

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JULY 23, 2019
6:30 P.M. – COUNCIL CHAMBERS**

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

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

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

(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)

1. **C.B. 19-31** – An Ordinance to amend Chapter 25 of the Code of Carthage to include medical marijuana related uses by adding language to permit medical marijuana facilities in certain districts. (Planning, Zoning, & Historic Preservation)
2. **C.B. 19-32** – An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interest for certain municipal officials. (Insurance, Audit & Claims)
3. **C.B. 19-33** – An Ordinance to amend Article III, Electricity, Division 1, Section 6-39 Meters, of the Carthage Code to include a new section (c) requiring external disconnects. (Public Works)

4. **C.B. 19-34** – An Ordinance authorizing the Mayor to enter into an agreement with Blevins Asphalt Construction Co., Inc. for the Annual Paving Contract for fiscal year 2019-2020 (\$58.55 per ton of asphalt to include tack oil).

16. New Business

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1875** – A Resolution authorizing City support and permissions for several programs as part of the 42nd Annual Marian Days Celebration in the City of Carthage, Missouri. (Public Safety)
2. **Resolution 1876** – A Resolution adopting a revised "Taxi Rules of Conduct" statement for the City's Public Transportation Program. (Public Safety)

19. Closing Comments

20. Executive Session

- **CLOSED SESSION: ACCORDING TO SECTION 610.021 (1) 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.**

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
July 9, 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: Darren Collier, Alan Snow, Kirby Newport, Ed Barlow, Juan Topete, Ray West, David Armstrong and Ceri Otero. Council Members James Harrison and Mike Daugherty were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

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

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve the minutes of the June 25, 2019 Council Meeting. Motion carried unanimously.

Chief Dagnan introduced new police officers to be sworn in that evening, Officer Maria Mojica and Officer Hayden Swinehart. After City Clerk Traci Cox administered the Oath of Office, the officers were each presented a certificate.

Chief Dagnan presented an Award of Appreciation to Officers Eric Miller, Elias Salinas, Maria Mojica, Keylee Burbridge and Wesley Eckols for their work in the multi-victim stabbing that occurred on March 24. Fire Chief Roger Williams presented an Award of Appreciation to Firemen Matt Fasano and Jonathan Roy for their work in the multi-victim stabbing that occurred on March 24.

During Citizen's Participation Period: Abi Almandinger, 1220 S. Main, informed the council of the America in Bloom judges coming to Carthage July 15-16 to tour the community. She encouraged all council members to participate in the tour and dinner.

Mr. Snow reported the Budget, Ways and Means Committee met July 8. A budget adjustment for FY 2020, which is being presented in Resolution 1874, was discussed and approved.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. The committee discussed the Conflict of Interest Bill which appears as C.B. 19-32.

Mr. Collier reported the Public Safety Committee is between meetings with the next meeting scheduled for July 15.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for July 16.

Ms. Otero reported the Public Works Committee met on July 2. The committee agreed to accept the low bid from Blevins Asphalt for \$58.55 per ton for the annual contract paving, which is being presented in C.B. 19-34. The proposal to require that all electrical service upgrades and all new construction installs must provide an external disconnect was discussed and approved. It is being presented in C.B. 19-33.

Special Committee and Board Liaison reports were given by Mr. Topete for the Tree Board and Kellogg Lake Board, Mr. West for the Over 60 Center, Ms. Otero for the Jasper County Commissioners, and Mr. Snow for the Library Board.

Mayor Dan Rife reported he had the pleasure of starting the Red, White and Boom Race on the 4th of July. He also informed the council of the upcoming CMR dinner.

Police Chief Greg Dagnan thanked the council for allowing the forum to honor the First Responders. He also stated the roadblocks for Marian Days will begin on July 27.

Fire Chief Roger Williams reported they had their first response to a fire from Fire Station #2.

Parks & Recreation Director Mark Peterson discussed the recent fireworks event on July 4. He stated the event was a success and thanked all departments that helped. Rounds at the golf course were up for the month of June.

City Administrator Tom Short reported on the following: a Taxi grant review with the MoDOT contract compliance analyst, a TAC Committee meeting, Vision Carthage is currently advertising for an Executive Director position, sales tax revenues, economic development report formats are being created, the Over 60 Center is requesting the City pay for waxing the floors, and the County is requesting use of the Council Chambers to hold Family Court during the renovation of the Courthouse.

The Committee on Claims filed a report in the amount of \$275,444.92 against the following funds: General Revenue \$58,042.48, Public Health \$610.00, Parks Stormwater \$208.04, Golf \$6,692.13, Fire Protection \$4,778.92, Capital Improvements \$1,887.27, and Payroll \$203,226.08. Ms. Otero made a motion, seconded by Mr. Armstrong to accept the report and allow the claims. Motion carried.

Under old business, C.B. 19-30 – An Ordinance authorizing the Mayor to enter into a contract with the Bethesda Healthcare, Inc. for health services was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-32.

Under new business, C.B. 19-31 – An Ordinance to amend Chapter 25 of the Code of Carthage to include medical marijuana related uses by adding language to permit medical marijuana facilities in certain districts was placed on first reading with no action

taken.

C.B. 19-32 – An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interest for certain municipal officials was placed on first reading with no action taken.

C.B. 19-33 – An Ordinance to amend Article III, Electricity, Division 1, Section 6-39 Meters, of the Carthage Code to include a new section (c) requiring external disconnects was placed on first reading with no action taken.

C.B. 19-34 – An Ordinance authorizing the Mayor to enter into an agreement with Blevins Asphalt Construction Co., Inc. for the Annual Paving Contract for fiscal year 2019-2020 was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Snow, to approve the Mayor's re-appointment of Carrie Campbell, Peggie Ralston and Kevin Johnson to the Library Board until July 2022, the re-appointment of Kristi Montague, Bill Hawkins and Jeff Steffen to the Police & Fire Pension Committee until July 2021, and the re-appointment of Pat Goff and Neel Baucom to the Carthage Water & Electric Plant Board until July 2023. Motion carried 7-0 with Mr. Collier abstaining.

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve Resolution 1874 – 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 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Newport, Otero, Snow, Topete, and West. Resolution passed.

During closing remarks, Mr. Collier stated he would like to see the City and Council work with the county to encourage the Family Court to stay in Carthage, and he appreciated the staff's work on the medical marijuana ordinance. Mr. Snow congratulated staff on a successful 4th of July fireworks event. Mr. Barlow thanked First Responders for their work.

Ms. Otero made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:15 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

AN ORDINANCE TO AMEND CHAPTER 25 OF THE CODE OF CARTHAGE TO INCLUDE MEDICAL MARIJUANA RELATED USES BY ADDING LANGUAGE TO PERMIT MEDICAL MARIJUANA FACILITIES IN CERTAIN DISTRICTS.

WHEREAS, the City of Carthage, Missouri (the "City") is a body corporate, home rule charter City, and political subdivision of the State of Missouri, organized and validly existing under and by virtue of the Constitution and laws of the State of Missouri; and

WHEREAS, the voters of the State of Missouri on November 6, 2018 approved an amendment to Article XVI of the State Constitution establishing a Right to Access Medical Marijuana in Missouri and allowing for the limited legal production, distribution, sale, and purchase of marijuana for medical use; and

WHEREAS, Chapter 25, the Zoning Code, of the Code of Ordinances of the City of Carthage, Missouri (the "City Code"), was adopted for the purpose of promoting the public health, safety, comfort, morals, convenience, and general welfare of the City; and

WHEREAS, the City desires to amend the existing City Zoning Regulations to clarify guidelines regarding medical marijuana in accordance with the purposes of the State Constitution by establishing reasonable regulations on Medical Marijuana related businesses.

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

SECTION I: Article I. In General, Section 25-1, "Definitions," of the Code of the City of Carthage, Missouri is hereby amended by adding the following definitions as subparts, which subparts shall hereafter read as follows:

“Medical Marijuana Cultivation Facility” means a facility licensed by the State of Missouri to acquire, cultivate, process, store, transport, and sell marijuana to a Medical Marijuana Dispensary Facility, Medical Marijuana Testing Facility, or a Medical Marijuana infused Products Manufacturing Facility.

“Medical Marijuana Dispensary Facility” means a facility licensed by the State of Missouri to acquire, store, sell, transport, and deliver marijuana, marijuana-infused products, and drug paraphernalia used to administer marijuana to a Qualifying Patient, a Primary caregiver, another licensed Dispensary Facility, a licensed Testing Facility, or a licensed Manufacturing Facility.

“Medical Marijuana Infused Products Manufacturing Facility” means a facility licensed by the State of Missouri to acquire, store, manufacture, transport, and sell marijuana-infused products to a Medical Marijuana Dispensary Facility, a Medical Marijuana Testing Facility, or to another Medical Marijuana Infused Products Manufacturing Facility.

“Medical Marijuana Testing Facility” means a facility certified by the State of Missouri to acquire, test, certify, and transport marijuana.

“Qualifying Patient” means a Missouri resident diagnosed with at least one qualifying medical Condition.

“School” means any building which is regularly used as a public, private or parochial elementary and/or secondary school or high school.

Other than as specifically set forth hereinabove, all other definitions and subparts of Section 25-1 of the City Code shall be unaffected by this amendment and shall remain in full force and effect.

SECTION II: Article IV. District Regulations, Division 8, District E, “General Business District”, Section 25-602, “Permitted Uses” of the City Code is hereby amended by adding the following new subpart (11), which subpart shall hereafter read as follows:

(11) Medical Marijuana Dispensary Facility. All other subparts of Section 25-602 of the City Code shall be unaffected by this amendment and shall remain in full force and effect.

SECTION III: Article IV. District Regulations, Division 8, District E, “General Business District”, Section 25 of the City Code is hereby further amended to add a new Section 25-604 “Standards for Medical Marijuana Dispensary Facility”, which subsection shall read as follows:

25-604. Standard for Medical Marijuana Dispensaries

No building shall be constructed, altered or used for a Medical Marijuana Dispensary without complying with the following regulations this subchapter.

(1) All Medical Marijuana Facilities under this chapter must be in compliance with all State regulations as set for by the Department of Health and Senior Services, failure to so, is a violation of City Code.

(2) No Medical Marijuana Dispensary shall be located within one thousand (1,000) feet of any then-existing elementary or secondary school, daycare, or church.

a. In the case of a freestanding facility, the distance between the facility and the school, daycare, or church shall be measured from the external wall of the facility structure closest in proximity to the school, daycare, or church to the closest point of the property line of the school, daycare, or church.

b. In the case of a facility that is part of a larger structure, such as an office building or strip mall, the distance between the facility and the school, daycare, or church shall be measured from the property line of the school, daycare, or church to the facility’s entrance or exit closest in proximity to the school, daycare, or church.

c. Measurements shall be made along the shortest path between the demarcation points that can be traveled by foot.

(3) No marijuana related uses shall be operated or maintained within five hundred (500) feet of another marijuana related use except when marijuana sales represents less than 5% of the dollar volume of business in a state or federally licensed pharmacy.

(4) No marijuana related uses shall be operated or maintained within two hundred fifty (250) feet of any establishment licensed under the City Code to sell liquor by the drink.

(5) No marijuana may be smoked, ingested, or otherwise consumed on the premises of a Medical Marijuana Dispensary building.

(6) Medical Marijuana Dispensaries shall not be open to the public or make any sales between the hours of 10:00 p.m. and 7:00 a.m.

(7) Any Medical Marijuana Dispensary shall require any customer to display the customers permit card from the Department of Health and Senior Services or other proof of eligibility at the time of each purchase.

(8) No person under the age of eighteen years old shall be allowed into a Medical Marijuana Dispensary; except that a Qualifying Patient who is under the age of eighteen years but who has been emancipated by a court order and a Qualifying Patient, under the age of eighteen years when accompanied by the Qualifying Patient's parent or guardian.

(9) No person shall dispose of Marijuana or Marijuana-Infused products in an unsecured waste receptacle not in possession and control of the Licensee and designed to prohibit unauthorized access.

(10) No marijuana related use or facility shall emit an odor or in any way cause a public nuisance per Chapter 15 of the City Code. Appropriate ventilation systems to prevent any odor of marijuana or fumes from leaving the premises or other changes to the facilities can be required if a public nuisance violation occurs.

(11) The Medical Marijuana Dispensary license issued by the state of Missouri shall be prominently displayed in a highly visible location, easily seen by patients on the dispensary's sales floor.

(12) No Marijuana Dispensary shall become non-compliant with the Regulations set forth by the Missouri department of Health and Senior Services.

SECTION IV: Article IV. District Regulations, Division 10, District F, "Light Industrial District", Section 25-702, "Permitted Uses" of the City Code is hereby amended by adding the following new subparts (22), (23) and (24), which subparts shall hereafter read as follows:

(22) Medical Marijuana Cultivation Facility. All other subparts of Section 25-702 of the City Code shall be unaffected by this amendment and shall remain in full force and effect.

(23) Medical Marijuana Infused Products Manufacturing Facility. All other subparts of Section 25-702 of the City Code shall be unaffected by this amendment and shall remain in full force and effect.

(24) Medical Marijuana Testing Facility. All other subparts of Section 25-702 of the City Code shall be unaffected by this amendment and shall remain in full force and effect.

SECTION V: Article IV. District Regulations, Division 10, District F, "Light Industrial

District”, Section 25 “District F, of the Code is hereby further amended to add a new Section 25-704 “Standards for All Medical Marijuana Facilities”, which subsection shall read as follows:

25-704. Standard for Medical Marijuana Facilities

(1) No Medical Marijuana Facility as outlined in 25-702 (22) (23) (24) shall be located within one thousand (1,000) feet of any then-existing elementary or secondary school, daycare, or church.

a. In the case of a freestanding facility, the distance between the facility and the school, daycare, or church shall be measured from the external wall of the facility structure closest in proximity to the school, daycare, or church to the closest point of the property line of the school, daycare, or church.

b. In the case of a facility that is part of a larger structure, such as an office building or strip mall, the distance between the facility and the school, daycare, or church shall be measured from the property line of the school, daycare, or church to the facility’s entrance or exit closest in proximity to the school, daycare, or church.

c. Measurements shall be made along the shortest path between the demarcation points that can be traveled by foot.

(2) All Medical Marijuana Facilities under this chapter must be in compliance with all State regulations as set for by the Department of Health and Senior Services, failure to so, is a violation of City Code.

SECTION VI: If any clause, section or other part of this section shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby, but shall remain in full force and effect.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

AN ORDINANCE TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, AS FOLLOWS:

Section I - Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

Section II - Conflicts of Interest. The Mayor or any member of the City Council who has a "substantial or private interest", as defined by state law in any bill shall disclose on the records of the City Council the nature of his interest and shall disqualify himself from voting on any matters relating to this interest.

Section III - Disclosure Reports. Each elected official, the chief administrative officer, the chief purchasing officer, and the general counsel (if employed full-time) shall disclose the following information by May 1 if any such transactions were engaged in during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

c. The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year, the following information:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation

system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section IV – Filing of Reports. The reports, in the attached format, shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V – When Filed. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

a. Each person appointed to office shall file the statement within 30 days of such appointment or employment;

b. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI – Filing of Ordinance. The City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section VII – Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

PASSED AND APPROVED THIS _____ DAY OF _____ 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 19-33

ORDINANCE NO. _____

An Ordinance to amend Article III, Electricity, Division 1, Section 6-39 Meters, of the Carthage Code to include a new section (c) requiring external disconnects.

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

SECTION I: Article III, Electricity, Division 1, Section 6-39 Meters, of the Carthage Code is hereby amended by adding a new subsection (c) to read as follows:

(c) All electrical service upgrades and all new construction installs must provide an external disconnect.

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.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk

Sponsored by: Public Works Committee

COUNCIL BILL NO. 19-34

ORDINANCE NO.

An Ordinance authorizing the Mayor to enter into an agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract for fiscal year 2019-2020 (\$58.55 per ton of asphalt to include tack oil).

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into an agreement with Blevins Asphalt for the Annual Asphalt Paving Contract for the year 2019-2020, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

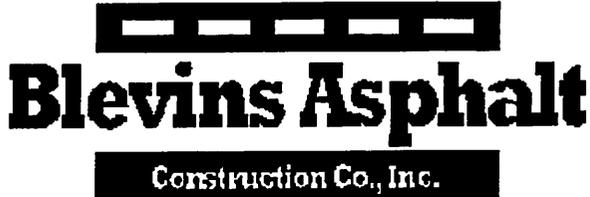
Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

Since 1949



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

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

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

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

Notes:

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

Payment Terms:

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

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

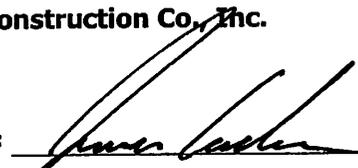
Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Blevins Asphalt Construction Co., Inc.

Authorized Signature: 

Estimator: Jeran Cordova
417-466-3758 jcordova@blevinsasphalt.com

***NEW
BUSINESS***

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1875

A RESOLUTION AUTHORIZING CITY SUPPORT AND PERMISSIONS FOR SEVERAL PROGRAMS AS PART OF THE 42nd ANNUAL MARIAN DAYS CELEBRATION IN THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, The Marian Days Celebration is the main festival and pilgrimage for Vietnamese American Roman Catholics, celebrated since 1978 on the campus of the Congregation of the Mother of the Redeemer – U.S. Assumption Province in Carthage, Missouri; and

WHEREAS, the 42nd Annual Marian Days Celebration is scheduled to occur from August 1, through August 4, 2019 with main activities including liturgical celebrations, conferences, processions, entertainment programs, and other social events that will enrich participants' understanding of the traditional culture, and re-awaken faith in God the Father; and

WHEREAS, Vietnamese Americans from many parts of the United States, as well as non-Vietnamese locals and some visitors from Vietnam, attend the event; and

WHEREAS, The celebration is highlighted by a large, outdoor Mass each day and offers opportunities for reconciliation and prayer.

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

That the City of Carthage, Missouri:

- will close the 1900 block of Grand Ave., the 400-600 block of East Fairview, and the 400-500 block of Highland for the duration of the celebration;
- will spray the grounds for mosquitoes and insects prior to the celebration;
- will provide adequate security for all participants during the celebration;
- does approve an Open-Air Entertainment Program scheduled around 9:00 p.m. to 12:00 a.m. on Friday, August 2, and Saturday, August 3, 2019;
- extends the noise ordinance until midnight during Marian Days;
- will provide assistance in planning traffic control for the Solemn Procession scheduled between 5:00 p.m. to 7:00 p.m. on Saturday evening of August 3, 2019;
- authorizes a parade permit for the Solemn Procession;
- authorizes street closures for the Solemn Procession (Grand Avenue, to Centennial, to Main, to Fairview in the CMC area);
- allows fireworks at the end of the Solemn Procession, as has been done in the previous years; and
- authorizes an outside trash service provider to collect trash from the Celebration.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Dear Mr. [Name]

I have received your letter of the 15th and am glad to hear from you.

I am sorry that I cannot give you a more definite answer at this time.

The matter is still under consideration and I will let you know as soon as I can.

I am sure you will understand my position.

RESOLUTION NO. 1876

A RESOLUTION ADOPTING A REVISED "TAXI RULES OF CONDUCT" STATEMENT FOR THE CITY'S PUBLIC TRANSPORTATION PROGRAM.

WHEREAS, The Missouri Department of Transportation (MoDOT) is required by the Federal Transit Administration (FTA) to ensure that sub-recipients of FTA assistance comply with federal requirements for public transportation programs; and

WHEREAS, to meet this federal mandate, MoDOT conducts periodic performance reviews of its sub-recipients through a contracted firm, to assist MoDOT and sub-recipients with the review process; and

WHEREAS, on July 08, 2019 City staff met with Milligan & Company, LLC, to review the City's Transportation Program's performance; and

WHEREAS, the City received a report & cover letter for the Missouri Department of Transportation's 2019 review of the City of Carthage's public transportation program including recommendations concerning adoption of a revised "Rules of Conduct" statement to ensure compliance with State requirements;

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

The City of Carthage hereby adopts and approves a revised "Taxi Rules of Conduct" Statement, a true copy of which is attached hereto and incorporated herein as if set out in full.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Taxi Rules of Conduct

All riders are required to conduct themselves properly when riding in a Carthage City Taxi. Behavior that distracts the driver or annoys other passengers will not be tolerated. This behavior includes, but is not limited to:

- Talking in such a manner as to disturb other passengers.
- Passengers talking to the driver when the vehicle is in motion; however, it is permissible for passenger to give the driver directions to an individual's home or destination.
- Passengers leaving their seats when the vehicle is in motion.
- Eating, drinking, smoking or using chewing tobacco on the vehicle.
- Passengers and the driver not wearing seatbelts while the vehicle is in motion.
- Solicitations of any kind.
- Scheduling trips, then failing to notify Carthage City Taxi if the trip is not needed.
- Individuals who ride the bus will maintain themselves in such a manner as not to offend others.
- Physical abuse, abusive or crude language.
- Disrespect shown to any rider, or driver, including cursing and abusive physical contact.
- Behavior such as that listed above may result in the denial of service. When a rider violates any of these rules the driver is to show the individual the rules and ask him/her to comply with them. Continued violation of the rules may result in denial of service.

Other safety infractions that will result in denial of service include:

- The parent or guardian of a child weighing less than 40 pounds shall provide an approved child's seat that can be secured with a conventional seatbelt if the Carthage City Taxi does not have one. No child under 40 pounds shall be transported without an approved child seat. Children or infants are never to be held in the lap of an adult while the taxi is in motion.
- Individuals known to have infectious disease and/or parasites shall be denied service until the Carthage City Taxi receives notification from a doctor the disease has been rendered non-infectious.
- A passenger may not be allowed on a vehicle if his or her body odor or personal hygiene will disturb the reasonable comfort of other passengers or transit operators. A passenger will be given notice and an opportunity to correct the odor or hygiene problem prior to discontinuing riding privileges, unless in the judgment of Taxi Driver, that person places existing passengers in extreme discomfort or is considered a health risk to others.
- Service animals are permitted on all Carthage City Taxi's. Service animals presenting a danger to the driver or to other passengers must be confined or constrained.
- Oxygen tanks and other necessary medical equipment are allowed on all Carthage City Taxis. The equipment must be secured to prevent injury in case of an accident or sudden stop. These two policies are required by ADA.

Appeal of Driver Decision

Any person suspended or excluded from Carthage City Taxi services, or that person's representative, may appeal the suspension or exclusion. Appeals must be in writing and submitted to the Carthage City Taxi services office (Police Department) within ten (10) days of the date of such action. All requests must be signed and dated when filed by an individual or representative.

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, JULY 8, 2019 5:30 P.M.
CITY HALL CONFERENCE ROOM

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

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams and Council Member Ceri Otero

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

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Mr. Collier made a motion to approve the minutes for the June 10 Budget meeting. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss budget adjustment resolution Fiscal Year 2020.**

“Because of timing issues including the 4th of July holiday, the early date of this meeting, staff days off, weather issues and the payment of bills for fiscal 2019 through the end of the month of July, we will not be able to have the final numbers for the Resolution for the packet. However, authorization, and a budget to continue projects that were not specifically carried over in the fiscal 2020 budget and not completed need budget authorization by the Committee and the Council so they can be completed. These are primarily carry over projects that were not able to be completed by the end of the fiscal year and will be using fund balances as they were not previously spent. The form of the tentative Resolution is included.”

Mr. Short reviewed projects that needed to be carried over to the 2020 FY and are included in the budget adjustment. Mr. West moved to forward the Resolution to council. Motion carried 3-0.

2. **Staff Reports.**

*“The **Sales Tax** report for July’s General Fund’s 1% Sales Tax has not been received due to the early date of our meeting. We typically receive the numbers from the State around the 7th of the month. If we receive them, we will bring our report to the meeting for distribution or viewing. Final fiscal 2019, year-end numbers ended up 1.86% (\$44,414) higher than initially budgeted and higher than the last two fiscal years. These last two fiscal year’s collections were below 2016 and 2015’s amounts. Fiscal 2019 ended up slightly higher (\$944) than fiscal 2016. Also included is the **Budget Report** for June (year-end) 2019. This is an unaudited and unadjusted statement and is very preliminary. Auditors have visited earlier this week for preliminary work and are due in to start field work and develop the year-end statements in September. The **Pooled Investment** report is included without*

*the accrued interest amounts. Traci will bring that information to the meeting. We'll report on these numbers and preliminary report numbers at the meeting. The Area Agency on Aging would like for the City to consider floor waxing at the **Over Sixty Center**. The Executive Director (Jennifer Shotwell) said that she had been reviewing the janitorial service at the Carthage location. In 4 of their other 6 centers, the city buffs and waxes the floor once or twice a year. The last time the Over Sixty Center's floor was cared for (beyond daily dry and daily wet mopping) was over 2 years ago. The question was asked if the City would be willing to 'chip in' on the buff/wax care on that floor this year. I think something can be worked out but need to carefully consider this request especially in light of setting any precedent on leased facilities. With the extension of the County Sales Tax, a Courthouse renovation was included. The City has been contacted by the Jasper County Bar Association about the possibility of **using the Council Chambers for court during the renovation of the Courthouse project**. We have asked them to supply details of their request in writing so the City can take action on it. The plan is to take the request to the Public Service Committee for a recommendation to the Council."*

Mr. Short reported sales tax revenues are down 12.45% from the previous calendar year. In reviewing the budget analysis, no red flags were reported. Adjusting entries are not included in current reports. A request from the Over 60 Center to fund buffing and waxing the floor was discussed. There was concern over setting a precedence to provide janitorial services. Tri State Janitor submitted a quote to provide the floor maintenance at \$3,890. No action was taken. The possibility of allowing the county to use the council chambers to hold Family Court while the courthouse was being renovated was discussed. A formal proposal has not been received. Ms. Cox reported on investment interest income, noting interest income exceeded budget projections by approximately \$195,000. Mr. Short then reported on an audit that was performed on the Taxi program.

3. **Other Business.** None at this time.

ADJOURNMENT: The meeting adjourned at 6:09 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JULY 9, 2019
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS:

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the June 25, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Armstrong. Mr. Armstrong requested requisitions prepared for purchases from Pete's Pro Shop be signed or initialed by Mr. Short for best practices.

NEW BUSINESS:

1. **Consider and discuss Conflict of Interest C.B. 19-32.** Mr. Newport moved to send C.B. 19-32 to Council for approval. Motion carried.
2. **Staff Reports:** Ms. Cox reported that the auditors were here for a preliminary audit on July 1 with the full audit scheduled to be performed the week of September 23. A meeting is scheduled for July 10 with Beimdiek Insurance Agency to review employee long term disability rates. Mr. Armstrong discussed the possible future audit presentation at a budget meeting instead of Insurance, Audit and Claims. Ms. Cox is to remind the auditor of the change in the audit presentation.

Mr. Short reported he and Police Chief Dagnan are working on a tuition reimbursement agreement to send an auxiliary officer to Police Academy. They are also working on a policy proposal that would provide a recruiting incentive to Spanish speaking individuals.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:30 PM. Motion carried 4-0.

Traci Cox
City Clerk

City of Carthage



Public Safety Committee – Minutes

Meeting Date: July 15, 2019

Meeting Location: City Hall

Call to Order: Councilman Collier

Time Called to Order: 5:30pm

Attendance:

Councilman Collier
Councilman Snow
Councilman Newport

Administrator Short
Chief Dagnan
Chief Williams

Citizen/Other: Morgan Housh, Ceri Otero

OLD BUSINESS

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

CITIZEN PARTICIPATION

No Citizens participation was on agenda.

NEW BUSINESS

1. Marian Days will be held on August 1-4, 2019. As in years past the Congregation of the Mother of the Redeemer is asking permissions and assistances for the following:
 - a. Close the 1900 block of Grand Ave., the 400-600 block of E Fairview, and the 400-500 block of Highland for the duration of the celebration.
 - b. Spray the grounds for mosquitoes and insects prior to the celebration
 - c. Provide adequate security for all participants during the celebration
 - d. Approve an Open-Air Entertainment Program scheduled around 9:00pm to 12:00am on Friday, August 2, and Saturday, August 3, 2019
 - e. Extend the noise ordinance until midnight during Marian Days.
 - f. Provide assistance in planning traffic control for the Solemn Procession scheduled between 5:00pm to 7:00pm on Saturday evening of August 3, 2019.
 - g. Authorize a parade permit for the Solemn Procession.
 - h. Authorizes street closures for the Solemn Procession (Grand Avenue, to Centennial, to Main, to Fairview in the CMC area).
 - i. Allow fireworks at the end of the Solemn Procession, as has been done in the past years
 - j. Authorizes outside trash service provider to collect trash from Celebration.

There will also be 3 cell phone carriers' mobile towers stationed at locations. Motion was made by Councilman Newport to approve the annual Marian Day preparation list and send resolution to council. 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.

2. The committee discussed the Taxi Rules of conduct. Chief Dagnan is requesting the committee to approve a few changes. The following has been added to the Rules of Conduct:
 - a. A passenger may not be allowed on a vehicle if his or her body odor or personal hygiene will disturb the reasonable comfort of other passengers or transit operators. A passenger will be given a notice and an opportunity to correct the odor or hygiene problem prior to discontinuing riding privileges, unless in the judgment of Taxi Driver, that person places existing passengers in extreme discomfort or is considered a health risk to others.
 - b. Appeal of Driver Decision – any person suspended or excluded from Carthage City Taxi services, or that person’s representative, may appeal the suspension or exclusion. Appeals must be in writing and submitted to the Carthage City Taxi services office (Police Department) within ten (10) days of the date of such action. All requests must be signed and dated when filed by an individual or representative.

The committee also discussed changing the verbiage on bullet point #2 under Other safety infractions that will result in denial of service to state “individuals known to have infectious disease and/or parasites shall be denied service until the Carthage City Taxi receives notification from a doctor the disease has been rendered non-infectious”. Councilman Snow made a motion to approve the changes to the Taxi Rules of Conduct contingent upon the verbiage change of bullet point #2 and forward to council. Motion was passed.

3. Staff Reports
 - a. Chief Dagnan spoke with the committee shortly about feral cats.
 - b. Chief Williams spoke with the committee about station 2 and how it is being operated out of in the afternoons and continue to finish up few details. Also informed the committee that the CFD is still waiting to be awarded the EMPG grant award.

ADJOURNMENT

Councilman Snow made a motion to adjourn. Motion passed.

Next Meeting Date: August 19, 2019

Next Meeting Location: Carthage City Hall – Upstairs Conference Room

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

July 17, 2019
City Hall
326 Grant Street

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

Members Absent;

Staff Present; Tom Short, Mark Peterson, and Lorie Neubert

Non-Members Present; Ceri Otero, Darren Collier, and Chanti Beckham

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

Mr. Daugherty moved to approve minutes from the May 2019 meeting. Motion carried.

CITIZEN PARTICIPATION:

Mr. Collier requests information about where the City is at with the lighting for the walking track at Fair Acres. Mr. Collier states that the track is also in need of sealing. Mr. Peterson requests the \$28,000 budgeted for a new Parks truck be freed up for purchasing lights for the east and west side around the Fair Acres walking track. Cost of the lighting will be \$25,000 to \$30,000.

NEW BUSINESS:

1. **Consider and discuss HERE4CARTHAGE request for space for community gardens:** Chanti Beckham from HERE4CARTHAGE addressed the committee about the foundation's plan for community gardens within Carthage. The foundation has been awarded grant money for projects over a 3 year period in which they are now in the 2nd year. They are wanting to get started with the gardens but are in need of sites. Vacant lots? Current parks? Ms. Beckham likes the south side of Central Park for a potential space. Ms. Beckham also suggested Fairview and Columbian schools as a space with the benefit of education of the children in food sustainability and gardening. Ms. Beckham states that they would like to start out with 1 garden using raised beds and see how it does before seeking more space for gardens. Many different sites were discussed. Ms. Beckham requests a list of the vacant lots that the City owns. Gardens will need volunteers to maintain after planting, a water supply, and a

potential space for offering the produce grown to the public. Much of the produce will be donated to food pantries, schools, etc... Ms. Beckham states that the program will end for the foundation in 2021 at which point the City would have to take over the care of the gardens. Committee would like to see more information from Ms. Beckham as to what that would entail after the foundation's participation ends.

1. **Consider and discuss draft for RFP Parks master plan:** Mr. Peterson reports that he has been working with Dick Horton on a draft of the RFP for the master plan for the Parks. Mr. Peterson reports that he would like to seek grant funding from the McCune Brooks Foundation and Steadley for the projects recommended in the master plan. Best case scenario would be each of them granting 1/3 of the cost of the project with the City picking up the other 1/3. Mr. Harrison states he would like Mr. Peterson to look at a draft he has of the City of Republic's master plan. Mr. Daugherty wants to make sure that if the City spends the money for a master plan, that the City see the plan to fruition. Mr. Peterson stresses that he would like to focus on what the community wants to see in the Parks. The completed RFP should be ready in a month. Mr. Harrison and Mr. Topete commended Mr. Peterson for the job he has done so far as the Park Director.

STAFF REPORTS

City Administrator- Tom Short Mr. Short reports that June rounds at the golf course are up 3.4% over projected for the year. Mr. Harrison requests to know what the trend for golf is nationally. Mr. Short reports that new awnings have been installed at Memorial Hall.

Parks and Recreation Director- Mark Peterson Mr. Peterson reports that he is trying to fill the Golf Course Superintendent position. He has interviewed 2 qualified candidates and will be making a decision soon. Many Park projects are finishing up or getting started. The Public Works Department will soon be starting work on the parking lot at Memorial Hall. Mr. Barlow states that the fencing at Central Park looks really nice. Mr. Daugherty says he attended Food Truck Friday this month and was pleased to see all the food trucks and people in attendance.

Mr. Daugherty moved for adjournment.

Meeting adjourned at 6:45 P.M.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT

APPROVED

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

The Carthage Public Library Board of Trustees met Tuesday, June 11, 2019 in the Carthage Public Library Board Room. The meeting was called to order at 5:22 pm by Sandy Swingle, Vice-President.

Roll Call

Board members present were Miriam Putnam, Sandy Swingle, Gary Cole, Eric Putnam, Carrie Campbell, and Donna Maggard. Also present was Julie Yockey, library director.

Financial Report

Attached. May financial report was presented. A motion to approve financial report was made by Gary and seconded by Eric. Motion passed unanimously. Invested income has reached \$8,109.00. Motion to move \$200,000.00 to MOSIP investments was made by Eric and seconded by Miriam. Motion approved.

Director's Progress and Service Report

Attached. Julie presented her May and June reports. Julie reported the library roof had one new leak. Six ceiling tiles were damaged. Julie has been in contact with Mark Baucom about the fountain leak. Suggestions were made to try a temporary fix using flex seal. Julie will be in contact with Mark to get his advice.

President's Message

None

Council Liaison's Report

No report

Committee Reports

Building Committee – No report

Budget Committee –The board approved a 3% pay raise to all employees, Director's wages and benefits are separate. The board approved raising TASC to \$5,000.00. There are 3 eligible employees. The board voted against dental and vision insurance for all employees.

Community Relations – No report

By-Laws – No report

Library Gardens – Miriam presented preliminary plans for garden landscaping (by Pinewood Nursery). She will bring an update to next month's meeting.

ADA Compliance – No report

Communications – No report

Unfinished Business – No report

New Business – The board reorganized with Peggy remaining as President, Sandy remaining as Vice-President, and Carrie as Secretary.

Payment of Bills

Gary moved to pay the May bills with a second by Eric. Motion passed unanimously.

Closed Session

The Carthage Public Library Board of Trustees met in closed session on Tuesday, June 11, 2019 in the Carthage Public Library Board Room. Eric Putnam moved to go into closed session. Gary Cole seconded. The meeting was called to order at approximately 5:45 PM by a roll call vote. Board members, Sandy Swingle, Carrie Campbell, Donna Maggard, Gary Cole, Eric Putnam and Miriam Putnam were in attendance. Director, Julie Yockey was also present.

Gary Cole made a motion to go out of Closed Session. Eric Putnam seconded. Board members, Sandy Swingle, Gary Cole, Donna Maggard, Eric Putnam, Miriam Putnam and Carrie Campbell moved in favor of adjourning the closed session. Closed session ended at approximately 6:55PM.

Adjournment

With no further business, Gary made a motion to adjourn the May meeting. Eric seconded. Motion passed unanimously. Meeting adjourned at 7:25 pm.



Respectfully submitted,

Carrie Campbell

Secretary Pro Tem

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes-Closed Session- June 2019

The Carthage Public Library Board of Trustees met in closed session on Tuesday, June 11, 2019 in the Carthage Public Library Board Room. Eric Putnam moved to go into closed session. Gary Cole seconded. The meeting was called to order at approximately 5:45 PM by a roll call vote. Board members, Sandy Swingle, Carrie Campbell, Donna Maggard, Gary Cole, Eric Putnam and Miriam Putnam were in attendance. Director, Julie Yockey was also present.

NEW BUSINESS:

Julie presented a proposal for salary and wage increases for the 2019-2020 fiscal year, which, after her presentation she excused herself from the meeting. After discussion Eric Putnam moved to accept Julie's proposal along with a benefit package for the Director. Miriam Putnam seconded. Motion passed unanimously. Julie returned to the meeting after the vote.

Gary Cole made a motion to go out of Closed Session. Eric Putnam seconded. Board members, Sandy Swingle, Gary Cole, Donna Maggard, Eric Putnam, Miriam Putnam and Carrie Campbell moved in favor of adjourning the closed session. Closed session ended at approximately 6:55PM.

Respectfully submitted,

Carrie Campbell

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING
Public Safety Committee – Agenda
Monday July 15, 2019
5:30 p.m.
Carthage City Hall – Upstairs Conference Room
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

NEW BUSINESS.

1. Consider and discuss Marian Days
2. Consider and discuss taxi fares
3. 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 JULY 16, 2019 5:30
P.M.
City Hall Conference Room
326 Grant Street

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)

NONE

New Business

1. Consider and discuss HERE4CARTHAGE request for space for community gardens.
2. Consider and discuss draft for RFP Parks master plan.

Staff reports

Other Business

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL

**417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24
HOURS PRIOR TO MEETING.**

Posted:

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 23, 2019

5:00 PM

Carthage City Hall
Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Consider and discuss employee Long-Term Disability, Life Insurance and AD&D plans and rates.
2. Consider and discuss Agreement for Training for a Police Officer to attend Police Academy at MSSU.
3. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

CORRESPONDENCE

From: Tom Short
Sent: Thursday, July 11, 2019 8:22 AM
To: Mark J. Elliff; 'Chuck Bryant'; Chuck Bryant
Cc: Traci Cox
Subject: RE: Activity Tracker
Attachments: Economic Development Report Template Final.docx

Mark,
 Coincidentally, we have been working on a format for a written report to the City and CWEP pursuant to the contract. Attached is a copy of that work. Chuck and I would like to meet with you to go over it and discuss it. I believe you are on vacation this week. Let's plan on getting together when you get back. Please provide dates of availability so Stacey can set up a meeting.
 Tom

From: Mark J. Elliff [mailto:melliff@carthagechamber.com]
Sent: Wednesday, July 10, 2019 7:56 PM
To: Mark J. Elliff <melliff@carthagechamber.com>
Cc: Traci Cox <t.cox@carthagemo.gov>
Subject: Activity Tracker

July 15, 2019: Mayor & Council.

I'm not sure if this Activity Report was sent directly to the Council, but attached is CWEP's response to the Activity Report supplied by the Chamber of Commerce per contract.

It was determined that this format did not meet the stipulations of the City's Agreement. A meeting is planned for July 25, 2019 to go over a template for the reports the City and CWEP desire.

I believe there would be a potential problem regarding public records if this report is sent directly to the Council. If the Council prefers to handle this in the same manner as CWEP did, please let me know so it can be communicated.
 Thanks,
 Tom

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

In an effort to make sure that information is getting to the appropriate parties, attached is the monthly Activity Report regarding economic development efforts. This report has been in existence since 2003 and the current format since 2010. It is in the monthly board packet which is given to all board members of the Carthage Chamber and the same packet is given to each council member. We are adding the CWEP board members to ensure everyone is getting the information. It will be done monthly outside of the normal board packets and close to the Chamber's board meetings. June and July are usually slower months regarding activity due to many people are on vacations during this time. Traci, I do not have Ray's or Ed's emails so would you please forward to them and if you will get their addresses to me I will add them to the list. Thank you.

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

Carthage Chamber of Commerce
 402 S. Garrison Ave.
 Carthage, Missouri 64836
 (417) 358-2373
www.carthagechamber.com

Tom Short

From: Chuck Bryant <cbryant@cwep.com>
Sent: Monday, July 15, 2019 12:22 PM
To: Mark J. Elliff
Cc: Tom Short
Subject: RE: Activity Tracker

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

Mark,
Thank you for the report and the effort to get it to the various groups. However, the CWEP Board members have asked that I reach out to you and have them removed from this email list. The CWEP Board preference is that you provide reports directly to me.

Thank you,

Chuck Bryant

General Manager

Office: 417.237.7300
Direct: 417.237.7333
Address: P.O. Box 611
627 W. Centennial Ave.
Carthage, MO 64836



From: Mark J. Elliff <melliff@carthagechamber.com>
Sent: Wednesday, July 10, 2019 7:56 PM
To: Mark J. Elliff <melliff@carthagechamber.com>
Cc: Traci Cox <t.cox@carthagemo.gov>
Subject: Activity Tracker

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

In an effort to make sure that information is getting to the appropriate parties, attached is the monthly Activity Report regarding economic development efforts. This report has been in existence since 2003 and the current format since 2010. It is in the monthly board packet which is given to all board members of the Carthage Chamber and the same packet is given to each council member. We are adding the CWEP board members to ensure everyone is getting the information. It will be done monthly outside of the normal board packets and close to the Chamber's board meetings. June and July are usually slower months regarding activity due to many people are on vacations during this time. Traci, I do not have Ray's or Ed's emails so would you please forward to them and if you will get their addresses to me I will add them to the list. Thank you.

Mark J. Elliff
President & CEO
Economic Development

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888. ASKMODOT (275.6636)

July 10, 2019

Mr. Tom Short
City Administrator
City of Carthage
326 Grant Street
Carthage, MO 64301

Re: FY2019 Transit Grant Requirements Compliance and Performance Review

Dear Mr. Short:

Enclosed is the report of the Missouri Department of Transportation (MoDOT) FY2019 compliance and performance review of the City of Carthage public transportation program. This report presents the results of the City's compliance with Federal Transit Administration (FTA) and State requirements.

This review addressed compliance requirements, policies and procedures in nineteen areas. The report presents deficiencies and recommendations related to compliance and best practices. A deficiency is a violation of an FTA or State requirement, which requires corrective action by a pre-determined date. A recommendation is an advisory comment relating to a good practice. Deficiencies were found in Title VI and Drug & Alcohol Program. The deficiency in Title VI and one deficiency in Drug & Alcohol Program have already been closed.

Recommendations were made in Service Provision, Asset Management and Financial Management. In addition, the City requested Technical Assistance regarding orientation to new vehicles upon delivery.

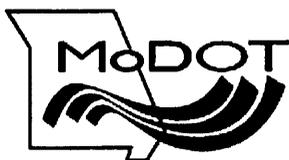
Please pay close attention to the deadline for providing the corrective action for the remaining open deficiency in Drug & Alcohol Program. MoDOT expects the City to meet the deadline presented in the report for the correction of the deficiency.

MoDOT appreciates your cooperation during this review and congratulates you on a successful public transportation program. If you have any questions concerning the process or the report, please contact me at 573-751-7481 or bryan.heckman@modot.mo.gov.

Sincerely,

Bryan Heckman

Bryan Heckman
Section 5311 Program Manager
Multimodal Operations
Transit Section



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

City of Carthage
July 8, 2019
FY2019 Findings and Recommendations

Finding	Corrective Action/ Recommendation	Response	Response Date	Comment	Date Closed
TECHNICAL ASSISTANCE					
The City did not receive orientation to its new vehicles from the vendors when its new vehicles were delivered.	MoDOT has been informed of this issue by means of this Report.		N/A	Since the 2016 site visit, the City has received two new vehicles – a 2016 model Dodge/Braun accessible minivan and a 2017 Ford Transit with rear-door lift.	N/A
SERVICE PROVISION					
The City does not document the process of training its drivers for the City taxi service.	MoDOT recommends that the City document its training of drivers for the City taxi service.		N/A	Documentation of completed training should be placed in each driver's personnel file.	N/A
<p>The following issues were identified with the City's "Rules of Conduct" policy for taxi passengers:</p> <ol style="list-style-type: none"> 1. The policy does not address personal hygiene issues. 2. The policy does not contain a process whereby a rider suspended from riding the service may appeal the suspension. 3. The policy has not been approved by the City Council. 	<p>MoDOT recommends that the City revise its "Rules of Conduct" policy for taxi passengers to address personal hygiene issues and to provide a process whereby a rider suspended from riding the service may appeal the suspension.</p> <p>The revised "Rules of Conduct" policy should then be approved by the City council before it takes effect.</p>		N/A		N/A
ASSET MANAGEMENT					
The City does not have a narrative Vehicle Maintenance Plan that provides a comprehensive overview of vehicle maintenance policies and practices.	MoDOT recommends that a comprehensive vehicle maintenance plan be adopted by the City, which would provide a comprehensive approach to vehicle maintenance issues.		N/A	A template for a comprehensive vehicle maintenance plan was provided to the City. The City indicated that it would adopt the comprehensive vehicle maintenance plan.	N/A
The City does not use a checklist for pre-trip vehicle inspection.	<p>MoDOT recommends that pre-trip vehicle inspection checklist be adopted by the City.</p> <p>The pre-trip inspection checklist should include the cycling of the lift to ensure proper operation.</p>		N/A	Samples of pre-trip vehicle inspection checklists were provided to the City.	N/A

City of Carthage
July 8, 2019
FY2019 Findings and Recommendations

Finding	Corrective Action/ Recommendation	Response	Response Date	Comment	Date Closed
The City does not have a Transit Asset Management (TAM) Plan to cover its MoDOT-funded vehicles.	The City should contact MoDOT for assistance.		N/A		N/A
TITLE VI					
The City did not have its Title VI Notice to the Public posted at its facility.	At a minimum, recipients shall disseminate this information to the public by posting a Title VI Notice on the agency's website and in the public areas of the agency's office(s), including the reception area.		July 8, 2019	7/8/2019: During the site visit, a compliant Title VI Notice was posted in the front entryway of the City Hall. The deficiency is closed.	July 8, 2019
DRUG & ALCOHOL PROGRAM					
During the mock collection at the Occumed Clinic, it was discovered that the toilet tank cover was not secured.	Properly secure the toilet tank cover with tamper-proof tape to ensure that urine specimens may not be adulterated with water from the toilet tank.		July 8, 2019	7/8/2019: During the site visit, the toilet tank cover was properly secured. The deficiency is closed.	July 8, 2019
The City has not provided the required training to new drivers on the effects and consequence of prohibited drug use on the personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use	Per 49 CFR 655.14, safety-sensitive employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on the personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.		September 10, 2019	To close the deficiency, provide documentation that the City's new taxi driver(s) have received at least 60 minutes of training on the effects and consequences of prohibited drug use on the personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.	
FINANCIAL MANAGEMENT					
The City does not require more than one person to be present when taxi fares are counted.	MoDOT recommends that the City require more than one person to be present when taxi fares are counted.		N/A		N/A

**Carthage Public Library
Balance Sheet - Cash basis
June 30, 2019**

Assets

Current Assets	
Cash in bank - treasurer's cash	\$ 174,728.26
Cash in bank - Simmons Bank	38,255.32
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>659,206.27</u>
Total Current Assets	<u>872,449.85</u>
 Total Assets	 \$ <u><u>872,449.85</u></u>

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	(4,456.04)
Spotlight on Literacy (RTR) Grant - Local 2020	7,739.95
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	2,460.47
Spotlight on Literacy Grant - Local - 2020	14,622.78
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	<u>58,291.39</u>
Total Net Assets	<u>872,449.85</u>
 Total Liabilities and Net Assets	 \$ <u><u>872,449.85</u></u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2019

	2019 <u>Month Actual</u>	Monthly <u>Budget</u>	Monthly <u>Variance</u>	2019 <u>Year to date</u>	Annual <u>Budget</u>	Annual <u>Variance</u>
Revenue						
Book sale income	\$ 174.30	\$ 250.00	\$ (75.70)	\$ 1,857.40	\$ 3,000.00	\$ (1,142.60)
Copier income	459.40	583.34	(123.94)	7,141.75	7,000.00	141.75
Donations	155.85	0.00	155.85	56,071.63	0.00	56,071.63
Donations-restricted	19,758.62	625.00	19,133.62	69,800.84	7,500.00	62,300.84
Fax income	112.40	83.34	29.06	1,565.05	1,000.00	565.05
Fine income	660.79	500.00	160.79	7,478.58	6,000.00	1,478.58
Interest income	1,316.38	166.67	1,149.71	11,019.13	2,000.00	9,019.13
Non-resident fee income	1,000.00	666.67	333.33	7,580.00	8,000.00	(420.00)
Payment for lost books	55.94	27.78	28.16	680.28	333.33	346.95
Postage income	0.50	27.78	(27.28)	51.46	333.33	(281.87)
State aid	0.00	750.00	(750.00)	11,565.20	9,000.00	2,565.20
Sur tax	0.00	1,000.00	(1,000.00)	85,223.33	12,000.00	73,223.33
Tax income	1,484.03	16,916.67	(15,432.64)	203,068.99	203,000.00	68.99
Tax income - Park and storm water	41,334.70	37,558.42	3,776.28	460,048.08	450,701.00	9,347.08
Other income	14.57	27.78	(13.21)	6,431.55	333.34	6,098.21
Total revenue	<u>66,527.48</u>	<u>59,183.45</u>	<u>7,344.03</u>	<u>929,583.27</u>	<u>710,201.00</u>	<u>219,382.27</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 twelve months ended June 30, 2019

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	35,429.41	39,000.00	3,570.59	456,483.64	468,000.00	11,516.36
Lagers	4,156.77	1,581.83	(2,574.94)	21,199.92	18,982.00	(2,217.92)
Insurance - health	463.00	416.66	(46.34)	6,336.60	5,000.00	(1,336.60)
Payroll taxes - FICA	<u>2,710.87</u>	<u>2,983.50</u>	<u>272.63</u>	<u>34,929.08</u>	<u>35,802.00</u>	<u>872.92</u>
Total payroll expenses	<u>42,760.05</u>	<u>43,981.99</u>	<u>1,221.94</u>	<u>518,949.24</u>	<u>527,784.00</u>	<u>8,834.76</u>
Employee goodwill	141.08	250.00	108.92	3,360.06	3,000.00	(360.06)
Advertising	0.00	166.66	166.66	1,558.74	2,000.00	441.26
Audio-visuals	127.66	333.33	205.67	1,765.29	4,000.00	2,234.71
Books	1,843.94	2,500.00	656.06	30,949.26	30,000.00	(949.26)
Books - children's	1,297.50	1,250.00	(47.50)	14,340.83	15,000.00	659.17
Contract fees	1,431.73	3,083.33	1,651.60	33,965.05	37,000.00	3,034.95
Dues and travel	158.72	833.33	674.61	6,883.01	10,000.00	3,116.99
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	12,239.47	13,917.00	1,677.53
Information technology (IT)	49.63	583.33	533.70	6,281.87	7,000.00	718.13
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	29.00	500.00	471.00	4,458.12	6,000.00	1,541.88
Postage	67.99	125.00	57.01	1,406.47	1,500.00	93.53
Programs - adult	379.68	291.66	(88.02)	5,494.77	3,500.00	(1,994.77)
Programs - children	304.74	1,083.33	778.59	12,467.75	13,000.00	532.25
Programs, teens	416.88	83.33	(333.55)	504.61	1,000.00	495.39
Repairs and maintenance	4,954.83	9,166.66	4,211.83	121,315.41	110,000.00	(11,315.41)
Supplies	1,272.56	2,083.33	810.77	24,172.54	25,000.00	827.46
Telephone	264.69	333.33	68.64	3,925.67	4,000.00	74.33
Utilities	<u>2,198.74</u>	<u>2,916.66</u>	<u>717.92</u>	<u>32,900.47</u>	<u>35,000.00</u>	<u>2,099.53</u>
	<u>14,939.37</u>	<u>29,368.02</u>	<u>14,428.65</u>	<u>352,342.64</u>	<u>352,417.00</u>	<u>74.36</u>
Total expenses and losses	<u>57,699.42</u>	<u>73,350.01</u>	<u>15,650.59</u>	<u>871,291.88</u>	<u>880,201.00</u>	<u>8,909.12</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 twelve months ended June 30, 2019

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	8,828.06	(14,166.56)	22,994.62	58,291.39	(170,000.00)	228,291.39
Transfers from temporary restricted	13,191.07	14,166.67	(975.60)	118,486.40	170,000.00	(51,513.60)
Transfers to temporary restricted	(19,828.62)	0.00	(19,828.62)	(69,831.89)	0.00	(69,831.89)
Increase/(Decrease) in unrestricted net assets	<u>2,190.51</u>	<u>0.11</u>	<u>2,190.40</u>	<u>106,945.90</u>	<u>0.00</u>	<u>106,945.90</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 twelve months ended June 30, 2019

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Boylan Grant	70.00			70.00		
Debbie Putnam - Children's section	0.00			2,000.00		
Library Gardens	0.00			10,000.00		
Racing to Read Grant - 2018	0.00			2,026.00		
Racing to Read Grant - 2019	5,724.62			8,961.62		
Spotlight on Literacy (RTR) Grant - MOSL 2020	6,776.00			6,776.00		
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	3,000.00			10,000.00		
Spotlight on Literacy Grant - MOSL - 2020	4,258.00			4,258.00		
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	0.00			3,000.00		
Summer reading program - MOSL grant	0.00			5,359.53		
Summer reading program - MOSL - 2019	0.00			5,201.74		
Boylan Grant	70.00			(145.13)		
Carthage Community Foundation	0.00			(2,943.26)		
CPL Development Foundation	2,079.61			(804.29)		
Debbie Putnam - Ebooks	(2,600.00)			(2,600.00)		
Library Gardens	(1,109.88)			(3,756.17)		
Racing to Read Grant - 2018	0.00			80.00		
Racing to Read Grant - 2019	(465.00)			(8,496.62)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(1,198.75)			(2,378.75)		
Racing to Read Grant - Local - 2018	0.00			(307.42)		
Racing to Read Grant - Local - 2019	24.99			(5,493.98)		
Spotlight on Literacy (RTR) Grant - Local 2020	(4.38)			(4.38)		
Spotlight on Literacy Grant - MOSL - 2018	0.00			271.25		
Spotlight on Literacy Grant - MOSL - 2019	(175.00)			(9,825.00)		
Spotlight on Literacy Grant - MOSL 2020	(181.25)			(2,068.75)		
Spotlight on Literacy Grant - Local - 2018	0.00			324.86		
Spotlight on Literacy Grant - Local - 2019	0.00			(12,460.47)		
Spotlight on Literacy Grant - Local - 2020	(554.68)			(844.13)		
Steadley Trust	0.00			(45,095.52)		

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2019

	2019	Monthly	Monthly	2019	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Summer reading program	167.15			(139.90)		
Summer reading program - Local - 2019	(1,121.76)			(2,924.82)		
Summer reading program - MOSL grant	(4,942.33)			(8,195.35)		
Summer reading program - MOSL - 2019	(3,179.79)			(7,691.53)		
Thelma Stanley Foundation Grant	<u>0.00</u>			<u>(2,987.04)</u>		
Increase/(Decrease) in temporarily restricted net assets	<u>6,637.55</u>			<u>(48,654.51)</u>		
Change in net assets	<u>\$ 8,828.06</u>			<u>\$ 58,291.39</u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and twelve months ended June 30, 2019

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,327.80	\$ 70.00	\$ (145.13)	\$ 6,252.67
Carthage Community Foundation	2,943.26	0.00	(2,943.26)	0.00
CPL Development Foundation	13,853.21	0.00	(804.29)	13,048.92
Debbie Putnam - Ebooks	32,739.74	0.00	(2,600.00)	30,139.74
Debbie Putnam - Children's section	0.00	2,000.00	0.00	2,000.00
Library Gardens	7,159.87	10,000.00	(3,756.17)	13,403.70
Racing to Read Grant - 2018	(2,106.00)	2,026.00	80.00	0.00
Racing to Read Grant - 2019	(465.00)	8,961.62	(8,496.62)	0.00
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00	6,776.00	(2,378.75)	4,397.25
Racing to Read Grant - Local - 2018	307.42	0.00	(307.42)	0.00
Racing to Read Grant - Local - 2019	(4,456.04)	10,000.00	(5,493.98)	49.98
Spotlight on Literacy (RTR) Grant - Local 2020	7,739.95	0.00	(4.38)	7,735.57
Spotlight on Literacy Grant - MOSL - 2018	(2,477.50)	2,206.25	271.25	0.00
Spotlight on Literacy Grant - MOSL - 2019	(175.00)	10,000.00	(9,825.00)	0.00
Spotlight on Literacy - MOSL -2020	0.00	4,258.00	(2,068.75)	2,189.25
Spotlight on Literacy Grant - Local - 2018	9,675.14	(10,000.00)	324.86	0.00
Spotlight on Literacy Grant - Local - 2019	2,460.47	10,000.00	(12,460.47)	0.00
Spotlight on Literacy Grant - Local - 2020	14,622.78	0.00	(844.13)	13,778.65
Steadley Trust	47,641.68	0.00	(45,095.52)	2,546.16
Summer reading program - Local	167.15	(27.25)	(139.90)	0.00
Summer reading program - Local - 2019	0.00	3,000.00	(2,924.82)	75.18
Summer reading program - MOSL grant	2,835.82	5,359.53	(8,195.35)	0.00
Summer reading program - MOSL grant - 2019	0.00	5,201.74	(7,691.53)	(2,489.79)
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
Totals	<u>\$ 344,793.22</u>	<u>\$ 69,831.89</u>	<u>\$ (118,486.40)</u>	<u>\$ 296,138.71</u>

See accountant's compilation report.

Carthage Public Library

Check register

June 1, 2019 - June 30, 2019

Date	Reference	Description	Amount
Cash in bank - Simmons Bank			
06/04/19	32700	AFLAC	866.52
06/06/19	LAGERS-PMT	MO Lagers Payment Payroll Deductions May 2019	2,449.33
06/07/19		Impound Payment - Tax Agent	403.00
06/07/19		Impound Payment - Firm Vendor	142.60
06/07/19	32924	Internal Revenue Service	3,944.66
06/10/19	TASCINSURAN CE	TASC DIRECT PAY June 2019 Payment	463.00
06/12/19	32715	4 State Maintenance Supply, Inc.	110.19
06/12/19	32716	Baker & Taylor	335.96
06/12/19	32717	Candice Blankenship	18.98
06/12/19	32718	Carthage Water & Electric	2,198.74
06/12/19	32719	Gale/Cengage Learning Inc.	38.92
06/12/19	32720	Julie Yockey	55.64
06/12/19	32721	Lakeland Office Systems, Inc.	90.06
06/12/19	32722	Lamar Greenhouse and Florist	50.00
06/12/19	32723	Lowes Business Acct/GEGRB	1,206.52
06/12/19	32724	Recorded Books	170.89
06/12/19	32725	Reed Electrical Contracting LLC	152.24
06/12/19	32726	Schmidt Associates P.C.	55.00
06/12/19	32727	Total Electronics Contracting Inc.	378.95
06/12/19	32728	Unique Management Services, Inc.	71.60
06/21/19		Impound Payment - Tax Agent	406.50
06/21/19		Impound Payment - Firm Vendor	125.40
06/21/19	32949	Internal Revenue Service	3,847.39
06/28/19	LAGERS-PMT	MO Lagers Payment Payroll Deductions June 2019	2,571.94
06/30/19	32729	AFLAC	866.52
06/30/19	32730	Amazon	2,557.66
06/30/19	32731	AT&T	83.55
06/30/19	32732	Baker & Taylor	434.54
06/30/19	32733	Deanna Kobak	20.00
06/30/19	32734	DEMCO	109.95
06/30/19	32735	Gale/Cengage Learning Inc.	325.67
06/30/19	32736	Great America Financial Services	181.14
06/30/19	32737	Janine Byrd	31.59
06/30/19	32738	Jerry Welch	9.63
06/30/19	32739	Joplin Fire Protection	165.00
06/30/19	32740	Judy Welch	10.70
06/30/19	32741	Pat Wakefield	69.55
06/30/19	32742	Petty Cash	21.25
06/30/19	32743	Recorded Books	34.99
06/30/19	32744	Reed Electrical Contracting LLC	3,646.07
06/30/19	32745	Sam's Club MC/SYNCB	931.85
06/30/19	32746	Total Electronics Contracting Inc.	338.33
06/30/19	32747	VISA Card Services	786.21
06/30/19	32748	Voya Financial	145.46
06/30/19	P89	Payroll Journal Entry	883.50
06/30/19	P89	Payroll Journal Entry	26,778.75
Total demand			<u><u>58,585.94</u></u>

Director's Progress and Service Report
Julie Yockey, July 2019

Where has June gone to? I saw a post on one of the library director's FB pages this week that said "It was the best of times, it was the worst of times, it was the Summer Reading Program." As you can see in the children's report, the library is full to capacity, not to mention the parking lot, staff is working as hard as they can to meet everyone's needs and the patrons are loving every minute of it! The numbers of participants in each program is up over last year by a good amount. We are half way through the program with a whole list of fun events to come. Honestly, the best part of my day is when I actually get to be engaged with our programming. I try so hard to clear my schedule so that I can attend and help with atleast one age group a week. BINGO was a blast with our school age kiddos last week, they had a great time. The Planetarium was a huge success. Thank you to Memorial Hall for letting us use their facilities. We had a steady stream of people all day long. It is a good tired after you have spent you day with children!

We continue to be plagued with roof leaks. There have been a total of 8 warranty claims filed with the Versico Company since March. There are three leaks that have left damage to the ceilings and will need to be repaired once again. If you are curious as to where they are, head upstairs and look for big black trash cans. Matt Denney has also been here and repaired the leak on the original metal side of the roof.

On June 24th, during a thunder storm the library received lightning damage once again to our HVAC unit. The mother board was damaged, and a new one had to be ordered. The staff did their best to tolerate working in a building with no air, but it just got too unbearable. We closed at 1:00 for 5 days while waiting on Carrier to get us a temporary fix. We are still functioning with the temporary fix as we wait for the surge protectors to be replaced by Reed Electric. The library is open during its' regular hours, taking each day at a time. The surge protection should be installed before July 9th, and then at that time the new mother board will be installed.

Happily, the fountain is once again up and running and she is lovely. Jerry Welch worked with mason Mark Baucom to come up with a hopeful solution to the leaking fountain. As of today, it is working! Mark will come back in the fall to "Tuck point" the concrete blocks which surround the outside of the fountain. Jerry continues to spend countless hours in the garden, working in the heat to get it just the way he wants it! American in Bloom judges will be touring our gardens on July 15th, and we hope to be ready for them.

I have been busy networking this past month, getting back out into the public is so important in order to share news about our library, as well as meeting new people. Maintenance issue and grant writing have kept me too busy in order to feel like I could get out and attend functions. I spoke at a Chamber function at Stone's Throw as well as attended the women's networking get together at Carthage's new "Little Venue" across the street from the library. Each time I meet one new person, it is a win for us!

Senator Bill White will be at the library on Wednesday, July 3rd for a public meeting. People are invited to stop by and visit with the Senator to discuss issues that are on their mind.

He is making these visits throughout his district while he has time off from his formal duties in Jeff City.

With the end of June comes the close of this fiscal year. Judy Welch has been working tirelessly to close out the end of the year accounting books as she also prepares us for our audit in September. I am thankful every day to have her work by my side in our office. She is professional, ethical and quite an excellent accountant, plus she puts up with me!

All State Aid applications as well as end of year reports have been completed and turned into the State of Missouri. It will soon be time to write interim and final grant reports again.

The most important asset of any library goes home at night, the staff, and I guarantee you, mine are pooped when they go! They love it.

Respectfully submitted,

Julie Yockey, Director

Children's Progress Report June 2019, Sherri Luce

June has proven to be very busy for us here in the Children's Department. Our kick-off event included some local Star Wars enthusiasts that came in costume to meet with patrons. They posed for pictures, and visited with all in attendance. For our families and youngest patrons, we host one bi lingual Story Time on Monday morning, and an English Story Time on Wednesday morning that is repeated on Thursday mornings. I also visit Kids First Daycare and Preschool almost weekly for an additional Story Time. It allows us to have more room for families during in-house Story Times. We hosted one special event at Memorial Hall—the SkyDome Planetarium from Arkansas came on June 28th.

Ben planned some special events for our Teens.. Every Tuesday evening, he has something planned for ages 11 and up. They've had a couple of really interesting craft projects, and a shared tie-dye evening with our adult patrons.

On Thursdays, we have something for the younger, school-aged group (ages 9-12). We had one S.T.E.A.M. activity day with water and air pressure rockets; one Movie Day; a craft day and a day that we played BINGO.

As of the end of June, we have just over 450 children and teens registered in the summer reading program. We did not put a cap on how many logs can be turned in, so it will be interesting to see how many some of our regular patrons are able to complete in this eight week period. After the holiday week, July's calendar is just as full as June. We look forward to seeing our total numbers come August.

CIRCULATION REPORT for June 2019

New Books/Periodicals	
Adult Books	<u>206</u>
Adult Periodicals	<u>98</u>
YA Books	<u>9</u>
YA Periodicals	<u>2</u>
Juvenile Books	<u>42</u>
Juv Periodicals	<u>6</u>
Totals	<u>363</u>

New Applications	
Adult	<u>69</u>
Juvenile	<u>85</u>
Total	<u>154</u>

AWE Computers	
AWE #1	<u>N/A</u>
AWE #2	<u>N/A</u>
AWE #3 (Bilingual)	<u>N/A</u>
AWE #4 (Bilingual)	<u>N/A</u>
Total	<u>0</u>

Computer Use	
Adult	<u>558</u>
Reference/Genealogy	<u>7</u>
Microfilm	<u>4</u>
Juvenile	<u>141</u>
Tablets	<u>53</u>
AWE	<u>0</u>
Teen Laptops	<u>78</u>
Wireless	<u>N/A</u>
Total	<u>841</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>2042</u>	<u>315</u>	<u>3339</u>	<u>5696</u>
Periodicals	<u>102</u>	<u>0</u>	<u>0</u>	<u>102</u>
Audio	<u>99</u>	<u>2</u>	<u>50</u>	<u>151</u>
Visual	<u>652</u>	<u>-</u>	<u>-</u>	<u>652</u>
Circulating Electronics	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>860</u>	<u>174</u>	<u>154</u>	<u>1188</u>
Totals	<u>3755</u>	<u>491</u>	<u>3543</u>	<u>7789</u>
In House Use	<u>328</u>	<u>-</u>	<u>-</u>	<u>328</u>
Courier	Lending	Borrowing		Total
	<u>460</u>	<u>338</u>		<u>798</u>
Circulation Total				<u>8915</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>2</u>	<u>8</u>	<u>2</u>	<u>6</u>	<u>18</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>3</u>	<u>3</u>	<u>21</u>	<u>27</u>
Attendees	<u>54</u>	<u>52</u>	<u>1105</u>	<u>1211</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>0</u>	<u>5</u>	<u>5</u>
Attendees	<u>0</u>	<u>126</u>	<u>126</u>

	Requests	Filled
ILL Requests Made	<u>0</u>	<u>0</u>
ILL Requests Rec'd	<u>104</u>	<u>0</u>

Door Count	<u>N/A</u>
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	Adult	YA	Juvenile	Total
Mending	<u>5</u>	<u>0</u>	<u>17</u>	<u>22</u>
Discards	<u>161</u>	<u>0</u>	<u>2</u>	<u>163</u>
Corrective Processing	<u>18</u>	<u>2</u>	<u>26</u>	<u>46</u>

TARGETED BUDGETED ROUNDS.....				20,000		2018-19		DIFFERENCE			
	AVG %	BUDGETED 19		ACTUAL		MONTHLY		CUMULATIVE			
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT		
Jul	13.72%	2,744	2,744	3,058	3,058	314	11.44%	314	11.44%		
Aug	12.16%	2,432	5,176	2,506	5,564	74	3.05%	388	7.50%		
Sep	12.02%	2,404	7,580	2,483	8,047	79	3.30%	467	6.17%		
Oct	8.68%	1,737	9,316	1,539	9,586	-198	-11.38%	270	2.90%		
Nov	4.32%	863	10,180	693	10,279	-170	-19.73%	99	0.98%		
Dec	2.57%	513	10,693	611	10,890	98	19.06%	197	1.84%		
Jan	2.78%	556	11,249	846	11,736	290	52.21%	487	4.33%		
Feb	3.61%	721	11,970	564	12,300	-157	-21.78%	330	2.76%		
Mar	6.67%	1,334	13,303	1,003	13,303	-331	-24.80%	0	0.00%		
Apr	9.15%	1,829	15,132	1,927	15,230	98	5.36%	98	0.64%		
May	11.49%	2,299	17,431	2,440	17,670	141	6.15%	239	1.37%		
Jun	12.84%	2,569	20,000	3,019	20,689	450	17.52%	689	3.45%		
TOTAL	100.00%	20,000									

TARGETED BUDGETED REVENUES				\$ 447,939.00		CITY REVENUE REPORTS		DIFFERENCE			
	AVG %	BUDGETED 19		ACTUAL		MONTHLY		CUMULATIVE			
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	DOLLAR	PERCENT	DOLLAR	PERCENT		
Jul	14.11%	\$ 63,211.98	\$ 63,211.98	\$61,583.83	\$ 61,583.83	-\$ 1,628.15	-2.58%	-\$ 1,628.15	-2.58%		
Aug	11.86%	\$ 53,122.31	\$ 116,334.29	\$52,172.94	\$ 113,756.77	-\$ 949.37	-1.79%	-\$ 2,577.52	-2.22%		
Sep	11.89%	\$ 53,281.38	\$ 169,615.67	\$38,134.04	\$ 151,890.81	-\$ 15,147.34	-28.43%	-\$ 17,724.86	-10.45%		
Oct	9.69%	\$ 43,425.52	\$ 213,041.20	\$34,680.83	\$ 186,571.64	-\$ 8,744.69	-20.14%	-\$ 26,469.56	-12.42%		
Nov	5.43%	\$ 24,342.35	\$ 237,383.55	\$17,614.67	\$ 204,186.31	-\$ 6,727.68	-27.64%	-\$ 33,197.24	-13.98%		
Dec	3.08%	\$ 13,802.23	\$ 251,185.77	\$15,647.10	\$ 219,833.41	\$ 1,844.87	13.37%	-\$ 31,352.36	-12.48%		
Jan	2.49%	\$ 11,158.55	\$ 262,344.32	\$14,265.82	\$ 234,099.23	\$ 3,107.27	27.85%	-\$ 28,245.09	-10.77%		
Feb	2.57%	\$ 11,511.05	\$ 273,855.38	\$12,310.75	\$ 246,409.98	\$ 799.70	6.95%	-\$ 27,445.40	-10.02%		
Mar	5.36%	\$ 24,005.86	\$ 297,861.24	\$24,523.13	\$ 270,933.11	\$ 517.27	2.15%	-\$ 26,928.13	-9.04%		
Apr	8.87%	\$ 39,725.45	\$ 337,586.69	\$46,283.46	\$ 317,216.57	\$ 6,558.01	16.51%	-\$ 20,370.12	-6.03%		
May	12.21%	\$ 54,698.92	\$ 392,285.60	\$55,479.71	\$ 372,696.28	\$ 780.79	1.43%	-\$ 19,589.32	-4.99%		
Jun	12.42%	\$ 55,653.40	\$ 447,939.00	\$61,621.70	\$ 434,317.98	\$ 5,968.30	10.72%	-\$ 13,621.02	-3.04%		
TOTAL	100.00%	\$ 447,939.00									

TARGETED BUDGETED EXPENDITURES.....				\$623,056		2018-19		DIFFERENCE			
	AVG %	BUDGETED 18		ACTUAL		MONTHLY		CUMULATIVE			
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT		
Jul	7.27%	45,269.89	45,269.89	\$52,496.26	\$52,496.26	\$7,226.37	15.96%	\$7,226.37	15.96%		
Aug	9.86%	61,449.80	106,719.69	\$67,396.52	\$119,892.78	\$5,946.72	9.68%	\$13,173.09	12.34%		
Sep	8.72%	54,355.75	161,075.43	\$58,263.03	\$178,155.81	\$3,907.28	7.19%	\$17,080.38	10.60%		
Oct	9.63%	59,970.87	221,046.30	\$54,177.41	\$232,333.22	-\$5,793.46	-9.66%	\$11,286.92	5.11%		
Nov	7.52%	46,884.21	267,930.51	\$40,918.24	\$273,251.46	-\$5,965.97	-12.72%	\$5,320.95	1.99%		
Dec	8.81%	54,904.80	322,835.31	\$54,610.50	\$327,861.96	-\$294.30	-0.54%	\$5,026.65	1.56%		
Jan	6.83%	42,580.73	365,416.04	\$47,917.40	\$375,779.36	\$5,336.67	12.53%	\$10,363.32	2.84%		
Feb	6.10%	38,014.56	403,430.60	\$37,776.51	\$413,555.87	-\$238.05	-0.63%	\$10,125.27	2.51%		
Mar	8.09%	50,424.89	453,855.48	\$24,753.77	\$438,309.64	-\$25,671.12	-50.91%	-\$15,545.84	-3.43%		
Apr	8.84%	55,095.17	508,950.66	\$47,306.07	\$485,615.71	-\$7,789.10	-14.14%	-\$23,334.95	-4.58%		
May	8.64%	53,818.27	562,768.92	\$37,860.72	\$523,476.43	-\$15,957.55	-29.65%	-\$39,292.49	-6.98%		
Jun	9.68%	60,287.08	623,056.00	\$76,320.47	\$599,796.90	\$16,033.39	26.60%	-\$23,259.10	-3.73%		
TOTAL	100.00%	623,056.00									

"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.