

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 27, 2019
6:30 P.M. – COUNCIL CHAMBERS**

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

7. Public Comments

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

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

11. Reports/Remarks of Councilmembers

(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 Property Tax Levy

15. Old Business

1. **C.B. 19-35** – An Ordinance authorizing the Mayor to execute an Amended Contract between the City of Carthage and the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00. (Budget Ways & Means)
2. **C.B. 19-36** – An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2019, for General Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)
3. **C.B. 19-37** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and Allied Services, LLC, D/B/A Republic Services of Galena of 1715 East Front Street, Galena, KS 66739, for collection, removal and disposal of

residential and commercial solid waste commencing October 1, 2019, and terminating September 30, 2024. (Public Works)

16. New Business

17. Mayor's Appointments

- Carthage Water & Electric Plant Board
- Enhanced Enterprise Zone Board

18. Resolutions

1. **Resolution 1880** – A Resolution approving a recommendation of the Carthage Water & Electric Plant Board awarding a bid for a Missouri Department of Natural Resources State Revolving Fund (MDNR-SRF) financed Wastewater Improvement Project (Treatment Plant) to McClanahan Construction Company, Inc. of Rogersville, Missouri in the amount of \$3,345,476.00. (CWEP)
2. **Resolution 1881** – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of Parks & Recreation Department equipment consisting of a 2001 Chevrolet 1500 Pick-up Truck (SN 1GCEC14V41E243288, Asset #110); a Ford F-150 Pick-up Truck (SN1FTRF17253NB393308, Asset #100); a 1989 Chevrolet Dump Truck (SN 1BG17D1G4KV107039, Asset #781); and a 500 gallon propane tank on homemade trailer (Leaf Burner). (Public Services)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
August 12, 2019

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

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

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the July 23, 2019 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, updated the council on an increase in employment numbers from major employers in the City of Carthage. This is the fifth consecutive year to see an increase.

Mr. Snow reported the Budget, Ways and Means Committee met on August 12. The 2019 Tax Levy was reviewed and approved. It is being presented in C.B. 19-36. A Resolution for a budget adjustment was approved and appears as Resolution 1878. The CVB agreement was revised to include funding for the Wayfinding Sign Project.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Ms. Otero made a motion, seconded by Mr. Armstrong, to approve a Bilingual Pay Allowance Policy. This policy includes a monthly stipend of \$50 for individuals who speak Spanish. Motion carried.

Mr. Harrison reported the Public Safety Committee is between meetings with the next meeting scheduled for August 19.

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

Ms. Otero reported the Public Works Committee met on August 6. A Resolution supporting an application by CRA Investments for Missouri Housing Development Commission funding for work force housing was reviewed and approved. It is being presented in Resolution 1877. A New Holland Tractor and a Rotary Mower were declared surplus property. This is being presented in Resolution 1879. Renewal of the

contract with Republic Services was reviewed and approved. This appears in C.B. 19-37.

Special Committee and Board Liaison reports were given by Mr. Snow for the Library Board, Mr. Barlow for the Planning, Zoning & Historic Preservation, and Ms. Otero for the Harry S Truman Coordinating Council, the Carthage Humane Society, and Jasper County Commissioners.

Mayor Dan Rife thanked all departments for their involvement with Marian Days.

During Reports of Council Members, Mr. Armstrong thanked Chief Dagnan for the parking passes, Mr. Daugherty discussed parking during Marian Days, Mr. Snow thanked Mr. Armstrong, Mr. Newport and Mr. Barlow for their work in Education as they are preparing for a new school year.

Police Chief Greg Dagnan and Fire Chief Roger Williams reported on the recent Marian Days events.

Public Works Director Zeb Carney informed the Council the next meeting of the Planning, Zoning & Historic Preservation Committee will be September 16, 5:30 p.m. in the Council Chambers.

City Administrator Tom Short reported on the following: MoDOT has reduced the speed limit and installed new signage in the area of Fire Station #2, meetings with an economic development prospect, the county withdrew their request for use of the Council Chambers during renovation of the Courthouse, meetings with Becky Andrews, revised economic development reporting requirements, bids for lease purchase rates, meetings to review contract with Republic Services, and an update on sales tax revenues and financial reports.

The Committee on Claims filed a report in the amount of \$1,945,560.31 against the following funds: General Revenue \$132,007.54, Public Health \$1,225.65, Parks Stormwater \$35,492.81, Golf \$22,254.94, Lodging \$8,500.00, Fire Protection \$788.55, Capital Improvements \$1,682.93, Payroll \$246,607.89, and CWEP \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong to accept the report and allow the claims. Motion carried.

There was no Old Business to conduct.

Under New Business, C.B. 19-35 – An Ordinance authorizing the Mayor to execute an Amended Contract between the City of Carthage and the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00 was placed on first reading with no action taken.

C.B. 19-36 – An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2019, for General Revenue

purposes and other purposes, and fixing the rates thereof was placed on first reading with no action taken.

C.B. 19-37 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and Allied Services, LLC, D/B/A Republic Services of Galena of 1715 East Front Street, Galena, KS 66739, for collection, removal and disposal of residential and commercial solid waste commencing October 1, 2019, and terminating September 30, 2024 was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve the Mayor's reappointment of Michael Miller and David Myers to the Care Leave Committee until August 2021 and the reappointment of Bill Barksdale to the Planning, Zoning, & Historic Preservation Commission until August 2023. Motion carried.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve Resolution 1877 – A Resolution of the City Council of the City of Carthage, Missouri supporting an application by CRA Investments, LLC, for Missouri Housing Development Commission funding for work force housing (The Grand Court Apartments) in the City of Carthage. Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, and West. Resolution passed.

Mr. Snow made a motion, seconded by Mr. Collier, to approve Resolution 1878 – A Resolution providing Authorization of Appropriation of Funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, and West. Resolution passed.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve Resolution 1879 – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of a 2009 Ford New Holland TT75A Tractor (SN 182506, Asset Tag #1156) and a 2009 Rhino CY72 Rotary Mower (SN 21894, Asset Tag #350). Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow and West. Resolution passed.

During closing remarks, Ms. Otero reported on her attendance at a recent MML training event and a Main Street Connection grant meeting to be held on August 14 in Jefferson City.

Mr. Snow made a motion, seconded by Mr. Daugherty, to close the meeting according to Section 610.021 (2) RSMO, the Agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor followed by a roll call vote on the board of 9 yeas and no nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, and West. Motion carried at 7:09 p.m..

CLOSED SESSION

Mr. Daugherty made a motion, seconded by Mr. Collier, to return to the regular session of the Council Meeting at 7:45 p.m. followed by a roll call vote of 9 yeas and no nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow and West. Motion carried.

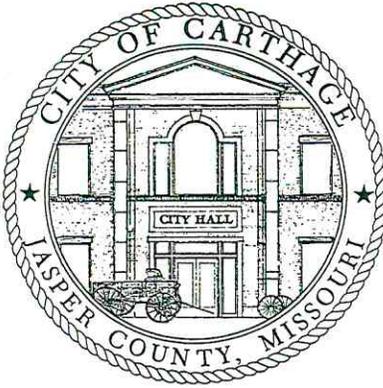
Mr. Daugherty made a motion, seconded by Mr. Armstrong, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:45 PM.

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 27, 2019 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 2019</u>	<u>Prior Year</u> <u>2018</u>	
Real Estate – Residential	79,082,090	76,463,700	
Real Estate – Agriculture	550,210	459,410	
Real Estate – Commercial	45,404,260	44,132,730	
<u>Local/State Assessed RR/Utilities</u>	<u>Current</u> <u>Year 2019</u>	<u>Prior Year</u> <u>2018</u>	
Local Valuations	1,843,210	1,817,450	
State Valuations	184,127	208,093	
ASSESSED TOTALS	127,063,897	123,081,383	
<u>Funds</u>	<u>Prior Year</u> <u>Levy</u>	<u>Proposed Levy</u>	<u>Property Tax</u> <u>2019</u>
General Revenue Fund	0.3541	0.3528	\$448,281
Public Health Fund	0.0805	0.0802	\$101,905
Park & Recreation Fund	0.1528	0.1522	\$193,391
Library Fund	0.1768	0.1762	\$223,887
FUND TOTALS	0.7642	0.7614	\$967,464

*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 2019-2020 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 08/08/2019 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. 19-35

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Amended Contract between the City of Carthage and the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into an Amended Contract with the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Committee

AGREEMENT FOR TOURISM AND MARKETING SERVICES
City of Carthage, Missouri
and the
Carthage Convention and Visitors Bureau
Tourism Lodging Tax

THIS AGREEMENT made and entered into this 1st day of July 2019, by and between the City of Carthage, Missouri, (hereinafter referred to as “City”) with offices located at 326 Grant St., Carthage, Missouri, and the Carthage Convention and Visitors Bureau, Inc. (hereinafter referred to as “CVB”) as a not-for-profit corporation organized under the laws of the State of Missouri, located at 402 S. Garrison, for the purpose of marketing and promoting the City of Carthage as a destination to visitors, for the Fiscal Year 2019-2020 in an amount not to exceed \$152,000.

WHEREAS, a segment of the economy of the City of Carthage is reliant in part on the amount of tourism and tourism related activities generated throughout the City to produce funds for that segment of the economy and to assist in financing general municipal services for the citizens of the City of Carthage, and

WHEREAS, it is to the benefit of the City and its citizens to continue to expand this segment of the local economy, and

WHEREAS, the City is desirous of obtaining the services of the CVB to assist in promoting and advertising the City of Carthage to encourage greater tourist related activities, and

WHEREAS, the CVB has assured the City that it is capable of providing those services and will provide proper accounting for the use of public funds which will enhance the overall tourist related areas, and

WHEREAS, the City has agreed to use the services of the CVB to accomplish the aforesaid precepts

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

WITNESSETH:

Article I

SCOPE OF SERVICES

1. The CVB agrees to conduct a Tourism, Leisure and Business Marketing Program for the period of July 1, 2019 through June 30, 2020.
2. The CVB agrees to provide adequate staffing and facilities for the Tourism, Leisure and Business Marketing Programs.
3. The CVB agrees to provide administration, coordination and oversight for installation of the Wayfinding Sign program. This includes the installation phase of signs and locations identified by the Consultant for public locations and facilities, including overseeing the bidding process, working with MODoT and the City to insure precise and accurate

installation.

4. In consideration of the above services, the City agrees to pay compensation to the CVB as follows:

a. General Administrative Expenses	
staffing, general office expenses, postage and travel	\$53,400.00
b. Promotional and Marketing Expenses	
ad production, design, print, media buys and funds	
for matching grant projects	<u>\$48,600.00</u>
c. Wayfinding	<u>\$ 50,000.00</u>
Total	\$152,000.00

Article II

COMPENSATION AND METHOD OF PAYMENTS

The CVB agrees to perform its obligations hereunder for an annual sum not to exceed one-hundred-two thousand dollars and no cents (\$102,000.00) for items 1, 2 under the Scope of Services, as budgeted and adopted by the City. Further, the City=s compensation to the CVB shall be limited to the amount of actual collections of Lodging Tax receipts remitted to, collected and accounted for, by the City for the fiscal year. Disbursements to the CVB will be payable in twelve (12) equal monthly installments of eight thousand five hundred dollars and no cents (\$8,500.00). Funding of the Wayfinding Sign program, item 3 under the Scope of Services, will be on a reimbursement basis and will be handled separately from the collection of Lodging Tax funds.

In June, the City will reconcile its disbursements with the actual collections of Lodging Tax receipts for items 1, 2 and 3 under the Scope of Services. The June (final) monthly installment will reflect any adjustments between the actual collections of Lodging Tax receipts and the one-hundred-two thousand dollars and no cents (\$102,000.00).

Article III

CHANGES IN SCOPE OF SERVICES

If at any time during the course of this agreement either party desires to change the scope of services delineated above, a written request will be forwarded to the City Administrator for consideration by the City=s Budget Ways & Means Committee. The decision of the Budget Ways & Means Committee will be forwarded to the full City Council for final disposition of the request.

Article IV

REPORTING

The CVB shall file quarterly written reports, in a format agreed to by the City, with the Carthage City Clerk, reporting on the activities of the Tourism Marketing Program of the Convention and Visitors Bureau. This report shall pertain to the expenditures of the Tourism Marketing Services in its entirety and shall provide information on the use of public funds.

Article V

WAYFINDING

The CVB will be the lead entity administering the installation phase of the Wayfinding program. The CVB will report through and seek approvals from the appropriate City Committees and City Council following established City procedures, as to location, design and implementation of the product of this phase of the project. The City will compensate the CVB on a reimbursement basis separately for these costs. Funds for this phase will not exceed the \$50,000 approved in the budget. The CVB agrees to coordinate with MODoT and the City to insure precise and accurate installation.

Article V

OTHER

The City shall have access at all reasonable hours to all of the Convention and Visitors Bureau=s plans, contracts, accounting, financial and statistical records pertaining to this agreement derived from the use of public funds. The City shall also have the right to make such inspections and/or audits of the books of the CVB as it shall find necessary to insure compliance with all rules and regulations pertaining to the use of said funds.

The Convention and Visitors Bureau assume full responsibility for relations with subcontractors, and shall defend, indemnify and save harmless the City from any and all liability, suits, claims, damages, costs (including attorney=s fees), arising out of or connected with this contract, notwithstanding any possible negligence whether sole, concurrent or otherwise on the part of the City, are agents or employees

If, through any cause, the CVB shall fail to fulfill in timely and proper manner the CVB=s obligations under this contract, or if the CVB shall violate any of the covenants, agreements, or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Carthage Convention and Visitors Bureau of such termination and specifying the effective date thereof, at least five days before the effective day of such termination. City or CVB may, with or without cause, terminate this contract upon 30 days= prior written notice. In either such event, all finished or unfinished documents, data, studies, models, photographs, and reports or other materials prepared by the CVB under this contract shall, at the option of the City, become the City=s property and the CVB shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Notwithstanding the above, the CVB shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of contract by the CVB.

Attest:

Traci Cox, City Clerk
City of Carthage, Missouri

Dan Rife, Mayor
City of Carthage, Missouri

Steve Willis, President
Carthage Convention and Visitors Bureau

Niki Cloud, Executive Director
Carthage Convention and Visitors
Bureau

COUNCIL BILL NO. 19-36

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2019, 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 2019, 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.

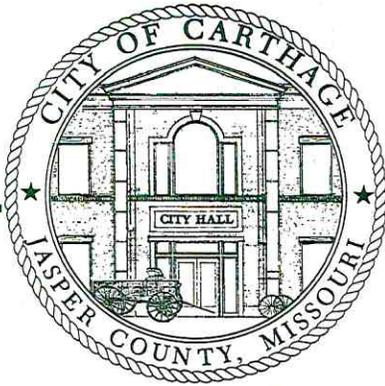
PASSED AND APPROVED THIS ____, DAY OF ____, 2019.

Mayor, Dan Rife

ATTEST:

City Clerk, Traci Cox

(Sponsored by the Budget Ways & Means Committee)



The City of Carthage

America's Maple Leaf City

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

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Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 08/08/2019 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

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 August 7, 2019. The numbers listed below show what the Council approved last year in August 2018:

General Revenue	0.3541
Library	0.1768
Public Health	0.0805
Park & Recreation	0.1528
TOTAL	<hr/> 0.7642

Here are numbers for this year (2019):

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

If you owned a residence with a market value of \$100,000 in Carthage in 2018, you would have paid approximately \$145.20 in City Property Tax.

If the above rates are approved for 2019 and you owned the same home, your City Property Tax would be \$144.67 this year.

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

COUNCIL BILL NO. 19-37

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and Allied Services, LLC., D/B/A Republic Services of Galena of 1715 East Front Street, Galena, KS 66739, for collection, removal and disposal of residential and commercial solid waste commencing October 1, 2019, and terminating September 30, 2024.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute an Agreement between the City of Carthage and Allied Services, LLC., D/B/A Republic Services of Galena of 1715 East Front Street, Galena, KS 66739, for collection, removal and disposal of residential and commercial solid waste, 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 AUGUST 2019.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk

Sponsored by: Public Works Committee

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of October 2019, by and between the City of Carthage, Missouri, a Municipal Corporation, party of the first part and hereinafter referred to as City, and Allied Services, LLC., D/B/A Republic Services of Galena of 1715 East Front Street, Galena, KS 66739, party of the second part and hereinafter referred to as the Contractor.

WITNESSETH:

THAT, in consideration of the compensation to be paid to the Contractor and of the mutual agreements herein contained, the parties to these presents have been agreed and hereby agree, the City itself and its successors, and the Contractor for itself, himself, or its, his or her executors and administrators, as follows:

ARTICLE I: THAT, the term of this contract shall commence on October 1, 2019, and shall terminate on September 30, 2024.

ARTICLE II: THAT, during the term of this contract, Contractor shall collect, remove and dispose of all residential and commercial solid waste, as defined in Chapter 20 of the Code of Carthage, but excluding solid waste from industrial establishments, and shall furnish all labor, vehicles, tools, equipment and any other necessary facilities therefore in accordance with the terms and conditions of this agreement, schedule of rates, and Chapter 20 of the Code of Carthage, as amended to date, which said Schedule of Rates is contained herein.

ARTICLE III: THAT, effective October 1, each year, Contractor shall furnish to City services as agreed to in this contract, at the following monthly rates:

SCHEDULE OF RATES

MONTHLY RATES

Residential

October 1, 2019 thru Sept 30, 2020

Senior person (*)	\$10.16
Family (**)	\$12.48

(*) Charge per month for residential unit with one (1) or two (2) senior (65+) occupants.

(**) Charge per month for residential unit with two (2) or more occupants.

MONTHLY RATES: All rates are included in Appendix A. Annual adjustments based on the Bureau of Labor Statistics (BLS) CPI (Consumers Price Index) WST (water, sewer, trash) – seasonally adjusted – not to exceed 3.0% may be implemented on the anniversary of each year. Adjustments will be based on the annual CPI from August 1 thru July 31 of each year. Such rate adjustments shall be subject to the review and consent of the City with supporting documentation provided by Republic Services of Galena. Allied Waste Services. City services listed on Appendix

A will be provided at no charge to the City. Additional services will be negotiated depending on specific needs of the project.

ARTICLE IV: THAT, Contractor shall furnish at no charge to the City, one bulky item per week residential curb side pick-up. Residents must call Republic Services of Galena Customer Service to schedule the one bulky item pick-up each week to arrange the service.

ARTICLE V: THAT, Contractor shall furnish to City, and maintain during the term of the contract, a performance bond acceptable to City in a penal sum of \$180,000 with good and sufficient surety acceptable to City and conditioned upon Contractor performing his duties and obligations provided for in this agreement. Contractor shall obtain the following insurance:

A. Bodily Injury Liability insurance coverage with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo, (See, <http://insurance.mo.gov/industry/sovimmunity.php>)

B. Property Damage Liability insurance coverage with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimmunity.php>) for the policy year. Such insurance shall be maintained in force during the term of this contract. Said insurance shall specifically name the City as an additional insured party under said policies, and said insurance shall be carried in a firm or corporation which has been duly licensed or permitted to carry on such business in the State of Missouri. A verified copy of such insurance policy or policies shall be filed with City, together with the certificate of the insurer that the policy or policies are in full force and effect and that same will not be altered, amended or terminated without thirty (30) days written notice having been given to the City. Contractor shall obtain the following Worker's Compensation Insurance

C. Employer's and Workmen's Compensation insurance as will protect him against any and all claims resulting from injuries to and death of workmen engaged in work under this contract, and in addition the Contractor shall carry occupational disease coverage with statutory limits, and Employer's Liability with a limit of \$100,000 disease each employee/\$500,000 disease policy limit. The AOther States@ endorsement shall be included.

ARTICLE VI: Missouri law requires verification that a contractor of the City has a program to verify the lawful presence of its employees when the contract exceeds \$5,000, and to verify the lawful presence in the U.S. of individuals when contracting for work/services. Contractor is required to obtain a sworn affidavit and documentation affirming the Contractor's enrollment and participation in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to: (<http://www.uscis.gov/e-verify>). Please complete and return form *Affidavit of Participation in Work Authorization Program and Verification of Employment Eligibility Pursuant to 285.530 RSMo*.

ARTICLE VII: THAT, Contractor shall pay the sum of five hundred seventy-five dollars (\$575.00) as liquidated damages to the City for each and every day that the Contractor shall fail or refuse to perform his duties and obligations or to comply with the provisions of the contract documents, which said damages shall be deducted from any sums of money that may be due or shall become due to the Contractor, under this agreement, and the Contractor shall further pay as liquidated damages the sum of five (\$5.00) for each dwelling pickup point which, after investigation by the City, has been determined by it to have missed on any collection day, provided, however Contractor shall not be penalized for a missed collection point if a pickup at any such collection point is made within 24 hours of the appointed pickup date, and provided further that the Contractor shall not be penalized as herein above provided, if such failure shall be cause by fire, riots, civil commotion or acts of God. Inclement weather policy will be one day delay if one day is missed. In the event two or more days are missed pickup will resume on the next regular day.

ARTICLE VIII: THAT, if a holiday occurs, or falls, on weekdays on which the employees of the Contractor are not working, then the collection ordinarily made on that day by said Contractor shall be made on the next succeeding day, it being the intent of this agreement that the occurrence of said holiday shall not excuse the Contractor from making one (1) collection per week from each dwelling unit. Holidays shall be December 25th, Thanksgiving, Memorial Day, Fourth of July, Labor Day and New Year's Day. If for any reason the Contractor decides to work its employees on said holidays, Contractor shall notify the Public Works Director and the Press in order to alert the public as to collection days.

ARTICLE IX: THAT, Contractor shall not collect residential solid waste earlier than 6:00 A.M. or later than 3:00 P.M. All collections, particularly in the early morning hours shall be made in a quiet manner.

ARTICLE X: THAT, Contractor shall not collect commercial solid waste sooner than 10:00 P.M. and end no later than 6:00 A.M. on any day on which collections are scheduled, unless the requirements of a commercial establishment make it necessary to collect said commercial solid waste during daylight hours. All collections made between 10:00 P.M. and 6:00 A.M. shall be made as quietly as possible, especially while collecting within or adjacent to residential areas. All commercial solid waste collections made during daylight hours shall be done in a manner to minimize interference with school buses and rush hour traffic.

ARTICLE XI: THAT, Contractor must provide an adequate number of vehicles to assure regular collection of residential solid waste and commercial solid waste. Every vehicle shall be kept in good repair and appearance, painted, and maintained in a sanitary condition at all times. Each such vehicle must be clearly marked with the name of the Contractor, a vehicle identification number, and the local telephone number of the Contractor and shall not leak fluids, oil, hydraulic fluids, litter, or other such materials.

ARTICLE XII: THAT, Contractor shall not leave litter or solid waste fluids on any residential or commercial premises as a result of their collection of commercial solid waste, or residential solid waste.

ARTICLE XIII: THAT, Contractor shall indemnify and hold harmless the City from any liability, claim, damage or cause of action which may be sustained or asserted against said City as the result, directly or indirectly or in any manner, of the performance or failure of performance on the part of the contractor, including but not limited to any difficulty from any federal or state laws.

ARTICLE XIV: THAT, in the event that the Contractor shall fail or refuse to perform his duties and obligations, or shall become insolvent or shall become the subject of a proceeding in bankruptcy, or shall become the subject of any proceedings for the appointment of a receiver, or in the event of an assignment by Contractor for the benefit of creditors, or the taking of its trucks, equipment, vehicles and other facilities used in connection with the performance of the work under any execution against Contractor, the City may terminate its option upon five days written notice declare the Contractor to be in breach of his agreement and the City may terminate the agreement and declare same concealed and terminated and shall, in addition, be entitled to recover damages and take such other actions and seek such other remedies as may be permitted by law.

ARTICLE XV: THAT, the contract shall not be assignable or transferable by the Contractor, nor shall services be performed by a subcontractor for Contractor without the consent in writing of the City, provided however, that the City shall not be unreasonable in withholding consent.

ARTICLE XVI: THAT, Contractor shall maintain an office in Carthage or in a nearby location served by the "358", "359", "237" telephone exchange. Said office shall be staffed by a supervisor with authority to handle problems or complaints as they may arise, brought to their attention by the City or by a residential or commercial customer.

ARTICLE XVII: THAT, all solid wastes collected by the Contractor shall be disposed of at a processing facility or disposal area approved by the City and complying with all requirements of the Missouri Department of Natural Resources or similar agency of any state in which such a facility may be located.

ARTICLE XVIII: THAT, the Contractor shall use the existing daily service areas established by the City. Changes in daily service area must be approved by the City.

ARTICLE XIX: THAT, Contractor shall provide 1 (one) residential container per household at no additional cost to the occupant. Each residential container shall be placed at curbside collection. Curbside refers to that portion of right-of-way adjacent to paved or traveled City roadways (excluding alleys) for the collection vehicle to use its collection mechanism. Contractor may decline to collect any Container not so placed or any waste material not in a container as specified.

ARTICLE XX: THAT, all commercial containers and residential polycarts and any other equipment that Contractor furnishes under this contract shall remain the Contractor's property.

ARTICLE XXI: THAT, Contractor shall pick up solid waste receptacles of those persons designated by the City as being physically unable to place their receptacles on or near the curb. In no case will Contractor be required to go inside any residence to pick up solid waste.

ARTICLE XXII: THAT, the parties agree that the City shall designate certain residential units with limited or no curbside access exempt from the automated collection process and an alternative collection arrangement be made appropriately for designated units.

ARTICLE XXIII: THAT, the parties agree that the Contractor shall not be required to pick up yard waste including leaves and grass clippings.

ARTICLE XXIV: The Contractor shall collect solid waste at no charge to the City from City trash receptacles used by the public in the downtown area, on an as needed basis, but no less than once per week.

ARTICLE XXV: THAT, all occupied residential units will be subject to the user fee specified in Appendix A contained herein, whether or not they use the solid waste collection system. All commercial establishments, except those exempted under the provision of Chapter 20 of the Code of Carthage, shall be subject to the user fees listed in Appendix A contained herein, whether or not they use these services.

ARTICLE XXVI: THAT, in consideration of the full and complete performance of this contract by Contractor and all of the work and services to be performed hereunder, in conformity with the terms and conditions of this agreement, City shall pay to Contractor all sums due to him in accordance with Appendix A contained herein, payment to be made on the first day of each month, for previous month's service. Service shall be extended to all new or additional units immediately upon request. The Contractor shall provide this extension of service for the same unit as specified in this Contract.

ARTICLE XXVII: THAT, Contractor shall hold City harmless from any and all costs, fees, or damages assessed from closing of any landfill or facility used by Contractor for the disposition of solid waste under this contract.

ARTICLE XXVIII: THAT, this agreement, the Performance Bond, Appendix A, and Chapter 20 of the Code of Carthage, as amended to date, comprise the contract between the parties. The Contractor shall comply with all of the requirements of each such documents whether same is contained in the other documents or not.

ARTICLE XXIX: THAT, this agreement shall automatically renew for an additional five (5) years unless either party gives notice sixty (60) days prior to the termination of this contract. The terms and conditions as applicable to the initial term shall apply to the extended terms except for the pricing and such other changes as may be mutually agreed upon by the City and the Contractor. City and Contractor may meet no less than sixty (60) days prior to the termination of this contract to review the performance and all relevant costs, service levels and other provisions under the terms of this contract. The City will designate representatives from City staff, members from its Public Works Committee along with the Mayor to meet with Contractor. Upon completion of this review by the City, the City may at its sole option recommend renewal or extension of the contract for an additional term or terms.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

THE CITY OF CARTHAGE, MISSOURI
(Party of the First Part-Owner)

By _____

Title Mayor

(SEAL)

Attest:

City Clerk
Title

(Party of the Second Part-Contractor)

By _____

Title General Manager

(SEAL)

Attest:

Title

APPENDIX A

RESIDENTIAL RATES:

\$12.48 PER MONTH FAMILY

\$10.16 PER MONTH SINGLE/SENIOR

\$3.00 EXTRA CART

COMMERCIAL RATES:

COMMERCIAL CART: \$ \$28.30

2YD 1X/WK \$69.59

4YD 1X/WK \$115.34

6YD 1X/WK \$145.20

8YD 1X/WK \$158.38

SUPPLEMENTAL SERVICES:

COMMERCIAL:

**DELIVERY/EXCHANGES/RELOCATES \$45.00

**EXTRA YARDAGE \$15.00 PER YARD

**EXTRA PICKUPS

2YD \$30.00

4YD \$45.00

6YD \$60.00

8YD \$75.00

RESIDENTIAL:

**DELIVERY/EXCHANGES (does not include initial cart delivery) \$15.00

**REPLACEMENT CART DUE TO DAMAGE FROM RESIDENT \$55.00

**PLUS FEES AND APPLICABLE TAXES

CITY FACILITIES AT NO CHARGE:

LANDFILL/RECYCLE ROLLOFFS:

UP TO 80 HAULS PER YEAR—EACH HAUL NOT TO EXCEED 5 TONS

OVER 5 TONS WILL BE \$56.62 PER TON

DEMO/CONSTRUCTION HAULS:

UP TO 20 HAULS PER YEAR—EACH HAUL NOT TO EXCEED 5 TONS

OVER 5 TONS WILL BE \$56.62 PER TON

ANY HAULS OVER THE ABOVE AMOUNT WILL BE CHARGED \$450.00 PER HAUL INCLUDING 5 TONS AND \$56.62 PER TON FOR EACH OVER 5

APPENDIX A (cont.)

CITY FACILITIES:

310 W. 4 TH	CARTHAGE POLICE	1-2YD 1X/WK
404 E 3 RD	CITY	1-6YD 1X/WK
401 W CHESTNUT	CARTHAGE FIRE	1-6YD 1X/WK
621 E. 6 TH	STREET DEPT	1-2YD 1X/WK
407 S GARRISON	MEMORIAL HALL	1-6YD 1X/WK
326 GRANT	CITY	1 CART 1X/WK
612 S GARRISON	LIBRARY	1 CART 1X/WK
205 GRAND ST	MUSEUM	1 CART 1X/WK
2600 GRAND	FAMILY Y	1-4YD 2X/WK
MUNI PARK	PARKS AND REC	2-6YD 3X/WK, 1-4YD 2X/WK
3000 S MAIN	CARTHAGE FIRE II	1-2YD 1X/WK

*NEW
BUSINESS*

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

September 2019

Carthage Water & Electric Plant Board **4 Year Term - 6 Members - Meets Third Thursday, 4:00, CW&EP**

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Danny Lambeth	358-4065	1308 Ashley Dr	9/8/2015	September 23

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

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Tom Flanigan	358-0421	302 S Main St	9/12/2006	September 24
Tom Short	237-7000	326 Grant St	9/12/2006	September 24

RESOLUTIONS

RESOLUTION NO. 1880

A RESOLUTION APPROVING A RECOMMENDATION OF THE CARTHAGE WATER & ELECTRIC PLANT BOARD AWARDING A BID FOR A MISSOURI DEPARTMENT OF NATURAL RESOURCES STATE REVOLVING FUND (MDNR-SRF) FINANCED WASTEWATER IMPROVEMENT PROJECT (TREATMENT PLANT) TO MCCLANAHAN CONSTRUCTION COMPANY, INC. OF ROGERSVILLE, MISSOURI IN THE AMOUNT OF \$3,345,476.00.

WHEREAS, under the terms of the Missouri Clean Water Law, Section 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the construction of specific public projects; and

WHEREAS, the City of Carthage's Waste Water Treatment Plant (WWTP) was approved for financing under said program; and

WHEREAS, six (6) bids were received on August 06, 2019 for the construction of the Project; and

WHEREAS, McClanahan Construction Company, Inc. of Rogersville, Missouri, was the apparent lowest responsible bidder with a total bid price of \$3,345,476.00; and

WHEREAS, the CWEP Board has reviewed the Engineer's recommendation and recommended the City Council award the bid to McClanahan Construction Company, Inc. of Rogersville, Missouri, in the amount of \$3,345,476.00,

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

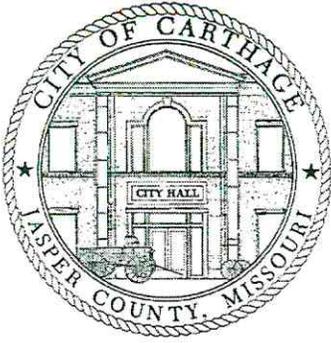
1. That the City hereby approves the award of bid to McClanahan Construction Company, Inc. of Rogersville, Missouri, in the amount of \$3,345,476.00 for the construction of improvements to the Carthage wastewater treatment plant.
2. That Dan Rife, Mayor is hereby authorized and directed to furnish such information and sign all necessary documents as the Missouri Department of Natural Resources may reasonably request in connection with the SRF Program, and furnish such assurances to the Missouri Department of Natural Resources as may be required by law or regulation.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk



The City of Carthage

"America's Maple Leaf City"

August 28, 2019

Ms. Courtney Zimmerman
Project Coordinator
Missouri Department of Natural Resources
Water Protection Program
PO Box 176
Jefferson City, MO 65102-0176

Re: Carthage, MO WWTF Improvements Project No. C295809-01

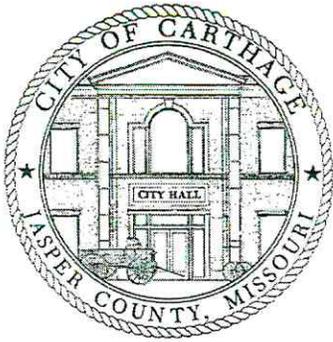
Dear Ms. Zimmerman,

The efforts of McClanahan Construction Company, Inc. to utilize the services of MBE/WBE firms for the referenced project have been reviewed and appear satisfactory to meet the established regulatory requirements.

Sincerely,

Dan Rife, Mayor
CITY OF CARTHAGE

Cc: Traci Cox, City Clerk
Jared Nichols P.E. – Allgeier, Martin and Associates, Inc.



The City of Carthage

“America’s Maple Leaf City”

August 28, 2019

Ms. Courtney Zimmerman
Project Coordinator
Missouri Department of Natural Resources
Water Protection Program
PO Box 176
Jefferson City, MO 65102-0176

Re: Carthage, MO WWTF Improvements Project No. C295809-01

Dear Ms. Zimmerman,

On August 6, 2019 the City of Carthage opened bids for the referenced MDNR-SRF financed wastewater improvement project. By this letter, we hereby recommend the award of the construction contract to McClanahan Construction Company, Inc. of Rogersville, Missouri in the amount of \$3,345,476.00.

McClanahan Construction Company, Inc. was the apparent low bidder for the project; has submitted all required documentation to date; appears capable of obtaining all necessary bonds; and appears competent to the undertake the work as specified.

Sincerely,

Dan Rife, Mayor
CITY OF CARTHAGE

Cc: Traci Cox, City Clerk
Jared Nichols P.E. – Allgeier, Martin and Associates, Inc

RESOLUTION NO. 1881

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF PARKS & RECREATION DEPARTMENT EQUIPMENT CONSISTING OF A 2001 CHEVROLET 1500 PICK-UP TRUCK (SN 1GCEC14V41E243288, ASSET# 110); A FORD F-150 PICK-UP TRUCK (SN1FTRF17253NB393308, ASSET# 100); A 1989 CHEVROLET DUMP TRUCK (SN 1GB17D1G4KV107039, ASSET#781); AND A 500 GALLON PROPANE TANK ON HOMEMADE TRAILER (LEAF BURNER).

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible (with Council approval) for the disposition or sale of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Parks & Recreation Director has discussed, and the Public Services Committee recommends, declaring the above listed equipment as obsolete and surplus to the City's needs for consideration by the full City Council of declaring such items as surplus and obsolete

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

That the aforesaid **2001 Chevrolet 1500 pick-up truck (SN 1GCEC14V41E243288, Asset# 110); a Ford F-150 pick-up truck (SN1FTRF17253NB393308, Asset# 100); a 1989 Chevrolet Dump truck (SN 1GB17D1G4KV107039, Asset#781); and a 500 gallon propane tank on homemade trailer (Leaf Burner)** are determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via competitive sealed bids.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Public Service Committee

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, AUGUST 12, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

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

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

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Mr. Collier made a motion to approve the minutes for the July 8 Budget meeting. Motion carried 3-0.

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 2019, for general revenue purposes and other purposes, and fixing the rates thereof.**

“By State Law, no later than September 1 of each year, the City Council has to set the property tax rate for the City and file the tax rate with Jasper County. These include the rates for the General Fund, Library, Parks & Recreation and Public Health. Tax rates are set annually by the City Council with assessment, billing, and collection administered by Jasper County. The State Auditor’s Office and county officials assist local government officials in determining the data necessary to complete the tax rate computations. Taxing authorities are required to file final proposed tax rates and data supporting the proposed property tax rates with the county, using forms prescribed by the State Auditor. The counties submit the supporting data received to the State Auditor for review. The data is reviewed and a finding is returned to both the county and the taxing authority advising whether the proposed rates comply with Missouri law. Rate ceilings set the limit for the amount of taxes that can be levied. Each tax rate ceiling is determined annually and is adjusted to ensure revenue neutrality. The review of each tax rate ceiling is based on the assessed valuation for the entire political subdivision. The tax rate ceilings are determined based on the requirements of Section 137.073, RSMo, and Missouri Constitution, Article X, Section 22, commonly referred to as the Hancock Amendment, which limits taxation by the state and local governments. The levy amounts are the same as the current rates. Due to the timeliness of this item, it will be on the Council’s agenda as a Public Hearing item and a Council Bill for the August 13, 2019 meeting.”

Mr. Short reported the 2019 Assessed Valuation for the City of Carthage was received and the tax levy rates will decrease if approved. Mr. West moved to approve the state recommended property tax rates. Motion carried.

2. **Consider and discuss budget adjustment resolution for Fiscal 2020.**

“The recommendation is to do a supplemental appropriation of funds from the

Capital Improvements Sales Tax fund for a total amount of \$80,000; \$50,000 for the Wayfinding Sign Program (as discussed below); and \$30,000 for installation of Lighting on the south leg of the Walking Trail located in the Fair Acres Sports. The Lighting on the south leg of the Walking Trail located in the Fair Acres Sports project has been discussed for a number of years. However, funds were never requested or appropriated for the project. Mark Peterson has been working with CWEP on this project. The estimate is from their efforts."

Mr. Short discussed the budget adjustment which includes the completion of the contract for the first four phases of the Wayfinding Sign Project and lighting for the Fair Acres Sports Complex Walking Trail. Mr. Collier made a motion to approve the budget adjustment as presented. Motion carried.

3. **Consider and discuss an Ordinance amending the Agreement with the Carthage Convention and Visitors Bureau for tourism services for the City of Carthage for fiscal 2020.**

"This amendment adds \$50,000 to the CVB's contract for the completion of the first four phases of the Wayfinding sign program as previously approved. CVB has been the lead agency in the Wayfinding Sign Project since its inception. At various times the City had appropriated, talked of appropriating, or committed to funding equaling \$100,000 for the Wayfinding Sign Program. Only \$50,000 had been appropriated. Because of timing issues with the changes involving a new CVB Director, this item was not included in the contract for this fiscal year. This amendment plus the budget adjustment to appropriate funds, will complete the first four phases of the Wayfinding Sign Project installation contracted with CDL. A fifth phase was bid, but requires separate written notification from CVB to proceed. The fifth phase of the original contract is being reviewed as to the scope and prospective costs by the CVB. The contract between CDL and CVB was for \$187,283 for phases 1 through 5."

Mr. Short reported the fourth phase of the Wayfinding Sign Project is nearing completion or has just been completed. The City has only appropriated \$50,000 of the \$100,000 necessary for the first four phases. Additional appropriations are included in the budget adjustment discussed in Item #2 of the agenda and need to be added to the CVB contract. Mr. West made a motion to accept the amended contract for the CVB. Motion carried.

4. **Staff Reports.**

*"Sales Tax Report, the August 2019 Sales Tax Report is included. General Fund Sales Tax (1%) receipts for August showed a decrease of 4.4% from the same month last Fiscal Year. This amounted to approximately \$8,877 less than the same month last year. This is the second month of the fiscal year and the second month where receipts were lower than the previous year. Hopefully this trend will not continue through the year. Overall, the City had budgeted an increase of 0.85% from the previous year's budgeted amount. However, actual receipts for FY 19 exceeded projections. Final fiscal 2019 numbers ended up 1.86% (\$44,141) higher than 2018. Also included are drafts of the **Unaudited July Budget Report (All Funds Revenue & Expense Report)** and the **Investment Report**. We'll discuss these in a little more detail at the meeting.*

Mr. Short reviewed current sales tax revenues and financial reports. Mr. Snow discussed the possibility of proposing a use tax to the voters. Mr. Short will add

discussion for this topic to the next agenda of the Budget Ways & Means. Mr. Short reported the City is currently requesting bids for a lease purchase for equipment. Mr. Snow discussed the possibility of the City paying for the equipment instead of utilizing a lease purchase program. This will also be discussed at the next meeting, after the bids have been received to determine rates for the lease purchase program. Mr. Short reported staff is also working on bids for lighting at City Hall and equipment for the Council Chambers.

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

ADJOURNMENT: The meeting adjourned at 6:03 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 13, 2019
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS:

OTHERS PRESENT: City Administrator Tom Short and Deputy City Clerk Michael Miller

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Barlow, the minutes of the July 23, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Armstrong.

NEW BUSINESS:

1. **Consider and discuss Bilingual Pay Allowance Policy:** The Bilingual Pay Allowance Policy was approved 4-0 on a motion by Mr. Armstrong.
2. **Staff Reports:** Deputy City Clerk Michael Miller discussed the current activities of the Wellness Committee. The Wellness Committee is sending out packets with the paystubs to promote the Walker Tracker and weight-loss challenges. The benefit compensation statements were sent out to all employees and were well received.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:29 PM. Motion carried 4-0.

Michael Miller
Deputy City Clerk

PUBLIC SERVICES COMMITTEE

August 20, 2019
City Hall
326 Grant Street

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

Members Absent; James Harrison

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

Non-Members Present; Ceri Otero

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

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

NEW BUSINESS:

1. Consider and discuss use of the Civil War Museum by the Civil War Museum Board for correspondence and meetings.

Mr. Peterson read a letter from Mr. Cottrell of Battle of Carthage Inc. requesting use of the Civil War Museum by their group to hold monthly meetings. Mr. Short worries that it may set a precedent for other organizations to want to use facilities. Mr. Daugherty states he thinks we should let them use the facility since they do such a great job with their re-enactments and the groups event is a benefit to the City. Mr. Peterson agrees to speak with Nikki Cloud of the CVB and connect her with Mr. Cottrell to see if it may be possible for them to use the CVB facilities for meetings.

2. Consider and discuss bids for park maintenance mowers.

Mr. Peterson presented the 2 bids to the Committee that were reviewed. Race Bros submitted a bid of \$13,858.00 for 2 Cub Cadet mowers and Ron Schlitz of Lamar submitted a bid of \$21,800.00 for 2 Bad Boy mowers. Mr. Peterson states that Brian Bradley the maintenance supervisor prefers the Cub Cadet tractors over the Bad Boys mainly since parts will be easily accessible, local service in a timely manner and they would be able to provide us with a loaner in case we need extended service on the mowers. Mr. Peterson would like the Committee to consider the purchase of a third mower from Race Bros that is a demo model they will sell for a discount due to the fact that the original bid came in so much under what was budgeted. Committee agrees that the purchase of a third mower would need to be bid out.

Mr. Daugherty recommended that the bid from Race Bros of \$13,858.00 be submitted to council for approval. Motion carried.

3. Consider and discuss items for surplus.

Mr. Peterson asked the Committee to approve 4 items to be declared surplus. A 2003 Ford truck, 2001 Chevy truck, 1989 Chevy dump truck, and a 500 gallon propane tank on a homemade trailer. Items will be put out for bid. **Mr. Daugherty made a motion to approve surplus items to be presented to Council for approval.**

STAFF REPORTS

City Administrator- Tom Short

Mr. Short reports that the equipment lease bids for a wide area mower and a street sweeper will open on 8/31/2019.

Mr. Short reports the money for Fair Acres walking trail lights was approved by Council.

Mr. Short reports the Community Foundation grants will be opening up soon.

Parks and Recreation Director- Mark Peterson

Mr. Peterson reports that the new Golf Course Superintendent has started and doing well.

Mr. Peterson reports that the Fierro Shelter in Municipal Park will be installed in September.

Mr. Peterson reports that the playground equipment will be installed at Fair Acres the end of August.

Mr. Peterson reports that a disc golf tournament is scheduled at Kellogg Lake on August 30th and 31st.

Mr. Peterson will be meeting soon with Chanti Beckham to establish plans for community gardens.

Mr. Peterson reports that the pool at Central Park has a leak that will need repairs and should be started after the last FTF in September.

Mr. Peterson reports that Memorial Hall has a grease trap that is in need of repairs and Park maintenance will be doing the repairs.

Mr. Peterson reports that he is still working with Dick Horton of the RFP for Parks and should have a final draft for the next meeting.

Mr. Peterson reports that the Golf Course will be receiving funds from a memorial set up by the family of Scott Hartley. Mr. Peterson reports that this amount could be around \$7500.00 to \$8000.00. A separate group will be donating a bench and pad to be placed on the Golf Course. Mr. Short states Council will need to pass a resolution to accept the donated monies.

Mr. Daugherty moved for adjournment.

Meeting adjourned at 6:15 P.M.

*MINUTES
SPECIAL
COMMITTEES
AND BOARDS*

DRAFT

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – July 9, 2019

The Carthage Public Library Board of Trustees met Tuesday, July 9, 2019 in the Carthage Public Library Board Room. An unofficial meeting was called to order at 5:11 pm by Peggy Ralston, President. Jerry Welch, Maintenance Administrator, gave a very informative review to the Board outlining all the roof leaks. After many questions, and much discussion, Jerry Welch excused himself.

The official meeting was called to order at 5:47 pm.

Roll Call

Board members present were Carrie Campbell, Gary Cole, Miriam Putnam, Donna Maggard, Justin Baucom, Peggy Ralston, Eric Putnam, and Sandy Swingle. Also present were Julie Yockey, library director and Judy Welch. Also present was Alan Snow.

Minutes of the Last Meeting

Motion was made to approve the June 11, 2019, by Sandy Swingle, and seconded by Miriam Putnam. Motion passed unanimously. Motion was also made to approve the closed portion of last month's meeting by Gary Cole, and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. June financial report was presented. A motion to approve financial report was made by Gary Cole and seconded by Donna Maggard. Motion passed unanimously.

Director's Progress and Service Report

Attached. Julie presented her July report.

President's Message

Julie reported on problems with a homeless man. Situation has been very volatile. \$39,000 has been received from Parks and Storm water money.

Council Liaison's Report

No report

Committee Reports

Building Committee – Have met with the architect.

Budget Committee – No report

Community Relations – No report

By-Laws – No report

Library Gardens – Drip system has been installed in the front rock yard.

ADA Compliance – No report

Communications – No report

Unfinished Business – No report

New Business – All are encouraged to attend the City Hall Chambers August 5, at 5:15pm for the zoning and committee meeting. Josh of Hunter Architects will be attending.

Payment of Bills

Eric Putnam moved to pay the June bills with a second by Gary Cole. Motion passed unanimously.

Adjournment

With no further business, Gary Cole made a motion to adjourn the July meeting. Eric Putnam seconded. Motion passed unanimously. Meeting was adjourned at 6:20 pm.

Respectfully submitted,

Carrie Campbell



Secretary

CWEP BOARD MEETING MINUTES

August 15, 2019

The Carthage Water & Electric Plant Board met in regular session August 15, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

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

Staff:

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

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

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Ross to approve the minutes of the regular meeting of June 20, 2019 as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Goff and seconded by Schmidt to approve disbursements for June in the amount of \$2,690,218.05 passed unanimously.

A motion by Goff and seconded by Ross to approve disbursements for July in the amount of \$3,389,396.98 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for June noting that the net income for the utility combined was approximately \$68,000 more than budget for the month. She noted that for the year net income is \$1.88 million more than budget, or 79%, and approximately \$712,000 more than prior year, or 20%.

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

CFO Nugent presented the financials for July noting that the net income for the utility combined is under budget for the month by \$105,000 and behind prior year by \$152,000. She noted that this is mainly due to higher than average rainfall and cooler temperatures in July.

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

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF BIDS FOR THE SEWER LINE INSPECTION CAMERA AND INTEGRATION SYSTEM

General Manager Bryant reported that a formal request was advertised and presented to several vendors seeking proposals for a new sewer line inspection camera, integration, and software system. Five proposals were received and after thorough evaluation, the conclusion was that Midwest Vac Products' proposal option 2 would meet all criteria for Carthage Water and Electric Plant's requirements. GM Bryant recommends awarding the purchase of this complex system to Midwest Vac Products in the amount of \$118,799.00 to provide exceptional and comprehensive line inspections.

A motion by Schmidt and seconded by Beimdiek to approve the purchase of the sewer line inspection camera and integration system passed unanimously.

CONSIDERATION OF BIDS FOR THE WASTEWATER TREATMENT PLANT EXPANSION PROJECT

General Manager Bryant noted that bids have been submitted for the wastewater treatment facility improvement project. McClanahan Construction Company, Inc of Rogersville, Missouri is the apparent low bidder in the amount of \$3,345,476.00. GM Bryant recommends awarding McClanahan Construction Company for the wastewater treatment facility improvement project as they appear to be capable of obtaining all necessary bonds and insurance and are able to perform the work specified.

A motion by Ross and seconded by Beimdiek to award the construction contract to McClanahan Construction Company, Inc passed unanimously.

STAFF REPORTS:

General Manager Bryant reported generator #11's coils blew earlier this week, work to get these fixed are being scheduled. Bryant also noted that he attended a meeting with DNR to discuss Well #1 and Well #6.

CFO Nugent stated that she has been busy closing out the fiscal year and month end. Nugent also noted that auditors will be coming in next week.

General Counsel Ludwig informed the board that Kyle has been busy filling job vacancies. Ludwig also reported everybody has been busy working on the RP3 application.

Director of Power Services Emery reported crews have been doing upgrades for the Leggett & Platt Wiremill expansion.

Customer Relations Manager Milliken noted that Carthage Water and Electric Plant hosted the Chamber quarterly meeting with Jason Peterson as the presenter and it went very well.

BOARD MEMBER COMMENTS:

At 4:58 p.m. a motion by Goff and seconded by Ross to close a portion of the meeting into closed session pursuant to Section 610.021(3) of the Sunshine Law, passed unanimously via a roll call vote.

At 5:12 p.m. the meeting reconvened in open session.

At 5:13 p.m. the meeting adjourned.

President – Neel Baucom

Secretary – Steve Beimdiek

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING
Public Safety Committee – Agenda
Monday August 19, 2019
5:30 p.m.
Carthage City Hall – Upstairs Conference Room
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

****CANCELLED DUE TO LACK OF QUORUM****

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss traffic issues on James Street – Margret Stills

NEW BUSINESS.

1. Consider and discuss CPD Jail MOU
2. Consider and discuss Community Dumpster Days
3. Consider and discuss acceptance of EMPG funding.
4. Staff reports
 - a. Police Department
 - b. Fire Department

ADJOURNMENT

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

POSTED: _____

BY: _____

PUBLIC SERVICES COMMITTEE
TUESDAY AUGUST 20, 2019
5:30 P.M.
CITY HALL CONFERENCE ROOM
326 GRANT STREET

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

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

New Business

1. Consider and discuss use of the Civil War Museum by the Civil War Museum Board for correspondence and meetings.
2. Consider and discuss bids for park maintenance mowers.
3. Consider and discuss items for surplus.

Staff reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
August 27, 2019
5:00 PM
Carthage City Hall
Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. 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*



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet August 15, 2019, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: June 2019

APPROVAL OF DISBURSEMENTS:	June	\$2,690,218.05
	July	\$3,389,396.98

FINANCIAL STATEMENT: June & July

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of bids for the sewer line inspection camera and integration system
2. Consideration of bids for the wastewater treatment plant expansion project

STAFF REPORTS

BOARD MEMBER COMMENTS

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section 610.021(3) of the Sunshine Law.

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

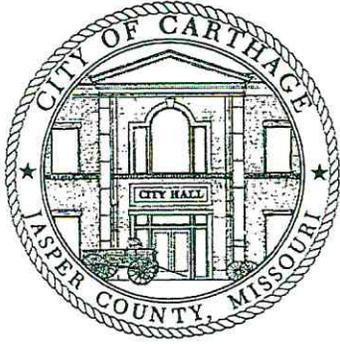
Representatives of the news media may obtain copies of this notice by contacting:
Megan Stump, P O Box 611 Carthage, MO 64836 417-237-7300

**McCune Brooks Regional Hospital Trust
Regular Meeting of the Board of Trustees
August 21, 2019
2:00 p.m.
Schmidt Associates Conference Room**

Agenda

- | | |
|---|--------------|
| I. Call to Order | Ron Petersen |
| II. Approval of August 22, 2019 Meeting Minutes | Ron Petersen |
| III. Financial Statement Report & Review | Stan Schmidt |
| IV. Financial Committee report re: investments | Doug Crandal |
| V. Review and approval of Grant Applications | Ron Petersen |
| 1. Carthage Public Library | |
| 2. Hope 4 You Breast Cancer Foundation | |
| VI. Disproportionate Share CMS Appeal | Stan Schmidt |
| VII. Next meeting date | Ron Petersen |
| VIII. Adjournment | Ron Petersen |

CORRESPONDENCE



The City of Carthage

"America's Maple Leaf City"

August 14, 2019

Jake Wright
First Baptist Church
631 S. Garrison Ave.
Carthage, Missouri 64836

Re: Parking Lot

Dear Mr. Wright:

Over the past several years, there has been off and on *informal* discussions between various representatives of the City and First Baptist Church regarding the status of the parking lot adjacent to the City's Fire Department building on West Chestnut St. This is the lot between Sycamore and Chestnut Streets with Parcel ID # 14200440022001000 consisting of approximately .18 Acres which adjoins the Fire Department's parking lot.

The discussions in the past have regarded improvements to the lot and coordination of vendors doing the work for either entity, so the improvements could be uniform. Additionally, these improvements were coordinated in such a way the Church or the Fire Department was able to continue to use the lot for its parishioners for various Church events, or Fire Department functions.

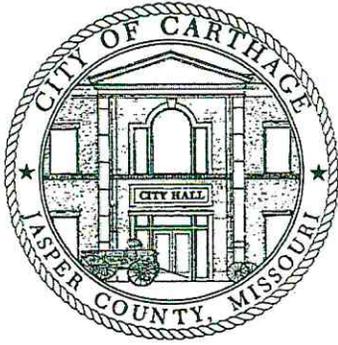
That being said, the City is interested in discussing acquiring the Church's interest in this parking lot for its use. Because of the relationship between the Church and the Fire Department, depending on the details of a deal, the City would be willing to provide continued use of the lot for Church activities.

If the Church is interested in divesting itself of this property and is willing to discuss this with the City, please let me know so we can start to set up meeting to discuss the particulars of a potential transaction.

Sincerely,

Dan Rife,
Mayor, City of Carthage

Copies: City Council
 City Clerk
 City Administrator
 Fire Chief



The City of Carthage

"America's Maple Leaf City"

Date: August 14, 2019

Mr. Kip Stetzler
Executive Director
Missouri Housing Development Commission
920 Main Street, Suite 1400
Kansas City, MO 64105

RE: Grand Court Apartments Proposal

Dear Mr. Stetzler:

I am writing this letter at the request of CRA Investments, LLC, concerning the development of a 32 total unit apartment complex in the City of Carthage. This proposed housing development will provide affordable housing opportunities in Carthage, Missouri.

Carthage encourages the development of housing to meet the needs of residents throughout their lifespan. Carthage has a growing number of working-age residents and strong school enrollments. This project will provide an acceptable solution for them concerning housing needs.

The City feels that this project would be a great asset to our community, and offer our support. If further information is needed, please do not hesitate to contact me.

Sincerely,

Dan Rife, Mayor
City of Carthage, Missouri

Copies: City Council, Traci Cox, City Clerk
Zeb Carney, Public Works Director



The City of Carthage

“America’s Maple Leaf City”

Date: August 13, 2019

Mr. Kip Stetzler
Executive Director
Missouri Housing Development Commission
920 Main Street, Suite 1400
Kansas City, MO 64105

RE: Grand Court Apartments Proposal

Dear Mr. Stetzler:

This letter will confirm that the land located at the corner of Chapel Road and Highway HH and further described on Exhibit “A” and proposed by CRA Investments LLC. for the construction of a new work force (multi-family) housing complex has a zoning classification of District "E" General Business District, briefly described as permitting armories; beer gardens, bowling alleys, dance halls, shooting galleries; restaurants, cafes and cafeterias; taverns, nightclubs and similar commercial recreation buildings or activities; garages; gymnasiums; newspaper publishing plants; radio and television broadcasting stations; recreational vehicle parks; storage or warehouse facilities; swimming pools; and any use permitted in Districts A, B, C, or D, which is currently adequate to allow the development, construction, operation, maintenance, management, rental and use of the above-referenced housing development upon the described land.

Currently, the Future Land Use Plan of the City’s Comprehensive Plan indicates this land designated as Neighborhood Residential which “includes low density neighborhoods typically composed of single-family detached dwellings”. As such, the City is supportive of a consideration of a revision of its Comprehensive plan once this project is approved by the Missouri Housing Development Commission.

Building plans and specifications must be submitted prior to construction to obtain approval for the city building permit.

If you need further information, please feel free to contact me at 417-237-7003.

Sincerely,

Tom Short

Name

City Administrator

Title

Encl: Exhibit A

Copies: City Council, Traci Cox, City Clerk
Zeb Carney, Public Works Director

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

CAR MISC BEG NW COR NE NE E 312' S 520' W 312' N 520' TO POB EX CONTAINING
3.11 ACRES MORE OR LESS.

(Note: Not to be used on legal documents)

RESOLUTION NO 1877

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI SUPPORTING AN APPLICATION BY CRA INVESTMENTS, LLC, FOR MISSOURI HOUSING DEVELOPMENT COMMISSION FUNDING FOR WORK FORCE HOUSING (THE GRAND COURT APARTMENTS) IN THE CITY OF CARTHAGE.

WHEREAS, the Grand Court Apartments will consist of a total of 32 units for affordable workforce housing; and

WHEREAS, affordable workforce housing is much needed in the City of Carthage, Missouri,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, as follows:

Section 1. The City of Carthage, Missouri supports the application by CRA Investments, LLC, for Missouri Housing Development Commission Funding for Work force housing in the City of Carthage.

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED THIS 13th DAY OF August, 2019.



Dan Rife, Mayor

ATTEST:



Traci Cox, City Clerk

Tom Short

From: Wendi Douglas <wendi@todobywendi.com>
Sent: Friday, August 16, 2019 2:04 PM
To: Judy Goff; 95. FM 1 Mike; Tom Short; Jim Honey
Subject: CLG PRE-APPLICATION Grant submitted
Attachments: 2019 Carthage SHPO grant application.pdf

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

As discussed, we submitted the CLG pre-application today; it is non-binding and we will have an opportunity to finalize and make corrections and approve it by September 30. We should receive feedback from SHPO on September 16 to help make a stronger proposal.

Just a few notes for clarity, CLG grants are awarded to Certified Local Governments; the City of Carthage is the entity qualified to receive those funds. More funds were available if the application was filled out for the City of Carthage rather than CHP. Therefore, the receiving official is the mayor, the application preparer is Judy Goff (she completed the online portal process, is a member of CHP, and completed most of the research), and the contact person is Tom Short. Also note that Tom Short was only notified of the process yesterday and the mayor may not be aware of the filing today. Although I feel the city will support the process and CHP's efforts, this application is in no way their approval; we will need to go through the proper channels of support including a Planning and Zoning meeting in September.

I have attache the pre-application and look forward to your input and updates for corrections and finalizing in September.



Wendi Douglas
417-529-7742

[A new way to get your list done](#)



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

August 14, 2019

Carthage City Administration
326 Grant Street
Carthage, MO 64836

Mayor Rife, Councilmembers,
City Administrators and Staff,

Our Summer Reading Program is the largest single program we participate in that is a part of an international effort to show families the importance of reading. The program at Carthage Public Library has continued to grow by leaps and bounds each and every year. Thank you for helping us make it a huge success! Having a community that promotes the importance of reading and our children's brain development says volumes for that community's leaders.

Children come to the library and find a welcoming place. They fall in love with a story—through pictures, words, songs, and/or storytelling. Thank you for helping us to create such a place.

Sincerely,

Sherri Luce
Children's Director
Carthage Public Library

**Carthage Public Library
Balance Sheet - Cash basis
July 31, 2019**

Assets

Current Assets	
Cash in bank - treasurer's cash	\$ 155,860.74
Cash in bank - Simmons Bank	20,927.49
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>660,443.92</u>
Total Current Assets	<u>837,492.15</u>
 Total Assets	 <u>\$ 837,492.15</u>

Liabilities and Net Assets

Net Assets	
Unrestricted Net Assets	\$ 576,311.14
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	13,048.92
Debbie Putnam - Ebooks	30,139.74
Debbie Putnam - Children's section	2,000.00
Library Gardens	13,403.70
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25
Racing to Read Grant - Local - 2019	49.98
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57
Spotlight on Literacy - MOSL -2020	2,189.25
Spotlight on Literacy Grant - Local - 2020	13,778.65
Steadley Trust	2,546.16
Summer reading program - Local - 2019	75.18
Summer reading program - MOSL grant - 2019	(2,489.79)
Thelma Stanley Foundation Grant	7,012.96
Operational reserves	195,998.47
Change in net assets	<u>(34,957.70)</u>
Total Net Assets	<u>837,492.15</u>
 Total Liabilities and Net Assets	 <u>\$ 837,492.15</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month ended July 31, 2019

	2019		Annual Budget	Annual Variance
	Year to date			
Revenue				
Book sale income	\$ 172.70	\$	3,000.00	(2,827.30)
Copier income	586.10		7,000.00	(6,413.90)
Donations	2,244.60	0.00	0.00	2,244.60
Donations-restricted	0.00		13,500.00	(13,500.00)
Fax income	67.80		1,000.00	(932.20)
Fine income	851.92		7,000.00	(6,148.08)
Interest income	1,410.26		10,000.00	(8,589.74)
Non-resident fee income	900.00		8,000.00	(7,100.00)
Payment for lost books	31.99	0.00	0.00	31.99
Postage income	0.00		2,000.00	(2,000.00)
State aid	0.00		12,000.00	(12,000.00)
Sur tax	0.00		18,000.00	(18,000.00)
Tax income	743.80		203,000.00	(202,256.20)
Tax income - Park and storm water	39,292.68		467,600.00	(428,307.32)
Miscellaneous income	147.50		2,000.00	(1,852.50)
Other income	216.55		2,000.00	(1,783.45)
Total revenue	46,665.90		756,100.00	(709,434.10)

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month ended July 31, 2019

	2019	Annual	Annual
	Year to date	Budget	Variance
Operating Expenses			
Salaries	40,561.25	486,116.00	445,554.75
Lagers	2,193.82	23,519.00	21,325.18
Insurance - health	3,236.78	15,000.00	11,763.22
Payroll taxes - FICA	3,102.92	36,515.00	33,412.08
Total payroll expenses	<u>49,094.77</u>	<u>561,150.00</u>	<u>512,055.23</u>
Employee goodwill	629.63	3,000.00	2,370.37
Advertising	0.00	1,000.00	1,000.00
Audio-visuals	0.00	2,000.00	2,000.00
Books	5,888.87	30,000.00	24,111.13
Books - children's	0.00	15,000.00	15,000.00
Contract fees	4,507.32	37,000.00	32,492.68
Dues and travel	1,360.75	10,000.00	8,639.25
Ebooks	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	7,000.00	7,000.00
Information technology (IT)	142.97	7,000.00	6,857.03
Insurance	2,746.00	25,000.00	22,254.00
Legal and professional	0.00	6,000.00	6,000.00
Periodicals	3,312.24	6,000.00	2,687.76
Postage	67.99	1,500.00	1,432.01
Programs - adult	325.97	6,000.00	5,674.03
Programs - children	990.39	13,000.00	12,009.61
Programs, teens	298.84	1,000.00	701.16
Repairs and maintenance	4,483.88	35,000.00	30,516.12
Supplies	1,549.11	25,000.00	23,450.89
Telephone	434.69	6,000.00	5,565.31
Utilities	2,290.18	35,000.00	32,709.82
Total expenses and losses	<u>32,528.83</u>	<u>275,000.00</u>	<u>242,471.17</u>
	<u>81,623.60</u>	<u>836,150.00</u>	<u>754,526.40</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month ended July 31, 2019

	2019	Annual	Annual
	Year to date	Budget	Variance
Increase/(Decrease) in unrestricted net assets before transfers	(34,957.70)	(80,050.00)	45,092.30
Transfers from temporary restricted	7,929.29	80,050.00	(72,120.71)
Increase/(Decrease) in unrestricted net assets	<u>(27,028.41)</u>	<u>0.00</u>	<u>(27,028.41)</u>
Changes in temporarily restricted net assets			
Debbie Putnam - Ebooks	(3,500.00)		
Library Gardens	(185.83)		
Spotlight on Literacy (RTR) Grant - Local 2020	(120.00)		
Spotlight on Literacy Grant - MOSL 2020	(575.00)		
Spotlight on Literacy Grant - Local - 2020	(765.85)		
Summer reading program - Local - 2019	(75.18)		
Summer reading program - MOSL - 2019	(2,707.43)		
Increase/(Decrease) in temporarily restricted net assets	<u>(7,929.29)</u>		
Change in net assets	<u>\$ (34,957.70)</u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and one month ended July 31, 2019

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	13,048.92	0.00	0.00	13,048.92
Debbie Putnam - Ebooks	30,139.74	0.00	(3,500.00)	26,639.74
Debbie Putnam - Children's section	2,000.00	0.00	0.00	2,000.00
Library Gardens	13,403.70	0.00	(185.83)	13,217.87
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25	0.00	0.00	4,397.25
Racing to Read Grant - Local - 2019	49.98	0.00	0.00	49.98
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57	0.00	(120.00)	7,615.57
Spotlight on Literacy - MOSL -2020	2,189.25	0.00	(575.00)	1,614.25
Spotlight on Literacy Grant - Local - 2020	13,778.65	0.00	(765.85)	13,012.80
Steadley Trust	2,546.16	0.00	0.00	2,546.16
Summer reading program - Local - 2019	75.18	0.00	(75.18)	0.00
Summer reading program - MOSL grant - 2019	(2,489.79)	0.00	(2,707.43)	(5,197.22)
Thelma Stanley Foundation Grant	7,012.96	0.00	0.00	7,012.96
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 296,138.71	\$ 0.00	\$ (7,929.29)	\$ 288,209.42

See accountant's compilation report.

Director's Progress and Service Report, August 2019

Julie Yockey, Director

Summer Reading is over, the final numbers are in, and we are pleased! Statistically, we exceeded our goals for this summer and our surveys were 99 % positive. I would like to share the list of local partners for our Summer Program. It takes every bit of unselfish giving to provide the awesome educational programs that we offer. Along with our Missouri State Library Summer Reading Grant, we appreciate the following donors; The Library Development Foundation, The Literacy Council of Carthage, Steadley Trust, Helen S. Boylan Trust, Bright Futures, Carthage Memorial Hall, The City of Carthage, Carthage Chamber of Commerce, Carthage R-9 Schools, Kids First Day Care, YMCA, Carthage Head Start and KDMO Radio. I always tell people that I am just the instigator of these programs, the real kudos need to go to my staff that have the fire and incentive to take the bull by the horns and run! Our Children's Director has to be the one to collaborate all 4 programs, scheduling, lesson plans, ordering, PR, etc. I did her job for years in Lamar and I know that for it to have been so successful, she worked herself hard since February. Before Judy Welch came to work with me, I did all my financial grant reports by hand with paper and pencil and a calculator. I always had mistakes! She always has my back and I would bet that Judy keeps the most accurate and compliant accounting records in the State. The State Library appreciates them as does our auditor loves the way everything is accurate and cross-referenced. After compiling all the data from all 4 programs it is my job to write the final reports to the State. Sherri will begin writing the Summer Grant proposal for next summer soon as it is due in October.

Great things are happening at our Library. We received word from the Steadley Trust that our grant for our new educational building has been funded through a three year grant! A three year study, investigation and writing process is going to provide a one of a kind building/opportunities for our patrons and community. Working with Hunter and Millard Architects over the past year, we are in the final stages of planning as the building will be put out for open bid in two weeks. Stay tuned for more exciting news.

The Board of Trustees will be asked to approve new policies this evening for a variety of subjects. Intellectual Freedom, Suspension of Privileges for Health and Safety Reasons, Social Media and Public Forums.

With all of the rain in July, we still have active roof leaks. Versico Products, the manufacturer of the product that was used in roofing our building has been notified of our situation. They are working on setting up a time with CCR Roofing for both parties to be here at the same time to inspect our roof and to try to find solutions to our leaks.

On August 30, 31 the library will be closed for Missouri Evergreen migration and software upgrade. The Evergreen software is now hosted by MOBIUS, this will change to another company Equinox when the new fiscal year begins September 1. The process is tedious and effects all Evergreen libraries.

Programing will resume for adults the week of August 19 and children's will resume the second week in September. We hope you find time to join us! It is cool in the library!

Julie Yockey, Director

Children's Department Board Report
 Carthage Public Library
 July 2019, Sherri Luce

Summer reading continued to keep us all busy throughout July. We hosted four English story times (two with Story Teller Will Stuck); three Bi Lingual story times; one movie, one S.T.E.A.M. afternoon; and two concerts by Dino O'Dell as our closing event. Ms. Sherri also visited Kids First Daycare twice for outreach story times, and Fair Acres YMCA three times in July. Teens were able to get in three more events as well.

The Summer Reading Program officially concluded on July 27th. CPL finished with 571 children and teens enrolled in the program. The chart below breaks down participation:

Participation Steps	Children and Teens Participating	Percentage +/-
no reading log returned	94	16.5%
1	28	4.9%
2	33	5.8%
3	81	14.2%
4	37	6.5%
5 (Completed Program) or more	298	52.2%
Total	571	

As you can see, we did have 94 children/teens sign up for the program, but never turn in a reading log. Sometimes they come to events and choose not to record the books they read. On the other hand, because we had participants want to continue reading after completing the program, there was no limit on this year's number of reading logs. We had some children turn in as many as 21 reading logs!

Storytimes and other programming are on break through August. During this time, preparations are being made for various in house and outreach programs throughout the school year.

CIRCULATION REPORT for July 2019

New Books/Periodicals	
Adult Books	<u>140</u>
Adult Periodicals	<u>51</u>
YA Books	<u>14</u>
YA Periodicals	<u>2</u>
Juvenile Books	<u>42</u>
Juv Periodicals	<u>9</u>
Totals	<u>258</u>

New Applications	
Adult	<u>82</u>
Juvenile	<u>52</u>
Total	<u>134</u>

AWE Computers	
AWE #1	<u>123</u>
AWE #2	<u>111</u>
AWE #3 (Bilingual)	<u>113</u>
AWE #4 (Bilingual)	<u>96</u>
Total	<u>443</u>

Computer Use	
Adult	<u>590</u>
Reference/Genealogy	<u>2</u>
Microfilm	<u>8</u>
Juvenile	<u>149</u>
Tablets	<u>60</u>
AWE	<u>443</u>
Teen Laptops	<u>91</u>
Wireless	<u>502</u>
Total	<u>1845</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>2297</u>	<u>348</u>	<u>3179</u>	<u>5824</u>
Periodicals	<u>101</u>	<u>1</u>	<u>6</u>	<u>108</u>
Audio	<u>115</u>	<u>0</u>	<u>52</u>	<u>167</u>
Visual	<u>689</u>	<u>-</u>	<u>-</u>	<u>689</u>
Circulating Electronics	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>911</u>	<u>157</u>	<u>161</u>	<u>1229</u>
Totals	<u>4113</u>	<u>506</u>	<u>3398</u>	<u>8017</u>
In House Use	<u>372</u>	<u>-</u>	<u>-</u>	<u>372</u>
Courier	Lending	Borrowing		Total
	<u>534</u>	<u>443</u>		<u>977</u>
Circulation Total				<u>9366</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>3</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>8</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>28</u>	<u>3</u>	<u>18</u>	<u>49</u>
Attendees	<u>5</u>	<u>27</u>	<u>713</u>	<u>745</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>0</u>	<u>3</u>	<u>3</u>
Attendees	<u>0</u>	<u>90</u>	<u>90</u>

	Requests	Filled
ILL Requests Made	<u>1</u>	<u>1</u>
ILL Requests Rec'd	<u>103</u>	<u>0</u>

Door Count	<u>NA</u>
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	Adult	YA	Juvenile	Total
Mending	<u>0</u>	<u>0</u>	<u>14</u>	<u>14</u>
Discards	<u>142</u>	<u>17</u>	<u>108</u>	<u>267</u>
Corrective Processing	<u>13</u>	<u>11</u>	<u>28</u>	<u>52</u>

"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.