Commerce retains editorial rights and control over any information produced or content to be seen by members as part of any partnership/sponsorship agreement. All intellectual property remains the sole property of the Chamber. In every case, all materials, in all formats and media, prepared by the partner/sponsor must be submitted to the Chamber for written approval prior to release. No unsolicited commercial messages are allowed. Collecting and selling of mailing lists without the Chamber's expressed permission is not allowed.

These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and the Carthage Chamber of Commerce Board of Directors reserves the right to amend this policy without public notification at any time.

Approved: Carthage Chamber of Commerce Board of Directors

DATE: 05/15/2014



## **Economic Development Project Activity Tracker** *February 2019*

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

2019 Total Prospects (includes new and existing companies) .....	5
Active Projects .....	11

- Meeting with local industry regarding possible expansion of facility. No additional employees so no local incentives are available.
- Meeting with Public Works, City Administrator and CWEP regarding potential new industry. This meeting was exploratory regarding electrical locations, water and sewer and annexation.
- Meeting with local industry representative. Pertained mostly to workforce development and potential job openings for the local workforce.
- Attended an Economic Outlook lunch/presentation.
- Met with representatives of St. Louis Community College, Carthage Technical personnel, Missouri Department of Economic Development and Representative Derek Grier, Chairman of the House Economic Development Committee. The meeting was focused on learning about the Boeing training program.
- Attended the regional Future Business Leaders of America competition at MSSU.
- Met with Carthage R9 School official regarding future program to be sponsored by the Chamber.
- Attended the Eggs and Issues which was hosted by the Carthage Chamber of Commerce.
- Attended the MHDC meeting in Jefferson City.
- Submitted a proposal to the Joplin Regional Partnership for a potential new industry.

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



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## **Public Policy Committee**

Friday, March 1, 2019 at 11:30 a.m.

Members of the 2019 Public Policy Committee met on Friday, March 1 at 11:30 a.m. at Mother Road Coffee.

Members of the committee in attendance were Tymon Bay, Shelby Bruner, Tom Flanigan, Pat Goff, Jake Heisten, Brad Hodson, Roy Mason, Tyler Merriott, Tom Short, Scott Watson, Steve Willis, Julie Yockey, Mark Elliff, and Mary Jo Little.

The meeting was called to order at 11:35 a.m.

Short discussed the upcoming City Council election and presented several issues being monitored by the Missouri Municipal League including a sales tax cap, franchise fee regulations, internet sales tax initiatives, and medical marijuana legalization.

Flanigan reviewed the upcoming County sales tax extension on the April ballot.

Willis reported the CVB had hired a new director, Niki Cloud, who was scheduled to start on March 4. He added that the first set of wayfinding signs had been installed, with more set for installation within 30 days.

Elliff reviewed the legislative tracking sheet (included in meeting packet).

Hodson announced MSSU's plans to pursue the state funds previously allocated for a dental school and updated on the transfer of the Ozark Center building on Newman Road to MSSU.

Merriott reported that Senator Blunt was working on issues including an abortion survivors act, border security, a study on the effects of technology on children, and the opioid crisis.

Heisten reported that Congressman Long was working on issues including gun control and border security.

Upcoming events (invitations included in meeting packet):

Eggs & Issues Legislative Forum Series: Webb City March 15, Joplin April 12, and Neosho Tuesday May 21.

Carthage City Council & School Board Candidate Forum: Tuesday, March 26

Meeting was adjourned at 12:45 p.m.

Next meeting: April 5, 2019

*Minutes prepared by Mary Jo Little*

**Upcoming events:**

1. 3/21....“People You Need to Know” with Jeannette Clem, 11:30 a.m.
2. 3/26....City/School Board Candidate Forum at CW&EP, 7:30 a.m.
3. 3/27....Elusive Body Arts ribbon cutting, 12 noon
4. 3/28....My Security Company ribbon cutting, 10 a.m.
5. 4/3.....Social Media for Business workshop, 9-11 a.m.
6. 4/8.....Monday Member Meetup, 2 p.m.
7. 4/10....Ambassadors quarterly meeting, 4 p.m.
8. 4/11....Carthage Eye Care ribbon cutting, 4 p.m.
9. 4/12....Eggs & Issues at Continental Catering, 10 a.m.
10. 4/12....Food Truck Friday, 12-9 p.m.
11. 4/13....Art.A.Fair, 10 a.m.
12. 4/15-4/16...MJL & NM gone to MAKO
13. 4/17....Quarterly Member Luncheon at Mercy Carthage, 11:30 a.m.
14. 4/25....Women’s Empowerment in the Workplace luncheon, 12 noon
15. 4/30....CEL tour at Innovative Industries, 1:30 p.m.

## **"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.