

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 11, 2020
6:30 P.M. – COUNCIL CHAMBERS**

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

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
 - Public Hearing for the property tax rates proposed to be set by the City of Carthage.
15. Old Business
 1. **C.B. 20-38** – An Ordinance authorizing the Mayor to enter into a contract with the Community Foundation of the Ozarks, Carthage Community Foundation, CWEP and Innovation Economy Partners for the Growth in the Regional Ozarks 3.0 Program for the Carthage, Missouri.
16. New Business
 1. **C.B. 20-39** – An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2020, for General

Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)

2. **C.B. 20-40** – An Ordinance authorizing utility rate changes for electric services as requested by the Carthage Water & Electric Plant Board. (CWEP)

17. Mayor's Appointments

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
JULY 28, 2020

The Carthage City Council met in regular session on the above date in the City Hall Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Captain Bill Hawkins led the flag salute.

The following Council Members answered roll call: Alan Snow, Craig Diggs, Ed Barlow, Seth Thompson, Juan Topete, David Armstrong, Ceri Otero and Mike Daugherty. Council members Ray West and James Harrison were absent. City Administrator Tom Short and City Attorney Nate Dally were also present.

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the July 22, 2020 Special Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Mark Elliff, Carthage Chamber of Commerce, gave an update on how COVID has affected area businesses and reported on employment numbers from major employers in Carthage.

Mr. Snow reported the Budget Ways & Means Committee was between meetings with the next meeting scheduled for August 10.

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

Mr. Snow reported the Public Safety Committee met July 20. The 2020 Rallye in the Park event and run has been rescheduled for September 20 due to Covid. In response to citizen complaints, a study was conducted of the parking along the south side of Wiggins from Garrison to the middle of the block that has an alley on the north side of the road. Mr. Snow made a motion, seconded by Mr. Daugherty, to restrict the parking about 170 feet from Garrison on the south side of Wiggins. Motion carried. Mr. Snow made a motion, seconded by Mr. Armstrong, to accept the EMPG grant in the amount of \$111,487.74 which covers the period of January 1, 2020 to June 30, 2021. Motion carried.

Mr. Topete reported the Public Services Committee meeting scheduled for July 21 was cancelled due to lack of quorum. Mr. Topete made a motion, seconded by Mr. Armstrong, to have a member of the COVID Task Force report on activities at council meetings. Motion carried.

Mr. Daugherty reported that the Public Works Committee is between meetings with the next meeting scheduled for August 4.

Special Committee and Board Liaison reports were given by Mr. Thompson for the Convention and Visitors Bureau and Mr. Diggs for the Kellogg Lake Board and Tree Board.

Mayor Rife reported on budget meetings with department heads and discussions with the Task Force to develop a plan for distribution of masks.

During Reports of Council Members, Mr. Barlow thanked Ms. Otero for creating the flyer for the Task Force, Mr. Daugherty commented on the Task Force not having any members that were doctors, Mr. Snow thanked the Public Works Department for installing sneeze guards in the council chambers, Mr. Topete discussed effects of COVID on the Hispanic community and noted that the numbers aren't a direct reflection of what is really happening in the Hispanic community.

City Attorney Nate Dally reported he had been working on updating the COVID Leave Policy and the municipal court has entered Phase III of reopening.

Fire Chief Roger Williams discussed plans for distribution of masks.

Public Works Director Zeb Carney reported masks will also be distributed at the Recycling Center and capital projects are being wrapped up.

Parks and Recreation Director Mark Peterson reported the Park Department, Memorial Hall and Civil War Museum will be going back to normal operations next week.

City Administrator Tom Short reported on the following: COVID briefings with department heads, Task Force meetings, discussions with the salary study consultant, Region M meeting, Economic Development work group meetings, budget meetings with department heads, and the city's webpage has been updated.

The Committee on Claims filed a report in the amount of \$2,642,153.27 against the following funds: General Revenue \$84,236.88, Public Health \$130,955.72, Civic Enhancement \$410.00, Public Safety Fund \$917.04, Parks/Stormwater \$137,950.50, Fire Protection \$391.99, Golf \$8,959.02, Capital Improvements \$7,151.50, Parks & Rec \$34.65, Public Facilities \$4,393.50, Payroll \$266,752.47, and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 20-26 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount not to exceed \$113,000.00 was placed on second reading. Mr. Snow made a motion to table C.B. 20-26 until August 11. Mr. Snow withdrew his motion. Mr. Daugherty made a motion, seconded by Mr. Barlow, to table C.B. 20-26 until August 11. Mr. Daugherty made a motion to amend his motion and bring C.B. 20-26 back for first reading on August 11. Motion failed for lack of a second.

Motion to table C.B. 20-26 until August 11 failed. C.B. 20-26 failed by a roll call vote of 1 yea and 7 nays. Aye: Daugherty. Nay: Armstrong, Barlow, Diggs, Otero, Snow, Thompson and Topete.

C.B. 20-35 – An Ordinance authorizing a special use permit for operation of a Daycare School as requested by Sabrina Lynch for 820 Howard Street, in the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson and Topete. The council bill was approved and numbered 20-30.

C.B. 20-36 – An Ordinance authorizing a special use permit for operation of a Daycare Center as requested by Heather (McLemore) Stark 1701 S. Main St., in the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson and Topete. The council bill was approved and numbered 20-31.

C.B. 20-37 – An Ordinance adopting the Annual Operating and Capital Budget of the Carthage Water & Electric Plant (CW&EP) and the Carthage Library for the Fiscal Year 2020-2021 was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson and Topete. The council bill was approved and numbered 20-32.

Consider and Discuss Comprehensive Compensation and Classification Study. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept Option 1 with an implementation date of October 1, use reserves to fund the first year, and new hires to be placed on step Temporary B until employees are given another step increase. Mr. Diggs moved to amend Ms. Otero's motion to not use reserves to fund the salary study. Motion died for lack of second. Motion to accept Option 1 with an implementation date of October 1, use reserves to fund the first year, and new hires to be placed on step Temporary B until employees are given another step increase passed by a vote of 7-1.

Under New Business, C.B. 20-38 – An Ordinance authorizing the Mayor to enter into a contract with the Community Foundation of the Ozarks, Carthage Community Foundation, CWEP and Innovation Economy Partners for the Growth in the Regional Ozarks 3.0 Program for Carthage, Missouri was placed on first reading with no action taken.

During closing remarks, Mr. Snow pointed out he is not opposed to salary increases but opposed to not being fiscally responsible, Mr. Diggs noted the City has the opportunity to pay the employees what they deserve but council members need to be fiscally responsible, Mr. Barlow said he was thankful for the people who have handled finances in years past and that it was not the workers fault salaries had fallen behind and council will fix it, Mr. Armstrong noted that closing remarks should be bringing closure to business and discussions during this time shouldn't be related to agenda items.

Mr. Daugherty made a motion, seconded by Mr. Topete, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:20 p.m..

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***



The City of Carthage

America's Maple Leaf City

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

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at 6:30 P.M., Tuesday, August 11, 2020 in the City Hall, Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the property tax rates proposed to be set by the City of Carthage.

<u>Assessed Valuations</u>	<u>Current</u> <u>Year 2020</u>	<u>Prior Year</u> <u>2019</u>	
Real Estate – Residential	79,917,720	79,082,090	
Real Estate – Agriculture	553,380	550,210	
Real Estate – Commercial	46,909,190	45,404,260	
<u>Local/State Assessed RR/Utilities</u>	<u>Current</u> <u>Year 2020</u>	<u>Prior Year</u> <u>2019</u>	
Local Valuations	1,867,390	1,843,210	
State Valuations	190,190	184,127	
ASSESSED TOTALS	129,437,870	127,063,897	
<u>Funds</u>	<u>Prior Year</u> <u>Levy</u>	<u>Proposed Levy</u>	<u>Property Tax</u> <u>2020</u>
General Revenue Fund	0.3528	0.3528	\$456,656
Public Health Fund	0.0802	0.0802	\$103,809
Park & Recreation Fund	0.1522	0.1522	\$197,004
Library Fund	0.1762	0.1762	\$228,069
FUND TOTALS	0.7614	0.7614	\$985,538

*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2020-2021 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 08/04/2020 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage Website at www.carthagemo.gov
Carthage Memorial Hall and Carthage Public Works Department

***OLD
BUSINESS***

COUNCIL BILL NO. 20-38

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with the Community Foundation of the Ozarks, Carthage Community Foundation, CWEP and Innovation Economy Partners for the Growth in the Regional Ozarks 3.0 Program for Carthage, Missouri..

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Community Foundation of the Ozarks, Carthage Community Foundation, CWEP and Innovation Economy Partners for the Growth in the Regional Ozarks 3.0 program for Twelve Thousand Dollars and 00/100 (\$12,000.00), a copy of which agreement is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

MAYOR

ATTEST:

CITY CLERK

July 14, 2020

Jeff Williams
Carthage Community Foundation
221 W. 4th Street, Suite 1A
Carthage, MO 64836

Dear Jeff:

The Community Foundation of the Ozarks is pleased to inform you that the Carthage community has been accepted into the Growth In The Regional Ozarks (GRO) 3.0 program. This program has been structured to help our communities make strides in the arena of community and economic development.

This initial commitment for the program will span over 3 years and the total cost of the program will be \$30,000. The program requires that at least 20% of the funding is matched by the local community foundation. The community foundation will be invoiced at the start of each program calendar cycle.

For GRO 3.0 the program cycle will begin on September of 2020. The following schedule outlines the invoice cycle for the next three years:

- Sept 1st, 2020: \$15,000
- Sept 1st, 2021: \$10,000
- Sept 1st, 2022: \$5,000

It is also noted that the GRO program in the City of Carthage is financially supported by the following partners: \$6,000 from Carthage Community Foundation, \$12,000 from Carthage Water & Electric and \$12,000 from the City of Carthage.

Please sign below and return this letter indicating acceptance of these grant terms by Monday, August 3rd, 2020.

Thank you for your commitment to improving your community.

Sincerely,

Name: _____

Title: _____

City of Carthage

Date: _____

Name: _____

Title: _____

Carthage Water & Electric

Date: _____



Jeff Williams
President,
Carthage Community Foundation
Date: _____

Alice Wingo
Vice President of Regional Advancement,
Community Foundation of the Ozarks
Date: _____



Hrishue Mahalaha
Chief Economic Advisor,
Innovation Economy Partners
Date: 7/14/2020

Brian Fogle
President,
Community Foundation of the Ozarks
Date: _____

Proposed Carthage Economic/Community Development Collaborative Effort

Goal

Bring a core group of leaders together to work collaboratively to:

- create a collective vision for Carthage
- to help grow local businesses
- attract talent/people to live, work & visit
- improve vibrancy of the community
- inspire more citizen engagement – all cultures included
- create lasting change to enhance our community for citizens today & generations to come

GRO 3.0 – Rapid Rural Transformation – Hrishue Mahalaha

- Consultant for the core leadership team & a 3-year effort/initiative
- Hrishue worked with several communities in our area (Aurora, Sarcoxie, Buffalo) & has experience & systems in place to help Carthage hit the ground running
- 5 communities will be selected for GRO 3.0
- Letter of Interest from CCF for Carthage – Due Feb. 14 - **Submitted**
- Online survey of 100 citizens (wide cross section) – Starts Feb. 21 - **Completed**
- Application on behalf of Carthage Due – Feb. 27 - **Completed**
- Receive Survey Results – April 6 (whether we are selected or not) - **Received**
- Tentative Launch – June 1 - **Received Selection Notification**
- New Launch – September 1 (at latest)
- Cost – \$30,000 for 3 years; \$6,000 is committed by CCF & \$12,000 by CWEP; cost to the city would be \$12,000

Potential Core Leadership Team of not more than 10 positions/people

- Must be at high enough level in organization to affect change, but also willing to work
- City of Carthage (2 Reps) – Mayor Rife, Tom Short, Chief Dagnan, Mark Peterson, Alan Snow &/or Ceri Otero
- Carthage Water & Electric/Economic Development – Chuck Bryant or Stephanie Howard
- Carthage Community Foundation – Danny Lambeth
- Carthage Economic Development Commission – if resurrected
- Carthage R-9 – Dr. Baker, Gage Tiller or Matt Huntley
- Vision Carthage – Abi Almandinger
- Carthage Chamber of Commerce – Mark Elliff, Roy Mason or Beth Simmons
- Carthage Convention & Visitors Bureau – Callie Myers or Becky Andrews
- Large Employer Rep – Schreiber, L&P or HE
- Small Business Rep – Cherry Babcock or Eli Bruton
- Hispanic Community Rep – Manny Maturino, Father Palma or Francisco Bonilla
- Steadley Trust – Stan Schmidt
- McCune Brooks Trust Rep – Pete Metcalf

Working document of Carthage Community Foundation - Prepared for Carthage City Council Budget Meeting on 7/13/2020



GRO 3.0: Growth In The Rural Ozarks Rapid Rural Transformation “In-A-Box”

January 2020

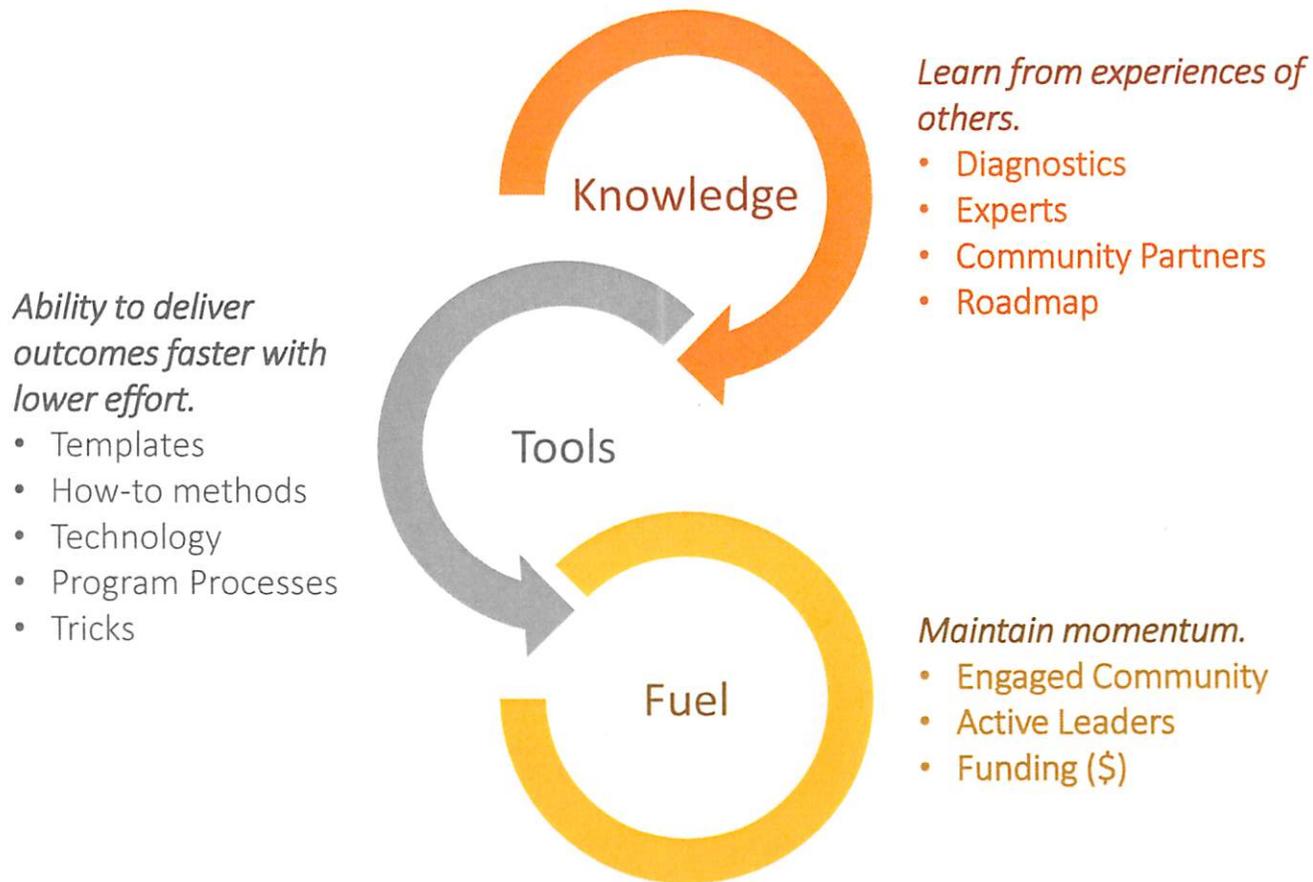
the goal: rebuild an economy block by block.



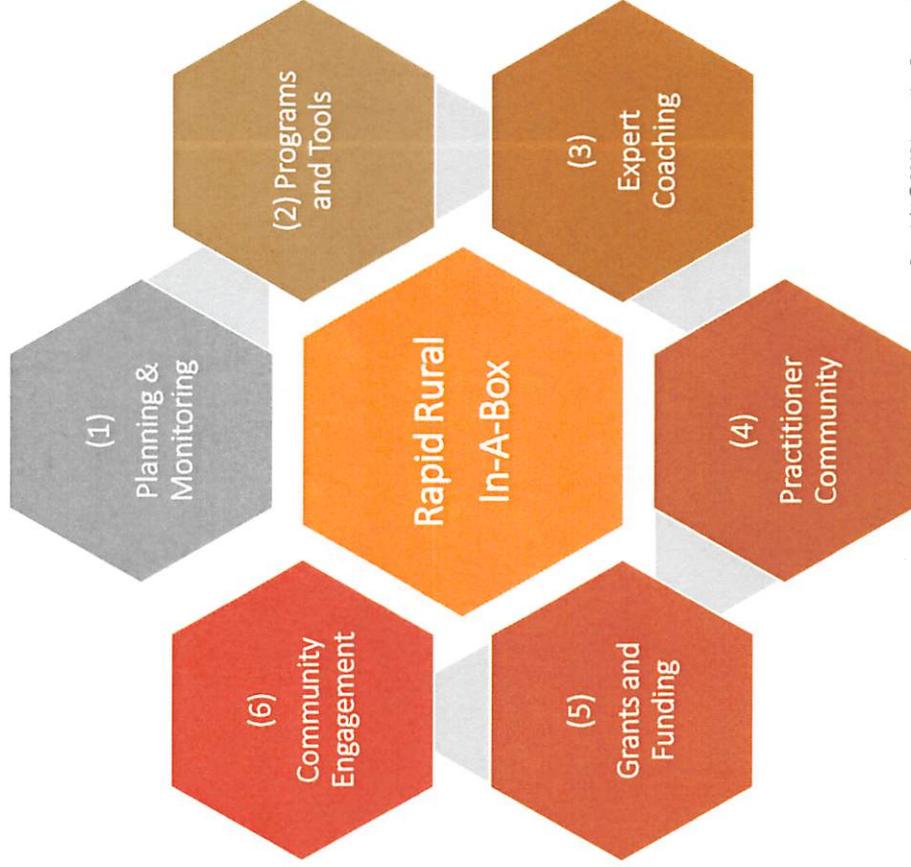
targeted economic/community metrics.



what is needed to make lasting change?



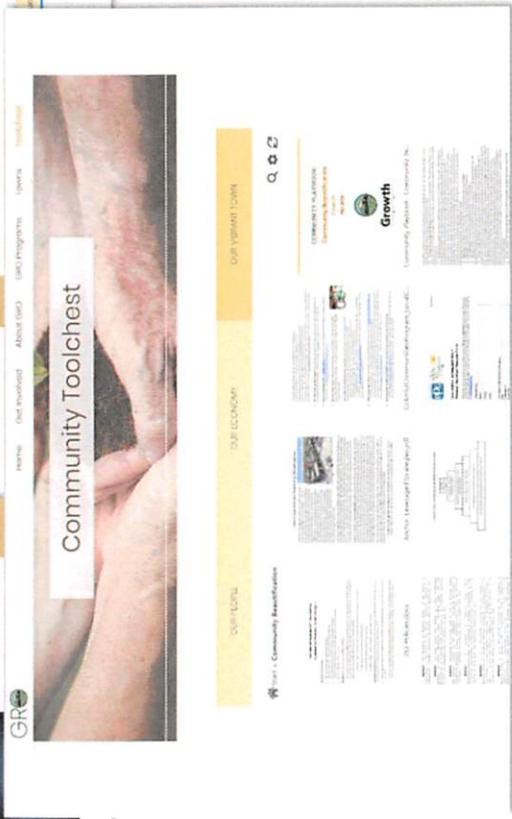
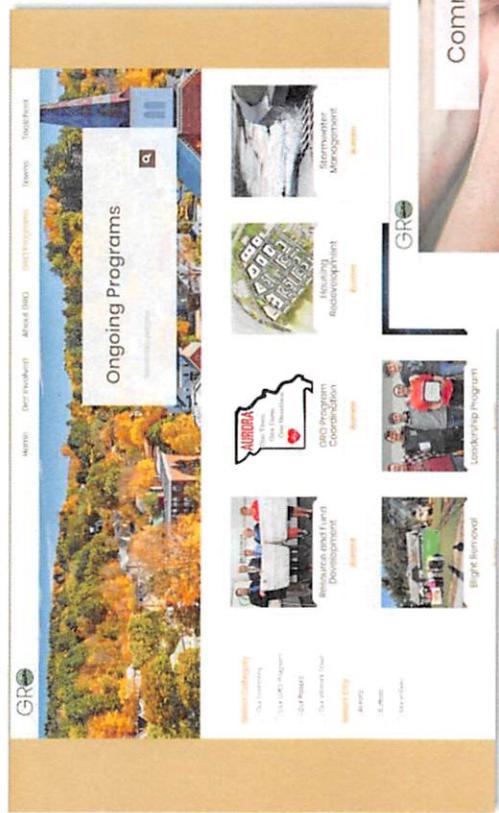
core program capabilities.



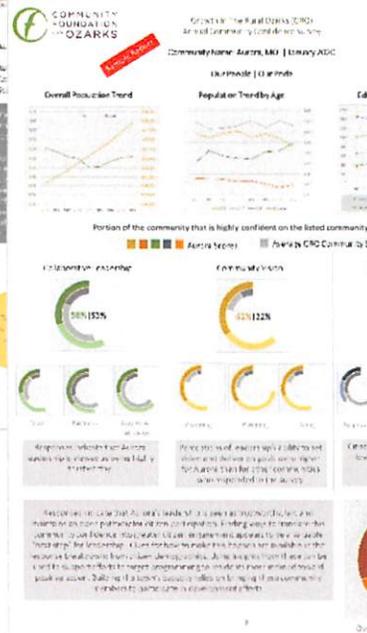
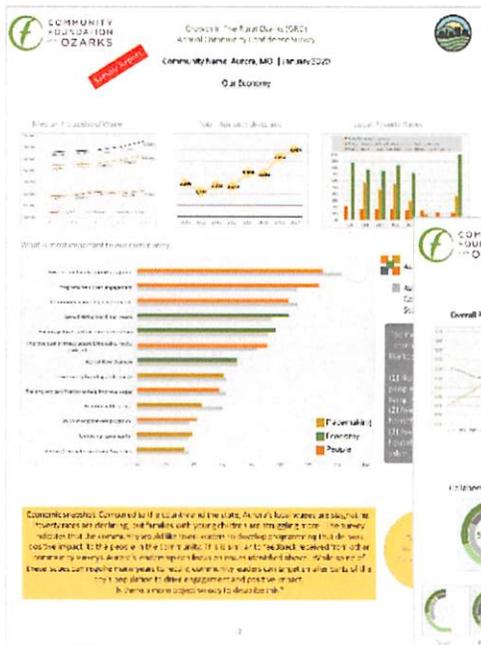
Goal: Deliver impact within 8 weeks of program launch.

6 core elements that enable a community to drive rapid impact in the community.

integrated GRO platform (example).



community confidence assessment report (example).



	Pre-Launch	Year1, Q1	Year1, Q2	Year1, Q3	Year1, Q4	Year1, Q1	Year 2,	Year 2, Q3	Year 2, Q4
(1) Planning & Monitoring	• Current leadership, community, asset evaluation.	• Establish core program metrics and goals.				• Annual review of program metrics.			
(2a) Programming: Talent Development		• Launch leadership program. • Launch local jobs platform.		• Launch integrated student experience program.	• Launch Project RISE. Class 1	• Launch 2 nd leadership class.		• Launch Project RISE. Class 1	
(2b) Programming: Business Growth			• Launch Business911 • Launch CreateHere Contest		• Conduct Industry Attraction Day.		• Conduct CreateHere Contest.		• Conduct Industry Attraction Day.
(2c) Programming: Placemaking		• Establish rehab plan. • Rehab 3 properties.		• Refine prop. maint. ordinances. • Rehab 3 properties.		• Rehab 3 properties.		• Conduct Parade of Homes. • Rehab 3 properties.	
(3) Expert Coaching		• Monthly coaching sessions.							
(4) Practitioner Community		• Business Summit. • Quarterly GRO Meeting.	• Housing + Infrastructure Summit.	• Workforce Summit. • Quarterly GRO Meeting.	• Business Summit.	• Business Summit • Quarterly GRO Meeting.	• Housing + Infrastructure Summit.	• Workforce Summit • Quarterly GRO Meeting.	• Business Summit.
(5) Grants and Funding					• Submit collective grant application.				• Submit collective grant application.
(6) Community Engagement	• Prepare and launch comm. Engagement.	• Launch engagement portal • Conduct community listening event.	• Annual fundraising event.			• Conduct community listening event.	• Annual fundraising event.		

Standardize the program deployment schedule.



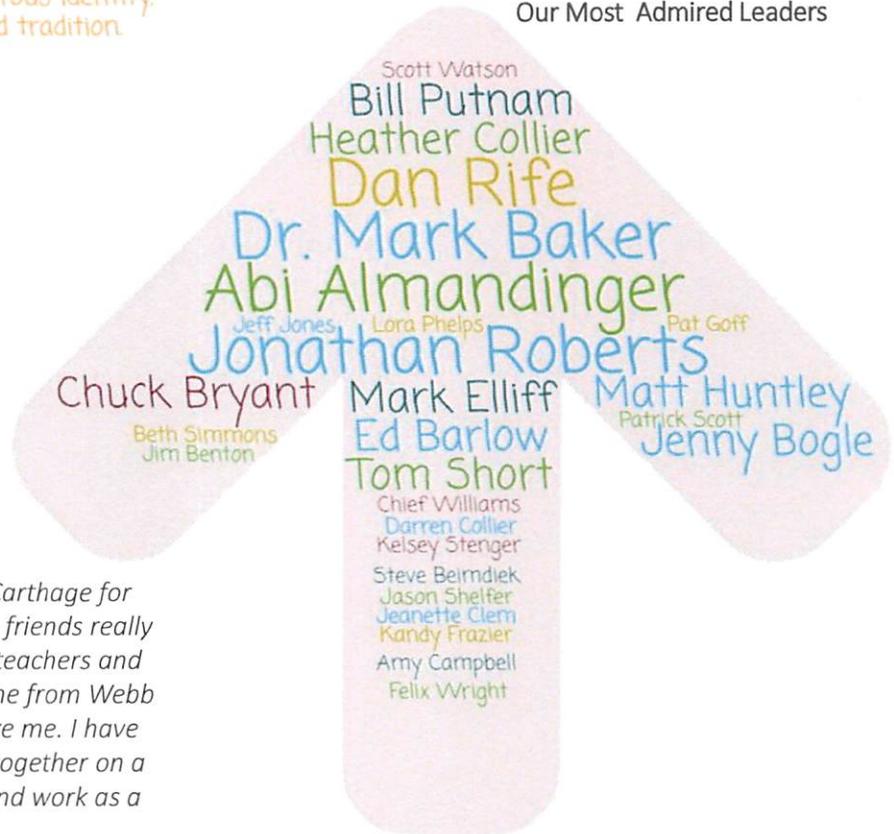
Carthage, MO | April 2020

This Voice Of Our Community Study has been developed to help local community leaders and citizens identify the major local patterns. The data that has been captured here can be broadly classified in two categories: (1) The perceptions by the citizens of the community and (2) The numbers that measure the economic facts. The report helps identify the opportunities and the challenges, so that the community can build on what is working. **Big observations:** The local citizens hold Carthage in a very positive light. Especially unique is the enthusiasm that the youth maintain for the community. This reality in conjunction with the fact that Carthage’s economy and population continues to blossom, positions Carthage as a unique rural community that though a collaborative and focused effort could redefine what it means to be a perfect rural town.

What makes our community special?

Our sense of community.
Our beautiful and historic square.
The homeliness and the comfort of the town.
The coordination of tremendous local resources.
I am amazed at how our community supports the local schools.
A community that is a comfortable place to live and raise a family.
Beauty_Maple Leaf_Marian Days_Thriving school_Fun coffee shop_Food truck Fridays
A small town community with a heart for big business and a rich history that we treasure.
Amazing cooperation and partnership between business_schools and organizations.
Our history_our historic homes_the Courthouse_Rte. 66_our people!
Friendly people_good community services and historic structures.
We are a community that "takes care of our own".
A quintessential American small town
An authentic generous identity.
Our history and tradition.

Our Most Admired Leaders



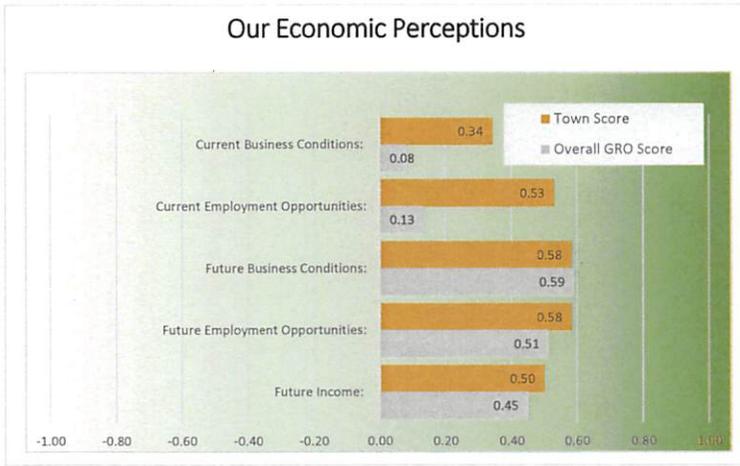
"I was not born in Carthage nor have I gone to Carthage for long, but I have noticed that you are able to make friends really quick and everyone is very welcoming. All of the teachers and staff have helped me know that even though I come from Webb City I am not alone and there are more people like me. I have also learned that our community is able to work together on a certain task and get it done in a timely manner and work as a group." – A local 8th grade student

GRO PROGRAMMING APPROACH





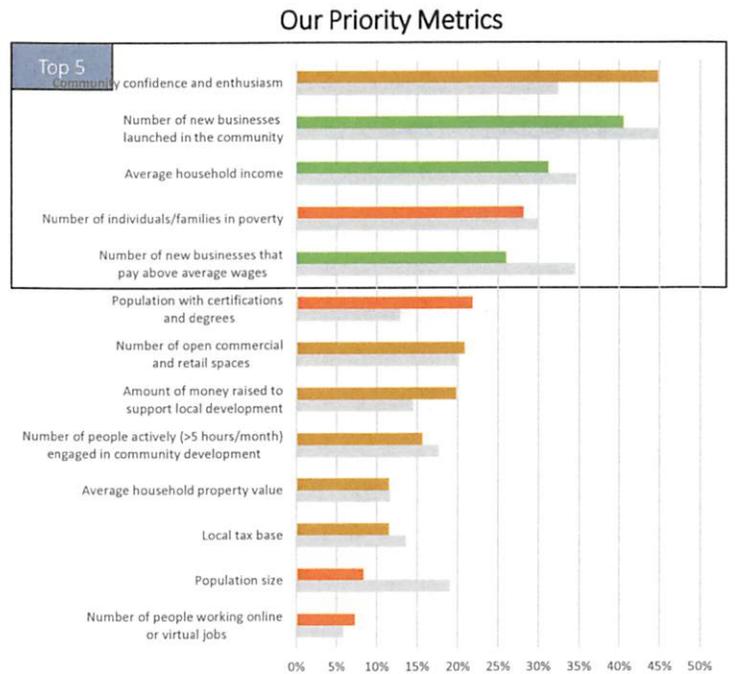
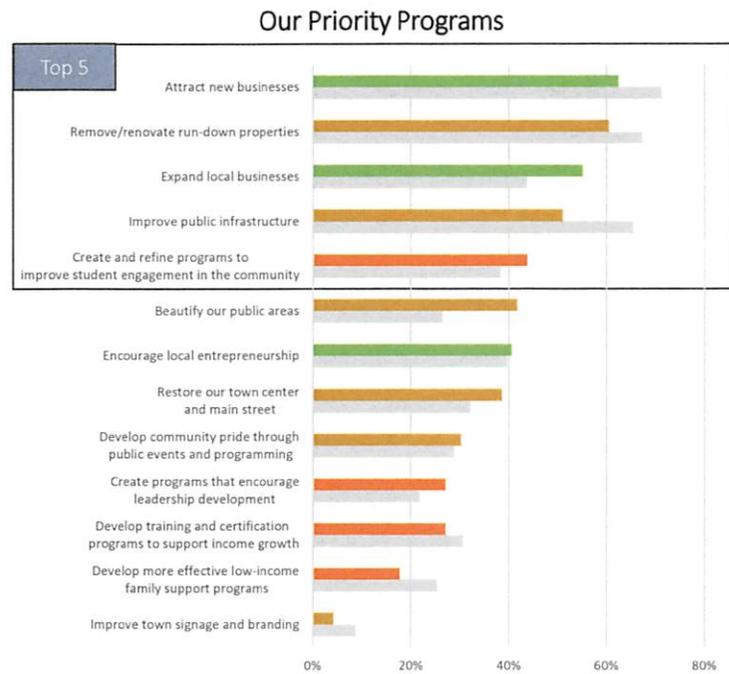
Our Economy
What opportunity do you see here?



Key Economic Observations

The citizens of Carthage, see the current and future economics of the town very positively. Especially significant is how much more positively the citizens view the current economic conditions. These perceptions are unique to Carthage, and one that we do not see in other GRO communities.

The opportunity:
How do we harness this economic optimism and get our citizens more engaged in the transformation journey? Are there ways by which we could tap into the talents and passions of our community better?



■ Placemaking ■ Economy ■ People ■ Average GRO Community Score

Key Economic Observations

The citizens of Carthage have a unique positive view of the community, that is often not seen in other rural communities. Across just about every dimension, the citizens hold Carthage in a positive light (current and future economic conditions, local tax base, median household income, perceptions about local leadership, planning process and personal commitment, etc.). The opportunity for Carthage is to see how these positive tail winds can be harnessed to leap-frog forward and become the best rural town in America. The citizens have provided some feedback on opportunities where they would like us to focus (see page 4). A combination of developing amenities that enable Carthage to become a best place to Live, Work and Play is within reach of the citizens.

Also, unique for Carthage is that the citizens number one priority that they highlighted for us to focus on was: "Community Confidence and Enthusiasm".

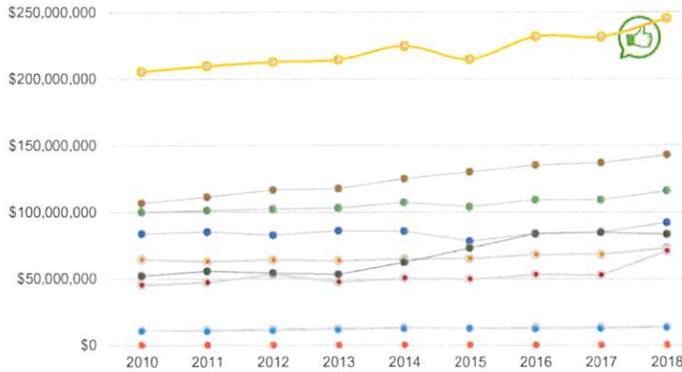
The Businesses We Would Like To See In Our Town:

Retail: restaurants, grocery stores, a bakery; **Recreation:** Performing arts center, opportunities for senior citizens, water park, pool, YMCA, a brewery, food chains (Panera, Chick-Fil-A), sports complex, movie theater; **Services:** hotel, tutoring services, physician services; **Industry:** build out the business park.



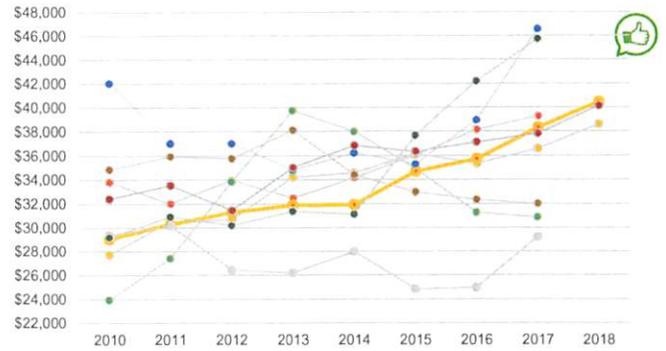
Additional Important Economic Data
What opportunity do you see here?

Annual Sales Tax Collections



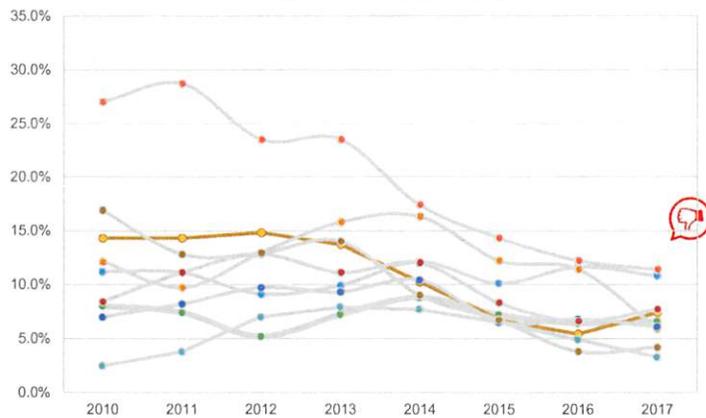
Source: Missouri Dept of Revenue, Public Taxable Sales Reports

Median Household Income



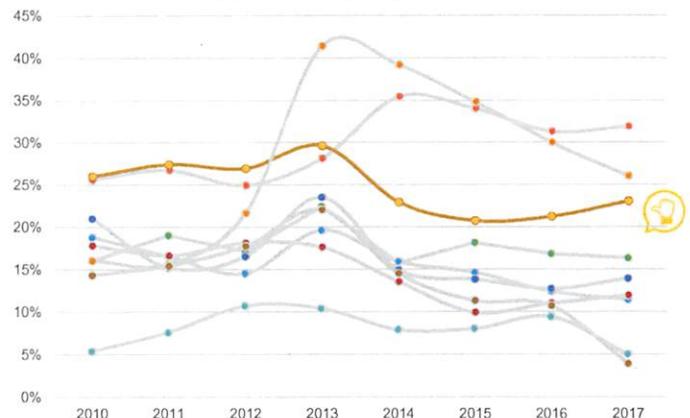
Source: USCB, American Community Survey, 5-yr average.

Local Unemployment Rate



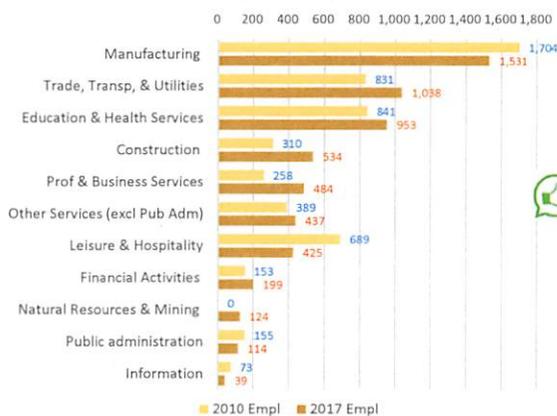
Source: USCB, American Community Survey, 5-yr average.

Local Poverty Rate



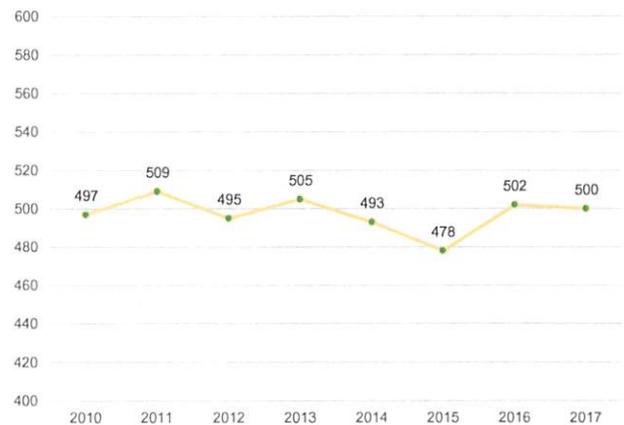
Source: USCB, American Community Survey, 5-yr average.

10 Year Shift in Local Jobs
Carthage Employment



Source: USCB, American Community Survey

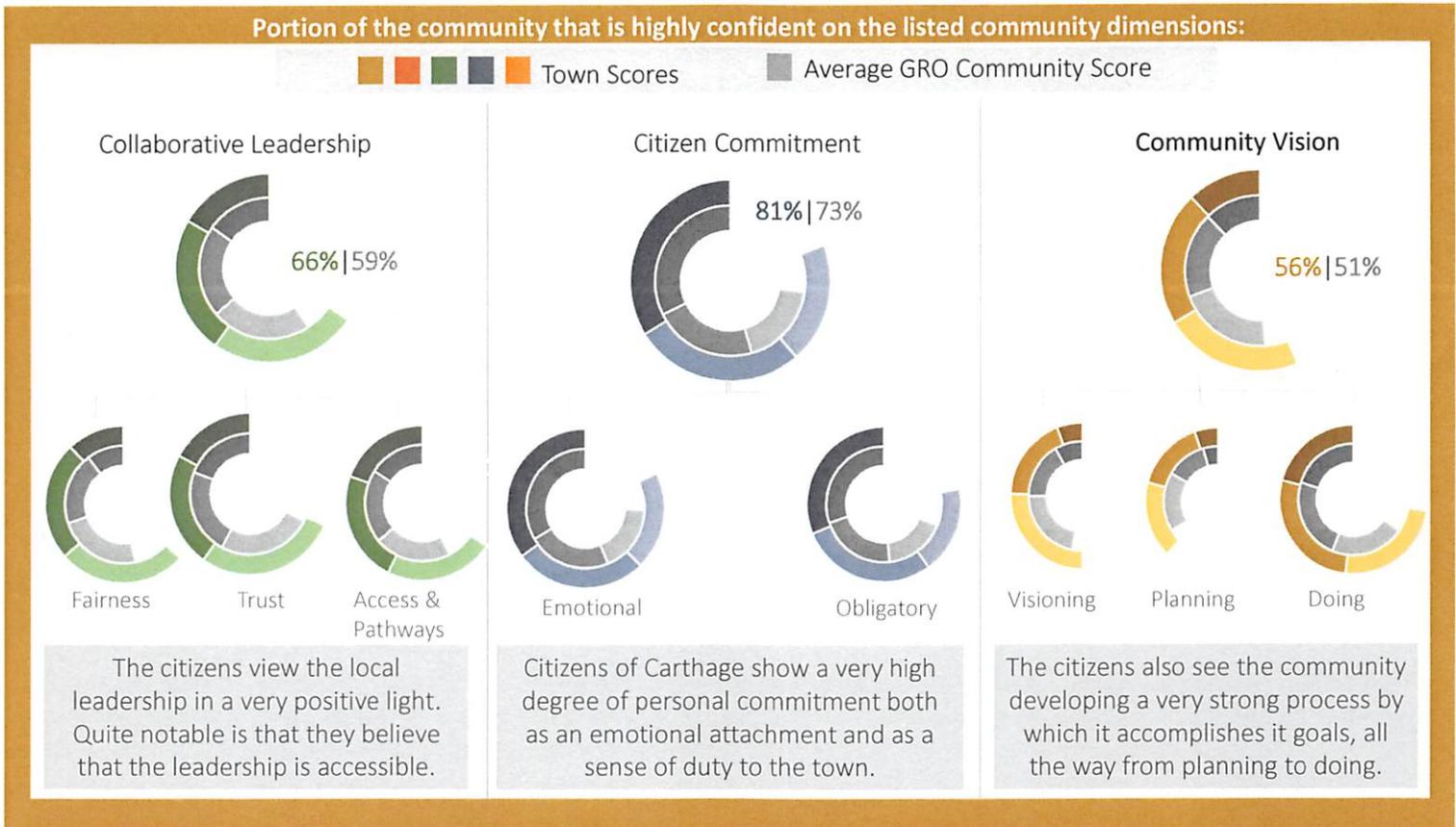
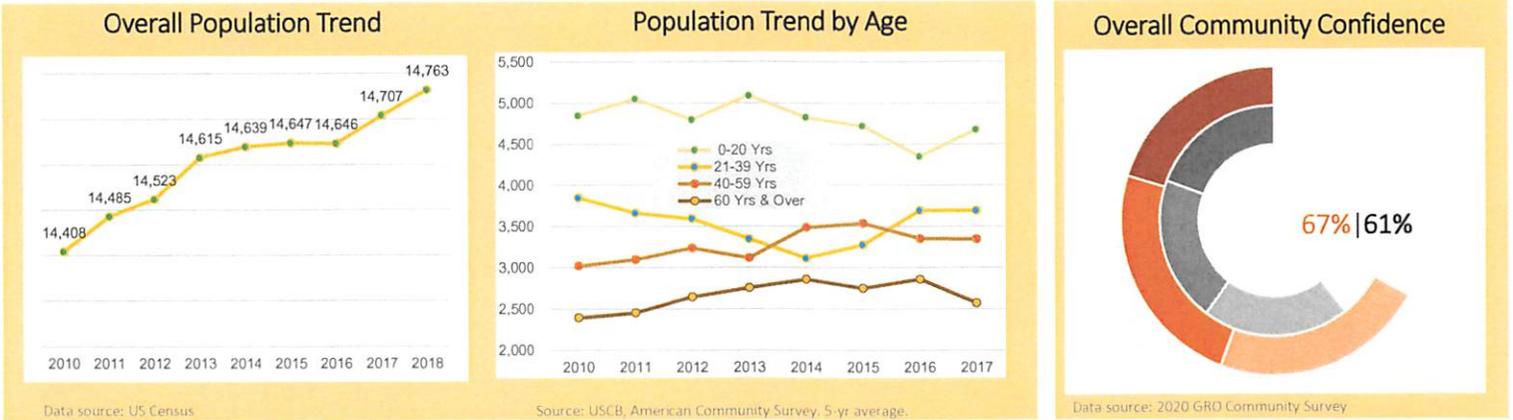
Businesses in Our Town



Source: USCB, County Business Patterns By Zip. Data is on zip code basis.



Our People, Our Pride
What opportunity do you see here?



The citizen perceptions of Carthage are generally extremely positive, and this view enables several opportunities:

- Convey to the town the results of the survey and help validate for the citizens the positivity that they feel.
- Use the citizen enthusiasm to get more community members engaged in the community betterment efforts.
- Carthage has an especially unique opportunity in its youth, who also view the town's current and future prospects positively. (This is very rare for rural towns)
- Perhaps pick 2-3 visible projects and launch them rapidly.

Challenges identified by local citizens:

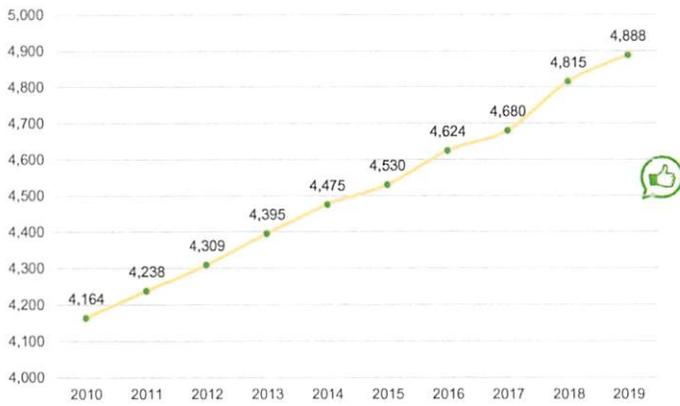
Would like to see the local property owners better maintain their properties. **Leaders that take a more front and center role.** Would like to create more opportunities to engage businesses into the schools.

Clean up the eastern entrance to the town. Making sure our downtown remains retail, making the town safer to navigate for pedestrians & cyclists, reducing vehicular traffic in downtown. **The older parts of town that are run down because attention to them has been taken.** Create more diversity in our leadership groups. Engage the Hispanic community in local decision making. Support for homeless. **Better parks and green ecology.** Improved sidewalks. **We need better immigration support for Hispanics.** Middle class housing.



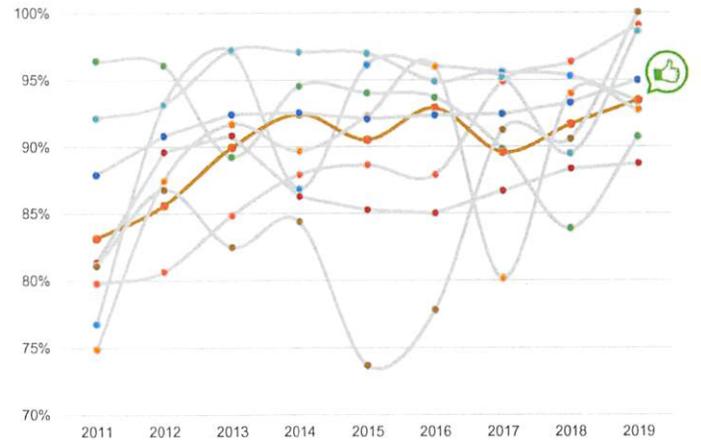
Key Community Metrics
What opportunity do you see here?

Local School Enrollment



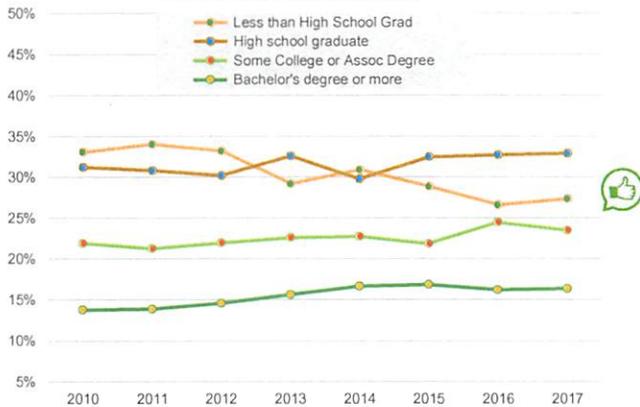
Source: MO Dept of Elem. & Secondary Education, MO Comprehensive Data System, School Finance Report

High School Graduation Rate



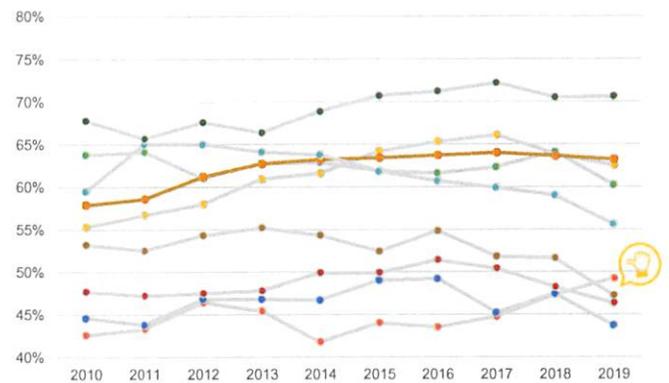
Source: MO Dept of Elem. & Secondary Education, MO Comprehensive Data System, School Finance Report

Local Educational Level



Source: USCB, American Community Survey, 5-yr average.

Percent of Students on Free or Reduced Lunch



Source: MO Dept of Elem. & Scnd. Edu., MO Comprehensive Data System, Free & Reduced Lunch Report

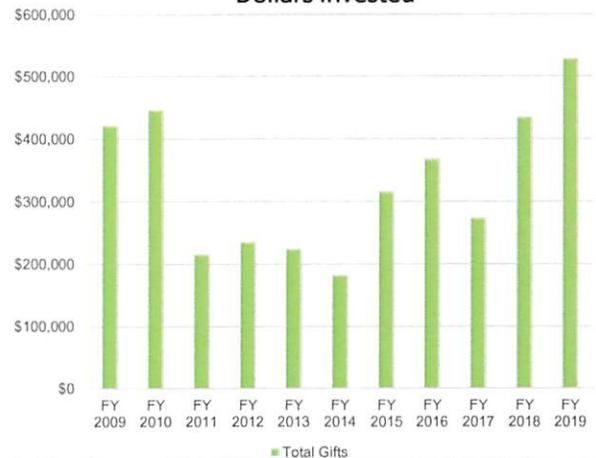
Community Foundation

Dollars Raised



Source: Community Foundation of the Ozarks, 2020

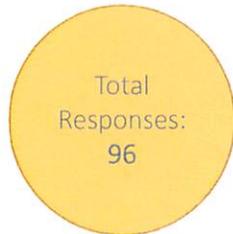
Dollars Invested





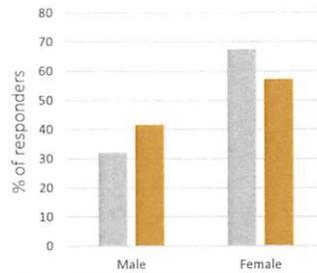
Who Responded to the Survey
What opportunity do you see here?

Number of people:



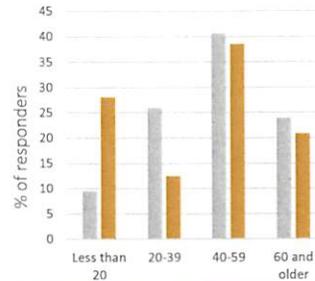
We received a total of 96 responses to the survey. While our goal was a 100, this data provides good insights to the perceptions of Carthage citizens.

Gender:



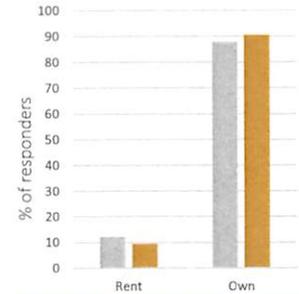
Males demonstrated a **higher commitment** to the town and Females have a **better perception** of the economic future of the community.

Age Profile:



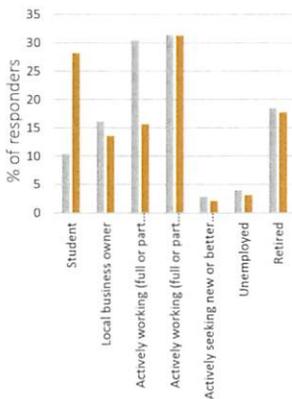
Very unique to Carthage, those who are **under 20** have a **very stronger view** of the future of the community. Those who are between 40 and 59 had relatively the lowest perceptions.

Residential Status:



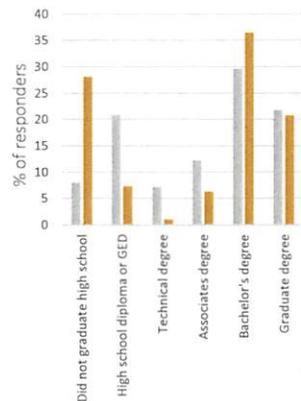
While only a small portion of the renters responded, **renters** have a **stronger perception** about the current and future of the community.

Occupation:



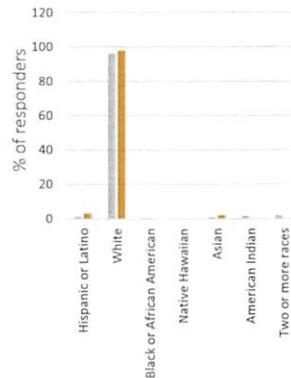
Once again students show up as having a **very strong view** of the future of the community, they would also like to see opportunities to **engage more in the town**.

Education Status:



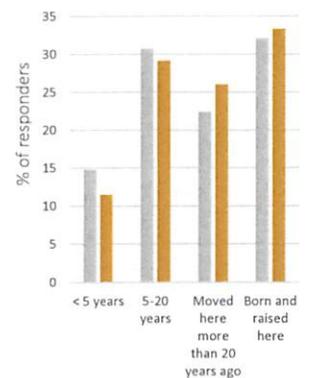
Individuals with **Graduate Degrees** have the best perceptions of the current and future of the town. This group also strongly prioritizes **renovation of blight** in the community.

Ethnicity:



Not enough data to analyze.

Duration of Residence:



A unique element about the responses was that people who are **relatively new to the town** had a poorer view of the current and future state of the town.

Town Score
 Average Community Score

Number of people who expressed an interest in volunteering to better the community: **5 of 96**

July 14, 2020

Jeff Williams
Carthage Community Foundation
221 W. 4th Street, Suite 1A
Carthage, MO 64836

Dear Jeff:

The Community Foundation of the Ozarks is pleased to inform you that the Carthage community has been accepted into the Growth In The Regional Ozarks (GRO) 3.0 program. This program has been structured to help our communities make strides in the arena of community and economic development.

This initial commitment for the program will span over 3 years and the total cost of the program will be \$30,000. The program requires that at least 20% of the funding is matched by the local community foundation. The community foundation will be invoiced at the start of each program calendar cycle.

For GRO 3.0 the program cycle will begin on September of 2020. The following schedule outlines the invoice cycle for the next three years:

- Sept 1st, 2020: \$15,000
- Sept 1st, 2021: \$10,000
- Sept 1st, 2022: \$5,000

It is also noted that the GRO program in the City of Carthage is financially supported by the following partners: \$6,000 from Carthage Community Foundation, \$12,000 from Carthage Water & Electric and \$12,000 from the City of Carthage.

Please sign below and return this letter indicating acceptance of these grant terms by Monday, August 3rd, 2020.

Thank you for your commitment to improving your community.

Sincerely,

Name: _____

Title: _____

City of Carthage

Date: _____

Name: _____

Title: _____

Carthage Water & Electric

Date: _____

Jeff Williams
President,
Carthage Community Foundation
Date: _____

Alice Wingo
Vice President of Regional Advancement,
Community Foundation of the Ozarks
Date: _____



Hrishue Mahalaha
Chief Economic Advisor,
Innovation Economy Partners
Date: 7/14/2020

Brian Fogle
President,
Community Foundation of the Ozarks
Date: _____

***NEW
BUSINESS***

COUNCIL BILL NO. 20-39

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2020, FOR GENERAL REVENUE PURPOSES AND OTHER PURPOSES, AND FIXING THE RATES THEREOF.

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

SECTION I: That a tax be and the same is hereby levied for the year 2020, upon all real property which is subject to taxation for municipal purposes under the statutes of the State of Missouri, within the corporate limits of the City of Carthage, Jasper County, Missouri as follows:

First, for General Revenue purposes, 0.3528 cents per One Hundred Dollars assessed valuation.

Second, for the purpose of maintaining the Public Library for the City of Carthage, 0.1762 cents per One Hundred Dollars assessed valuation.

Third, for the purpose of maintaining Public Parks and Recreation within the City of Carthage, 0.1522 cents per One Hundred Dollars assessed valuation.

Fourth, for the purpose of maintaining the Public Health of the City of Carthage, 0.0802 cents per One Hundred Dollars assessed valuation.

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

PASSED AND APPROVED THIS ____, DAY OF ____, 2020.

Mayor, Dan Rife

ATTEST:

City Clerk, Traci Cox

(Sponsored by the Budget Ways & Means Committee)

TO: Mayor and Council Members
FROM: Traci Cox, City Clerk / Finance Officer
RE: Tax Levy on Real Property

We received the “aggregate assessed valuation notice and levy worksheets” on July 29, 2020. The numbers listed below show what the Council approved last year in August 2019:

General Revenue	0.3528
Library	0.1762
Public Health	0.0802
Park & Recreation	0.1522
TOTAL	<hr/> 0.7614

Here are numbers for this year (2020):

General Revenue	0.3528
Library	0.1762
Public Health	0.0802
Park & Recreation	0.1522
TOTAL	<hr/> 0.7614

If the above rates are approved for 2020 and you owned the same home as the previous year, your City Property Tax would be \$144.67 this year.

(100,000 x 19%=19,000 / 100 = 190 x 0.7614 = \$144.67)

COUNCIL BILL NO. 20-40

ORDINANCE NO. _____

An Ordinance authorizing utility rate changes for electric services as requested by the Carthage Water & Electric Plant Board.

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

SECTION I: Utility rate changes are hereby authorized for electric services effective October 1, 2020, as requested by the Carthage Water & Electric Plant Board in accordance with the schedules which are attached hereto and incorporated herein by reference.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Carthage Water and Electric Plant Board

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
RESIDENTIAL SERVICE**

AVAILABILITY:

This rate is available by contract for single-phase 120/240 volt service to a single family dwelling through one meter for domestic use, and to separate structures on the same parcel of land, so long as these additional structures are not used for commercial purposes.

ENERGY CHARGE:

For all kWh used per month, per kWh	\$0.09547
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MONTHLY CUSTOMER CHARGE:

Residential Service (single family dwelling)	\$16.80
Residential Service (additional structures)	\$25.80

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fee (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. The use of motors not exceeding five horsepower will be permitted hereunder; provided, however, that motors of one horsepower and over must be connected for 240 volts, and provided further that simultaneous starting of motors totaling over five horsepower will not be permitted except that operation of air conditioners with a nominal manufacturer's rating of up to and including five ton capacity will be permitted under the further provision that not more than five tons (manufacturer's nominal rating) may be started from a single control. Equipment characterized by severe or fluctuating demands will not be permitted under this rate schedule. Service is for the exclusive use of the customer and shall not be resold or shared with others. Carthage Water & Electric Plant maintains sole discretion to determine which services will be billed under this rate

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.08134
For all additional kWh used per month, per kWh	\$0.07424

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.09610
For all additional kWh used per month, per kWh	\$0.08200

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$30.00
Three-Phase Service	\$85.00

MONTHLY DEMAND CHARGE:

For the first 8 kW of billing demand, per kW:	No Charge
Over 8 kW of billing demand, per kW:	\$7.85

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. The above undiscounted rates apply to secondary service. Primary service discounts shall apply to those customers who own their own transformation facilities (see Primary Service schedule and associated Conditions of Service). The General Service rate was developed assuming those customers who do not own their own facilities will be metered on the low side of the transformer and receive no discount. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PRIMARY SERVICE**

AVAILABILITY:

The primary rate shall apply to those customers who own their own transformation facilities.

ENERGY CHARGE:

For the first 5,000 kWh used per month, per kWh	\$0.08516
For the next 195,000 kWh used per month, per kWh	\$0.06056
For the next 300,000 kWh used per month, per kWh	\$0.05366
For all additional kWh used per month, per kWh	\$0.05216

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$7.81
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MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$30.00
Three-Phase Service	\$90.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. Primary Service rates shall apply to those customers who own their own transformation facilities. Those who do own transformation facilities will be metered on the high side of the transformer and will accordingly be eligible for the Primary Service rates in this tariff. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.05694
For all additional kWh used per month, per kWh	\$0.05197

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.06727
For all additional kWh used per month, per kWh	\$0.05740

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$21.00
Three-Phase Service	\$59.50

MONTHLY DEMAND CHARGE:

For the first 8 kW of billing demand, per kW:	No Charge
Over 8 kW of billing demand, per kW:	\$5.50

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Municipal General Service rates are based on General Service rates, discounted 30%. Billing demand shall be based on the current monthly peak. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL STREET LIGHTING & TRAFFIC SIGNALS SERVICE**

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.04190
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$15.00
Three-Phase service	\$42.50

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
AREA LIGHTING**

AVAILABILITY:

This rate is available to consumers using Carthage Water & Electric Plant's electric service.

UNIT CHARGE:

53 LED, 60 LED, 66 LED, 70 LED, & 175 MVL Watt fixture, metered, monthly charge	\$3.60
53 LED, 60 LED, 66 LED, 70 LED, 100 HPS, 150 HPS & 175 MVL Watt fixture, unmetered, monthly charge	\$9.16
100 LED, 120 LED, 250 HPS & 400 MVL Watt fixture, metered, monthly charge	\$7.33
100 LED, 120 LED, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge	\$18.27
105 Watt Flood, metered, monthly charge	\$9.49
105 Watt Flood, unmetered, monthly charge	\$13.08
185 Watt Flood, metered, monthly charge	\$11.54
185 Watt Flood, unmetered, monthly charge	\$15.38
390 Watt Flood, metered, monthly charge	\$11.79
390 Watt Flood, unmetered, monthly charge	\$19.74

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires a new pole	\$88.55
---	---------

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL AREA LIGHTING**

AVAILABILITY:

This rate is available to City of Carthage departments for area lighting.

UNIT CHARGE:

53 LED, 60 LED, 66 LED, 70 LED, & 175 MVL Watt fixture, metered, monthly charge @ \$3.60, discounted 30%	\$2.52
53 LED, 60 LED, 66 LED, 70 LED, 100 HPS, 150 HPS, unmetereed, monthly charge @ \$9.16, discounted 30%	\$6.41
100 LED, 120 LED, metered, monthly charge @ \$7.33, discounted 30%	\$5.13
100 LED, 120 LED, 250 HPS & 400 MVL Watt fixture, unmetereed, monthly charge @ \$18.27, discounted 30%	\$12.79
105 Watt Flood, metered, monthly charge @ \$9.49 discounted 30%	\$6.64
105 Watt Flood, unmetereed, monthly charge @ \$13.08, discounted 30%	\$9.16
185 Watt Flood, metered, monthly charge @ \$11.54, discounted 30%	\$8.08
185 Watt Flood, unmetereed, monthly charge @ \$15.38, discounted 30%	\$10.77
390 Watt Flood, metered, monthly charge @ \$11.79, discounted 30%	\$8.25
390 Watt Flood, unmetereed, monthly charge @ \$19.74, discounted 30%	\$13.82

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires new pole @ \$88.55, discounted 30%	\$61.99
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PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
SPORTS FIELD LIGHTING AND CORPS OF ENGINEERS
APPROVED FLOOD CONTROL AREAS**

AVAILABILITY:

This rate is available by contract to non-commercial institutions within the city limits of Carthage for Sports Field lighting and Corps of Engineers approved Flood Control areas.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.08134
For all additional kWh used per month, per kWh	\$0.07424

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No Charge
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$30.00
Three-Phase service	\$85.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL SPORTS FIELD LIGHTING**

AVAILABILITY:

This rate is available by contract to City Departments within the city limits of Carthage for Sports Field lighting.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.05694
For all additional kWh used per month, per kWh	\$0.05197

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No charge
--------------------------------------	-----------

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$21.00
Three-Phase Service	\$59.50

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within of this rate book.

CONDITIONS OF SERVICE:

Municipal Sports Field Lighting rates are based on Sports Field Lighting and Corps of Engineers Approved Flood Area rates, discounted 30%. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE**

AVAILABILITY:

This rate is available for single phase 120/240 volt temporary service for construction or other temporary purposes.

ENERGY CHARGE:

For the first 100 kWh used per month, per kWh	\$0.22243
For all additional kWh used per month, per kWh	\$0.15343

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$18.22
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SETUP CHARGE:

Temporary electric service setup charge	\$75.00
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PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PARALLEL GENERATION SERVICE**

AVAILABILITY:

This schedule is available for service to customers who generate part, all or more than their requirements, only by special contract stipulating conditions of service and customer interconnection equipment.

NEW RATE:

Power and energy sold to customer shall be billed at the applicable General or Primary Service rates except that the Billing Demand shall be the maximum 15 minute measured demand in the past thirty-six months, adjusted for power factor. Energy delivered to the Department by the customer shall be purchased at a rate per kWh equal to that month's per kWh charge to CW&EP for Sikeston Power Plant energy; if there should be no Sikeston energy billing because of plant outage or other reasons, then this rate will be based on the weighted-average energy cost for the month.

MINIMUM MONTHLY BILL:

The minimum bill shall be the Billing Demand.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective January 1, 1994

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$PPAF = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed

A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous twelve months for which kWh is billed exceeds or is less than \$0.05346 per kWh

B = The average percentage of power losses expressed decimally for the previous twelve months as shown in the production and disposition analysis.

Effective July 1, 2019

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to residential consumers living in single family dwellings.

NET RATE:

All CCF	\$2.55
---------	--------

MONTHLY CUSTOMER CHARGE:

Residential Customer Charge	\$10.23
-----------------------------	---------

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

NOTE:

One CCF = one hundred cubic feet = 750 gallons

Effective July 1, 2019

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
COMMERCIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to consumers not living in single family dwellings.

NET RATE:

All CCF	\$2.58
---------	--------

MONTHLY CUSTOMER CHARGE:

Commercial Customer Charge	\$23.63
----------------------------	---------

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others without prior written approval from CW&EP.

NOTE:

One CCF = one hundred cubic feet = 750 gallons

Effective July 1, 2019

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
WASTEWATER SERVICE**

APPLICABILITY:

This rate applies to all accounts served by the sanitary wastewater system of the City of Carthage, MO. The rate is based upon consumption of water from the municipal water system with provisions for modifications in those accounts for which the use of municipal water is not a reasonable measure of the use of the wastewater system. For all non-residential usage, these rates are based upon actual month-to-month water consumption. For residential users, these rates are based upon the average water consumed during the months of December, January, February, and March. New residential accounts which have not established usage over these four months will be billed their month-to-month water usage until a complete, consecutive four-month billing base is established during the months of December, January, February and March. The definition of residential users, for Wastewater charges only, includes single-family dwellings, multiple-family dwellings, trailer courts, apartment houses and any other residential-type complex.

NET RATE:

All CCF	\$1.83
---------	--------

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

5/8" meter	\$18.00	3" meter	\$29.40
1" meter	\$19.80	4" meter	\$34.10
1 1/2" meter	\$22.20	6" meter	\$43.70
2" meter	\$24.60		

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

For customers not using CW&EP water, but using the wastewater service, monthly fees are as follows:

Up to 1,500 sq ft dwelling	\$25.19
1,500 to 2,500 sq ft dwelling	\$32.56
Over 2,500 sq ft dwelling	\$38.09

NOTE: One CCF = one hundred cubic feet = 750 gallons

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
CITY ORDINANCE APPROVED OUTSIDE OF CITY CONSUMERS**

APPLICABILITY:

This rate applies to accounts served by the sanitary wastewater system of the City of Carthage, MO, outside City limits, pursuant to City ordinance approval.

NET RATE:

All CCF \$1.92

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

5/8" meter	\$18.00	3" meter	\$29.40
1" meter	\$19.80	4" meter	\$34.10
1 1/2" meter	\$22.20	6" meter	\$43.70
2" meter	\$24.60		

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

EXTRA STRENGTH CHARGES (IF APPLICABLE):

Extra strength sewage charges may also be applicable as determined by the sampled strength of the discharge.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include any franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

PERMITS REQUIRED:

Service under this tariff may be subject to issuance of a wastewater permit pursuant to City Ordinance #6002.

NOTE:

One CCF = one hundred cubic feet = 750 gallons

Effective October 1, 2020

**CARTHAGE WATER & ELECTRIC PLANT
PAYMENT IN LIEU OF TAX**

APPLICATION:

This rider shall apply to all Electric, Water and Wastewater billings to customers located within the City of Carthage except for City or City department accounts.

RATE:

Charge amount shall be 3.5% of the applicable service charges. Such payment in lieu of tax shall not exceed \$100 per month, per metered account.

Effective January 1, 1994

**CARTHAGE WATER & ELECTRIC PLANT
SERVICE CHARGES**

SERVICE PERFORMED:

Service - Connect - during office hours	\$30.00
Service - Connect - after office hours	\$75.00
Electric Service - Disconnect - at the pole	\$125.00
Electric Service - Reinstate - at the pole	\$125.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Service - Non-Payment Reinstate - during office hours	\$30.00
Service - Non-Payment Reinstate - after office hours	\$75.00
Service call due to Meter Tampering	\$70.00
Service charge for return check	\$25.00
Set portable wathour meter	\$30.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	\$500.00
2" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	\$1,000.00
4" Service or larger:	Charge based on actual labor, overhead and material on a per-connection basis	
Temporary Meters:	Deposit:	\$1,000.00
	Fee for CWEP to set meter:	\$50.00
	Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire amount of the deposit.	
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

Effective July 1, 2019

**CARTHAGE WATER & ELECTRIC PLANT
LATE PAYMENT PENALTY**

Customer account balances not paid by the past due date specified on the bill will be assessed a 10% late payment penalty charge. Penalty charges will not be assessed on balances previously penalized.

If a due date falls on a weekend or holiday, payments will be accepted without a late fee on the following business day.

CW&EP will accept, without penalty, payments received in the mail and drop box prior to the start of business on the first business day following the past due date specified on the bill.

*Effective July 1, 1994
Updated August 21, 2003*

**CARTHAGE WATER & ELECTRIC PLANT
MISSOURI WATER PRIMACY FEE**

Rule 10 CSR 60-16.010 Levy and Collection of the Missouri Primacy Fee requires collection of a fee from all customers of public water systems based on the size of the water system and the customer's meter size. These fees are collected monthly and remitted to the Department of Natural Resources of the State of Missouri.

	<u>AMOUNT</u>
Water System service monthly connection fees are as follows:	
Unmetered customers and customers with a meter less than or equal to one inch	\$0.23
More than one inch and less than two inches	\$0.62
More than two inches and less than four inches	\$3.43
More than four inches	\$6.87

*Enacted September 1, 1992
Updated September 1, 2006*

**CARTHAGE WATER & ELECTRIC PLANT
ECONOMIC DEVELOPMENT RIDER**

Purpose:

The purpose of this economic development rider is to encourage industrial development in the Carthage Water & Electric Plant (CWEP) service territory.

Definitions:

1. Annual Load Factor: The annual load factor applicable to the customer shall be determined by the following relationship:
Load Factor:
$$\frac{\text{Annual Energy (kWh)}/\text{Hours in Year}}{\text{Average Billing Demand (kW)}}$$
2. Average Billing Demand: The sum of monthly electric billing demands divided by the number of months. For calculation of annual load factor, the twelve most recent billing demands are applied, unless fewer than twelve months are available or practical, in which case the most recent available billing demands shall be applied.
3. Month: The term "month" or "monthly" refers to the billing month as determined by CWEP.
4. New Industrial Customer: A customer in CWEP's service territory utilizing new facilities which result in new load.
5. New Load: The term "new load" refers to the amount of load that is added to CWEP's system after a date defined by contract.

Availability:

Electric service under this rider is only available to new industrial customers otherwise qualified for service under the Primary Service Rate and the General Service Rate and who make application for service.

For purposes of this rider, an industrial customer is defined as any business primarily engaged in the manufacturing or processing of a product for sale or resale or any other similar industrial-related activities as may be determined by CWEP.

Applicability:

Upon the written request of the customer and acceptance by CWEP, the provisions of this rider will be applicable to customers who meet the following qualifications:

- 1) The monthly billing demand of the new customer is reasonably projected to be at least 200 kW within two years of the new customer first receiving service.
- 2) The annual load factor of the new customer is reasonably projected to equal or exceed an annual load factor of 50% within two years of the new customer first receiving service from CWEP.
- 3) If, as determined by CWEP, the new customer load fails to meet the applicability criteria at the end of the two-year projection period starting with the first month's application of the incentive discount provisions, CWEP may terminate the application of the provisions for the remaining years of the discount period.
- 4) Once a customer achieves 200 kW of monthly billing demand, the customer must maintain an average billing demand of 200 kW and an average load factor of 50%, as determined by CWEP, to continue to be eligible for this rider.

Written requests for service under this rider shall be accompanied by sufficiently detailed information to enable CWEP to determine whether the new customer is reasonably expected to meet the above criteria. All written requests for service under this rider will be considered by CWEP; however, requests which do not conform to the purpose and availability of this rider will not be approved.

Monthly Incentive Credit:

Under this rider, the customer will receive a bill credit which is determined as a percentage of all otherwise applicable demand charges for all kW of demand billing:

First Contract Year:	25%
Second Contract Year:	20%
Third Contract Year:	15%
Fourth Contract Year:	10%
Fifth Contract Year:	5%
Sixth Contract Year:	0%

Termination:

Failure of the customer to meet or maintain any of the applicable criteria of this rider or the terms of any applicable service contract may lead to termination of the contract and the application of this rider. If CWEP determines that the customer is non-compliant, the customer will be notified within thirty days of the determination and credits available in this rider will no longer apply to future bills.

Effective July 1, 2019

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

MINUTES
STANDING
COMMITTEES

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JULY 28, 2020
5:00 p.m.**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Seth Thompson, and Craig Diggs.

OTHER COUNCIL MEMBERS:

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Diggs, the minutes of the July 14, 2020 meeting were approved 4-0.

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

NEW BUSINESS:

1. **Staff Reports:** Mr. Short reported the COVID leave policy is being updated.
2. **Member Reports:** None.

ADJOURNMENT: Mr. Thompson made a motion to adjourn at 5:11 PM. Motion carried 4-0.

Traci Cox
City Clerk

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"



08-04-20 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, David Armstrong, Ray West, Craig Diggs

Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Marcia Weng, Public Works Secretary

Citizens: Abi Almandinger

The Public Works Committee meeting, via video conference, was called to order at 5:30 p.m. by Chairman Mike Daugherty.

A motion was made by David Armstrong to accept the minutes from the June 2, 2020 Committee meeting. All ayes, motion passed.

Citizen Participation: None

Old Business: None.

New Business: None

Other Business: None.

Staff Reports:

Zeb reported on the following:

Zeb reported that the utility relocation at the Fairlawn/Elk Street Roundabout is finished. G & G Construction is about $\frac{3}{4}$ done with their work. MoDOT contractor should begin working in October/November. Zeb feels like this will be a 9 month project, pending weather this winter. There will be one lane open at all times for traffic.

Chestnut Street looks like patchwork, due to all the utility repair that has been done.

River Street Widening project was completed in 62 days and was done under budget.

Zeb had a meeting with MoDOT and Anderson concerning the ADA Central Avenue project to finalize plans. The bidding process should begin in 4 to 6 weeks.

The project at 4th Street and Maple is holding water on the SW corner of the intersection. The Street Department will fix the issue.

Sprouls Construction did a great job fixing the curbs and driveways along College Avenue after the project was completed.

Sprouls Construction will start the Gene Taylor to Airport Drive project tomorrow. It should only take 4-5 days to complete.

The Highland to Centennial project has fixed the water problems, however, it created a problem for a local citizen. He built a temporary bridge across the ditch to be able to reach his garden. He will remove it this fall.

Carthage Water and Electric replaced the main on Euclid Boulevard and Fulton Street. Blevins will be in to fix the asphalt on Wednesday.

There is a lot of new construction going on in the Phelps 9th Addition. A new road was put in to open up 11 more lots, which are already sold.

Glen Cove subdivision has put in a road with curb and gutter. There are 2 new houses going up. A new construction group has purchased the rest of the subdivision and are planning to finish it with 17 new homes.

Jake Vaughn and Schuber Mitchell Homes should begin work in the next couple of months on the Creekside Addition, which is south of Chapel Estates.

There is 120 acres of property on the south side of town in the process of being purchased for more single family homes and duplexes. It will be annexed in.

The building department has been kept busy with several new homes going up around town. We are currently looking at charging for Certificates of Appropriateness as the expense of mailing them has greatly increased over the past few years. Zeb plans to talk to the Planning and Zoning committee.

The River Street Bridge project is on hold until Spire can move a gas main.

Zeb complemented Vision Carthage on the sidewalks that are completed on Grant Street. They are a nice addition to the city.

Tom reported on the following:

Tom reported that even though we were approved for the Government Cost/Share program, that program no longer exists.

David Armstrong brought up that the leftover funds in the Landfill Closure fund should be used to compensate the employees. The other committee members were in agreement.

David Armstrong made a motion to adjourn the meeting at 6:40 p.m. All ayes, motion carried.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

Draft Copy of Minutes Subject to Approval at The Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 3 August 2020

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Levi Utter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

The August meeting was conducted by Video Conference.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Levi Utter, Zeb Carney, and Mark Elliff.

Also, present: Julie Tilley, Marcia Weng, Craig Diggs, Ceri Otero, and Keith McBride.

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:32 p.m.

First order of business involved the minutes of the July 2020 meeting. Minutes were available for review in the packet prior to the meeting. A motion to approve the minutes as written was made by Abi Almandinger and was seconded by Mark Elliff. On a voice vote, the motion passed.

Second order of business involved a Certificate of Appropriateness request. The request for the placement of an exterior sign at 204 E. 4th street came from Keith McBride. Mr. McBride stated that he was adding to the existing signage that is already in place a new sign to compliment and add additional aspect to the current business. Additionally, he is replacing the current blackboard sign on the window with a Pac Man Board which also adds to the type of business currently there. The lower pole extending from the building will also be removed as it has no purpose. A motion to approve the Certificate of Appropriateness was made by Levi Utter and was seconded by Mark Elliff. On a voice vote, all ayes, the motion passed.

There were no further items on the agenda.

The next meeting would occur on Labor Day. A motion to move the September meeting to September 2, 2020 in the Council Chambers at 5:30 p.m. was made by Jim Swatsenbarg and was seconded by Abi Almandinger. On a voice vote, all ayes, the motion passed.

Abi Almandinger asked if Chairman Rogers would discuss with the Mayor regarding the open vacancy on the Commission.

Abi Almandinger made a motion to adjourn. That motion was seconded by Jim Swatsenbarg. Motion passed and meeting adjourned at 5:50 p.m.

Respectfully submitted,
Mark Elliff

***AGENDAS
STANDING
COMMITTEES***

**--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE**

August 4, 2020

5:30 PM

CITY HALL

326 GRANT STREET

COUNCIL CHAMBERS

-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None

NEW BUSINESS

None

STAFF REPORTS - Zeb Carney & Tom Short

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: 7/31/2020

BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

AUGUST 10, 2020

5:30 P.M.

**COUNCIL CHAMBERS, CITY HALL
326 GRANT ST., CARTHAGE, MISSOURI**

--TENTATIVE AGENDA--

CITIZENS PARTICIPATION

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

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

NEW BUSINESS

1. Consider and discuss an Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2020, for general revenue purposes and other purposes, and fixing the rates thereof.
2. Staff Reports.

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
August 11, 2020
5:00 PM
Carthage City Hall Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Consider and discuss updated COVID-19 Employee Leave Policy.
2. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JULY 28, 2020
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
 ♦ **Abi Almindinger-Vision Carthage-Mural Project**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 ♦ **Approve Minutes of July 9, 2020 Special Meeting.**
 ♦ **Approve Contract with CARES Act Grant Administrator.**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED JULY 24, 2020 AT 4:00 P.M.

(RSMO 610.020)

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

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Multipurpose Building update

Update on water disaster

Update on roof

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

CORRESPONDENCE

Temporary Covid 19 Policy

PURPOSE:

To provide an outline of leave options and requirements to all city personnel when dealing with Covid 19 related leave.

FFCRA

DRAFT

The FFCRA does not apply to:

Emergency Responders: Emergency Communications, Fire, and Police Department employees.

The **Families First Coronavirus Response Act (FFCRA or Act)** requires the City to provide employees with the exception of Emergency Responders with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees:**

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days:**^[3]

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

DRAFT

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Affects on Sick and Personal Leave:

The First 80 Hours of Covid Leave is in addition to all other leave accrued by the employee.

If the employee chooses to exercise the 10 Week extension of the Family Medical Leave, the employee shall be required to use all sick and personal time off, paid at full pay before receiving the remainder of the 10 weeks at 2/3 pay.

If after the employee has used paid all leave for reasons #1-4 and 6 above FFCRA and all paid sick leave and paid personal time, they will receive unpaid admin leave thru the end of December 31, 2020. This unpaid admin leave does not apply to leave for reason #5 above.

How to apply for FFCRA Leave:

Leave forms will be provided upon request either from your department head or can be picked up at City Hall.

DRAFT

CURRENT WORK GUIDELINES

Classification of All City Employees

- **Emergency Responders:** Emergency Communications, Fire, and Police Department employees.
- **Essential Operations:** Employees whose work is essential for business necessity. For example, ensuring payroll functions, IT support, compliance, public safety outside of Emergency Responders, etc.
- **Non-Essential Operations:** Employees whose work, while important, falls outside the categories outlined above.

Emergency Responders noted above will continue to report to work as normal. If required to quarantine or isolate due to an unrelated work exposure, paid administrative leave will be authorized for the required timeframe.

Essential Operations staff may be asked to work remotely, but work may also require in-office work and some positions will require an at work assignment based on the nature of the work (i.e. fieldwork). Availability during normal business hours is expected, unless otherwise approved by the Department Head. Any rare instances in which work is not available and the supervisor has received appropriate approval; such time will be treated as paid administrative leave, unless one of the leave options outlined below applies.

Non-Essential Operations staff will continue to perform their current work or be re-directed to other work assignments and whenever possible this work will be remote. If no such assignment is available, staff must be ready and available to report to work during normal working hours. Staff could be asked to do work outside of their own department during the time of any closure due to Covid 19 related matters. In rare cases if work is not available and approved by the department head, such time will be treated as paid administrative leave, unless other leave is available.

Employees may be provided remote work or stay at home opportunities to prevent the spread of COVID-19. All City employees, whether they are working remotely or taking paid leave, are required to be available at all times during normal business hours to work and are not to take unaccounted leave without approval the same as if they were at work. Even if working from home, you need to be at home unless authorized by your supervisor.

Workers Compensation

If you contract a disease that arises out of and in the course of your employment, you may be entitled to workers' compensation benefits, including payment for wage loss and medical benefits. However you must show you contracted the disease due to your employment.

If an emergency responder contracts an infectious or communicable disease they are exposed to in the course of employment outside of a hospital, the disease is presumed to be an occupation disease due to the nature of their employment.

If you are not ill, but must stay home from work because you were exposed to the virus, you are not entitled to workers' compensation benefits under the current law.

DRAFT

Known Exposure

Employees, with the exception of emergency responders, who become exposed to a confirmed or presumptive case of COVID-19 will be subject to the Quarantine provisions outlined above by the department of health.

Essential Operations employees may be required to return to work sooner than the full quarantine by the local health authorities.

Emergency Responders Known Exposure

Emergency responders who are suspected to have been exposed to a confirmed or known case of COVID-19 for any reason will be quarantined immediately. An assessment will be made by the City as to the likelihood that the employee will contract the virus considering the closeness of contact, the protective gear worn by the employee and the amount of time of the exposure. If proper precautions were taken and it seems unlikely that the employee will contract the virus, the employee will return to work. If it seems likely the employee will contract the virus, they will follow the quarantine policy outlined previously in the "Quarantine" section of the City of Carthage, COVID-19 leave policy.

Any emergency responder who is suspected of exposure and then becomes symptomatic will be quarantined immediately if they have not already done so. The employee will be tested for the illness, COVID-19, as soon as possible. Upon receiving a negative test, they may return to work after being fever free for 24 hours.

Employees who are Ill (not COVID-19 related illness)

In order to protect the City's workforce and customers, if an employee is sick, he/she shall stay home or be sent home. An employee who is absent from work due to his/ her own illness or an illness of an immediate family members, will use paid sick leave. If needed, other forms of leave such as vacation may be used if appropriate approval is received.

Once sick employees become asymptomatic, they shall follow the guidance provided by the CDC regarding returning to work. As a general rule, employees should be free of fever and other symptoms for a minimum of twenty-four (24) hours without use of fever-reducing or other symptom altering medicines (e.g. cough suppressants).

Employees at High Risk to Exposures

Employees in high risk categories as designated by the CDC, or who have family members they live with who are at high risk, or who have been exposed to household family members with flu-like symptoms are strongly encouraged to implement all practical social distancing techniques such as not attending meetings, workplace isolation, sanitation practices, etc. These employees may also be eligible for remote work options and/or use of personal paid leave time and should coordinate appropriately with their department supervisor.

Upon the termination of these special Work Guidelines any portion of this policy related to FFRCA remain in effect pursuant to Federal Regulation.

Park Directors Report Notes 7.21.20 PSC Meeting

4th of July

- Great fireworks show
- Low attendance
- Lots of signage
- Police and fire did a wonderful job securing the area and keeping the golf course and park safe. I am so impressed the work the Fire and PD do for us.
- I hope we are at a point next year where we can make this a larger featured event for the city incorporating more activities for families.

JCYF

- They finished up and were able to accommodate the activities that were of most importance to them.
- They had several complaints related to not allowing the public. Signage was destroyed by one individual.
- They really made extra efforts to provide as safe of environment as possible.
- They had all involved fill out questionnaires related to potential COVID exposure and created a sound method for contact tracing if they had any issues. I am happy to say at this point they do not have any COVID related activity or spread know spread from the JCYF.

Baseball/Softball

- Regular seasons are done! While not perfect they were able to finish out.
- One state tournament left this week. Friday Saturday and Sunday. Just 4 teams. Many city leagues did not have complete seasons to send a team to this state tournament.

Saddle Club

- Event this Saturday. We will be moving signage to entrance to the arena and inside the arena.
- One of their bigger events.

MH

- Back open on 8/1.
- All events have canceled on their own until 8/14. We have some events booked after that but very few. Most are parties and expecting large crowds. We will use our banners in areas for these events as well. I am a little unsure about how to handle some of these types of events outside of the social distancing messaging. Any thoughts?

CWM

- Back open on 8/1.

COVID

- Move signage/banners to the needed areas and scheduled events.
- Council meetings potentially moving to MH.

- Park staff has had no issues up to this point COVID related.
- Office opens back up to the public on 8/1.

Golf Course

- Great June revenue numbers.
- Memberships have dropped noticeably while green fee rounds have gone up.
- Several players have played more rounds than their historical averages.
- July is starting out fair. One more decent weekend should hit our targeted numbers. July is historically our highest rounds and revenue month. It will be tough to beat June.
- June spiked for golf all over the US. National reporting shows lows of a 6% increase regionally to a high of 20% in areas.
- Hopefully we see the trend continue.
- Aaron and the entirely new maintenance team are doing a wonderful job.
- I am still looking for a full time employee on the golf management side at the pro shop. I am struggling to find the right fit. It is a combination of salary and skills I am looking for. I continue to evaluate the position and what we need.
- We will have several events over the next three months.

Kellogg Lake

- Still working to complete a shelter and pavilion repairs.

Central

- Wading Pool reopening on 8/1
- Irrigation lines have been installed to the flower beds
- The majority of the beds will be redone over the next 4-6 weeks. New rose bushes and other plantings. They needed an overhaul.
- -FTF?

Carter

- I thought this could be a good location for mask distribution if the task force needed a nice directional flow. In the east and out the south end.
- Activity has picked back up at Carter Park recently.

Griggs

- Pickle Ball courts are close. Concrete contractors are starting to form up the courts tomorrow.
- Community garden beds have been filled over the last week. Finishing touches should be done shortly for a fall planting season.
- Chanti has prepared updated rental agreements and mission statement for the gardens. We are reviewing these before she starts working with the public.
- John Hacker will have a story out in the Globe related to Griggs Park.

Fair Acres

- Light pole issue. Ballast and short in wiring set us back approximately \$1500.

Municipal Park

- A few small activities coming up.
- Shelter rentals are down significantly.
- A lot of individual activity in the park.

Overall Parks

- Trying to control weeds better.
- Trying to trim more frequently and do a better job of finish work.
- Attempting to make the parks much more attractive with the resources we have.
- Tree work is needed!

"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.