

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, MAY 8, 2018  
6:30 P.M. – COUNCIL CHAMBERS**

1. Invocation
2. Pledge of Allegiance
3. Calling of the Roll
4. Reading and Consideration of Minutes of Previous Meeting
5. Citizens Participation Period  
(Each person addressing the Council shall state his/her name, address and organization or firm represented, if any, and is limited to no more than five (5) minutes. The time may also be extended by the Mayor if deemed necessary. All remarks during citizen's participation period should be made to the chair (Mayor). Once a person has had their say on a particular issue they are not permitted to once again speak on the issue.)
6. Report of Standing Committees
7. Report from Special Committees and Board Liaisons
8. Mayor's Report
9. Miscellaneous Reports of Officers of the City
10. Report of Claims Committee
11. Old Business
  1. **C.B. 18-15** – An Ordinance to add Section 3-68 of the Carthage Code to allow for Temporary Permits for sale by drink for certain organizations in the City of Carthage. (Budget Ways & Means)
  2. **C.B. 18-16** – An Ordinance transferring the Carthage Municipal Court and transferring the Municipal Division Cases to be heard in the Jasper County Circuit Court Associate Division. (Public Safety)
  3. **C.B. 18-17** – An Ordinance authorizing the Mayor to enter into an agreement with G&G Construction, Inc. for Storm Water and Intersection Improvements at Myers Park, 6<sup>th</sup> and Grant, and Euclid to Highland, Carthage, Missouri. (Public Works)
  4. **C.B. 18-18** – An Ordinance authorizing the Mayor to enter into an agreement with Guarantee Roofing, Inc. for Roof Repairs to City Buildings, Carthage, Missouri. (Public Works)
12. New Business
  1. **C.B. 18-19** – An Ordinance authorizing the Mayor to enter into an agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving

Contract for fiscal year 2018-2019 (\$51.00 per ton of asphalt to include tack oil).  
(Public Works)

2. **C.B. 18-20** – An Ordinance to authorize the Mayor of the City of Carthage, Missouri to execute a contract between the City of Carthage and A.T. Urban Development, Inc., 6891 Highway 125 South, Chadwick, Mo 65629, for sidewalks along Rt. 571 (Grand Ave) from Airport Dr. to about 500 ft. south of George E Phelps Blvd., (TAP-1601 (702) Sidewalk Improvement Project. (Public Works)

### 13. Mayor's Appointments

- Jasper County Extension Center
- Care Leave Committee

### 14. Resolutions

1. **Resolution 1833** – A Resolution of the Council of the City of Carthage, Missouri authorizing the approval of Change Order to the Construction Contract for the River Street and Fairview Avenue Intersection Improvements Project. (Mayor & Staff)

**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  
April 24, 2018

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: Juan Topete, David Armstrong, Tim Shields, Ceri Otero, Mike Daugherty, Alan Snow, Darren Collier, Kirby Newport, and James Harrison. Council Member Brady Beckham 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, Parks Director Alan Bull and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the April 10, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Municipal Court Judge Brad Cameron addressed cost issues and rules passed down from state mandates affecting the current court system. Judge Cameron is opposed to the transfer of the court system to the county noting the City would have no say on how or where the court would be conducted, and the possibility the court cases could be sent to Joplin would create a hardship for the defendants. Attorney Pete Lasley, 1406 S. Main, also opposes C.B. 18-16 which would transfer the municipal court to the county. He expressed concern about the amount of time that would be devoted to the municipal court cases at the circuit level and the fact that it could be transferred to Joplin.

Mr. Collier reported the Budget, Ways and Means Committee met on April 23 to review agency requests for the 2019 Budget Year.

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

Mr. Harrison reported the Public Safety Committee met on April 16. Mr. Harrison made a motion, seconded by Mr. Armstrong, to permit an exterior sign be installed at GM Jewelry at 423 S. Main. Motion carried. Mr. Harrison made a motion, seconded by Mr. Shields, to close and vacate Sycamore Street between Garrison and McGregor from 12:00 p.m. to 9:30 p.m. on June 8 for the First Baptist Church Block Party. Motion carried. Mr. Harrison made a motion, seconded by Mr. Collier, to allow the sale of liquor at Food Truck Friday. Motion carried. Terri Hill was present to discuss feral cat colonies noting problems she had experienced with them. Chief Dagnan recommended elimination of the feral cat ordinance. This will be brought back to the May meeting of the Public Safety Committee for additional discussion. The committee discussed the possible transfer of the Carthage Municipal Court to the Jasper County Circuit Court Associate Division. This

is being presented in C.B. 18-16. Mr. Harrison made a motion, seconded by Mr. Shields, to close and vacate a portion of Kellogg Lake on May 2 from 11:00 a.m. to 2:00 p.m. for Kids Fishing Day. Motion carried.

Mr. Daugherty reported the Public Works Committee is between meetings with the next meeting scheduled for May 1.

Special Committee and Board Liaison reports were given by Mr. Collier for Carthage Water and Electric, Mr. Harrison for the Jasper County Commissioners' Meeting, Mr. Topete for the Kellogg Lake Board, Mr. Armstrong for the Planning and Zoning, Ms. Otero for the Library Board, Harry S Truman Coordinating Council, and the Carthage Humane Society.

Mayor Dan Rife he had attended a Bob Yapp Window Restoration Clinic at the Sweet House hosted by the Historic Preservation Committee and had spoken with the 5<sup>th</sup> graders at the Carthage Intermediate Center.

City Attorney Nate Dally reported he had attended the recent Public Safety Committee Meeting.

Fire Chief Roger Williams gave a construction update on Fire Station #2.

Public Works Director Zeb Carney gave an update on the Fairview and River Street project.

City Administrator Tom Short reported on the following: a meeting with the Parks Director and Golf Pro regarding a personnel item and golf course operations, a meeting with the Budget Committee Chair, a Region M Meeting, a TAC Meeting, Vision Carthage Meeting, a meeting with the Economic Development Director and representatives from CWEP regarding an economic development prospect, and a meeting with County representatives regarding the Municipal Court transfer.

The Committee on Claims filed a report in the amount of \$1,496,846.34 against the following funds: General Revenue \$74,277.07, Public Health \$120,165.06, Parks/Stormwater \$59,417.83, Golf Course \$1,738.90, Lodging \$8,333.33, Civic Enhancement \$25,116.35, Judicial Education \$500.00, Library \$44,980.03, Capital Improvements \$16,974.75, Payroll \$153,676.35, and Carthage Water & Electric \$1,000,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

There was no old business to consider.

Under new business, **C.B. 18-15** – An Ordinance to add Section 3-68 of the Carthage Code to allow for Temporary Permits for sale by drink for certain organizations in the City of Carthage was placed on first reading with no action taken.

**C.B. 18-16** – An Ordinance transferring the Carthage Municipal Court and transferring the Municipal Division Cases to be heard in the Jasper County Circuit Court Associate Division was placed on first reading with no action taken. Council members expressed their opposition to transferring the Municipal Court to the County Circuit Court. Mr. Armstrong made a motion to table the C.B. until it is needed due to the unknown mandates that could be imposed by the state in the future. Motion was seconded by Mr. Daugherty. Council members Mr. Newport, Ms. Otero, Mr. Harrison and Mr. Shields expressed their desire to close the issue by carrying through with the normal process and voting at the second reading. Mr. Newport called for a vote on Mr. Armstrong's motion. Motion failed on a vote of 1 yea and 8 nays. Yea: Armstrong. Nay: Harrison, Topete, Shields, Otero, Daugherty, Snow, Collier, and Newport.

**C.B. 18-17** – An Ordinance authorizing the Mayor to enter into an agreement with G & G Construction, Inc. for Storm Water and Intersection Improvements at Myers Park, 6<sup>th</sup> and Grant, and Euclid to Highland, Carthage, Missouri was placed on first reading with no action taken.

**C.B. 18-18** – An Ordinance authorizing the Mayor to enter into an agreement with Guarantee Roofing, Inc. for Roof Repairs to City Buildings, Carthage, Missouri was placed on first reading with no action taken.

During closing remarks,

Mr. Topete 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 legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys thereof at 7:40 p.m. followed by a roll call vote on the board of 9 yeas and no nays. Motion carried.

#### CLOSED SESSION

Mr. Newport made a motion, seconded by Mr. Collier, to return to the regular session of the Council Meeting followed by a roll call vote of 9 yeas and no nays. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Shields, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:06 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***OLD  
BUSINESS***

An Ordinance to add Section 3-68 of the Carthage Code to allow for Temporary Permits for sale by drink for certain organizations in the City of Carthage.

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

**SECTION I:** Section 3-68 of the Carthage Code is hereby added, to read as follows:

Sec. 3-68 Temporary permit for sale by drink may be issued to certain organizations

1. Notwithstanding any other provision of this chapter, a permit for the sale of all kinds of intoxicating liquor, including intoxicating liquor in the original package, at retail by the drink for consumption on the premises of the licensee may be issued to any church, school, civic, service, fraternal, veteran, political, or charitable club or organization for the sale of such intoxicating liquor at a picnic, bazaar, fair, or similar gathering. The permit shall be issued only for the day or days named therein and it shall not authorize the sale of intoxicating liquor for more than seven days by any such club or organization.
2. The applicant shall pay a fee of \$37.50 for such permit.
3. If the event will be held on a Sunday, the permit shall authorize the sale of intoxicating liquor on that day beginning at 11:00 a.m.
4. No provision of law or rule or regulation of the city shall be interpreted as preventing any wholesaler or distributor from providing customary storage, cooling or dispensing equipment for use by the permit holder at such picnic, bazaar, fair or similar gathering.
5. A distiller, wholesaler, winemaker, or brewer may give a gift not to exceed a value of one thousand dollars per year to a holder of a temporary permit as defined in section

RSMo 311.482 and RSMo 311.070.4

Secs. 3-69—3-79. - Reserved.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,**  
**2018.**

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

**ATTEST:**

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

**Sponsored by: Budget Ways & Means Committee**

**COUNCIL BILL NO. 18-16**

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

AN ORDINANCE TRANSFERRING THE CARTHAGE MUNICIPAL COURT AND TRANSFERRING THE MUNICIPAL DIVISION CASES TO BE HEARD IN THE JASPER COUNTY CIRCUIT COURT ASSOCIATE DIVISION.

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

**SECTION I:** As soon as practicable after October 19, 2018, the next regularly scheduled Carthage Municipal Court Docket, but no later than six months from the effective date of this Ordinance, the Carthage Municipal Court shall be transferred to the Jasper County Circuit Court and Carthage Municipal Division Cases shall be to be heard in the Jasper County Circuit Court Associate Division pursuant to Jasper County Court Rules.

**SECTION II:** The City Administrator and City Clerk are authorized to take all actions necessary to transfer the Carthage Municipal Court to the Jasper County Circuit Court and effectuate the transfer of Carthage Municipal Division Cases to be heard in the Jasper County Associate Circuit Court.

**SECTION III:** The court cost on all Carthage Municipal division cases shall include the necessary clerk fee, court automation fee and any additional fees required and charged as part of court cost when operated through the Jasper County Circuit Court. This will include any additional fees attached to Municipal Court cost that does not now collect, including Sheriff Retirement fund and the full amount of all other special fees and cost.

**SECTION IV:** The provisions of this Ordinance shall supersede any conflicting provisions contained within the City of Carthage's Code of Ordinances.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,**  
**2018.**

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

**ATTEST:**

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

**Sponsored by: Public Safety Committee**

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OFFICE

# MEMO

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**To:** Public Safety Committee  
**From:** Tom Short, City Adm.; Greg Dagnan, Police Chief; Nate Dally, City Atty.; Traci Cox, City Clerk  
**Subject:** City determination regarding where violations of municipal ordinances may be heard  
**Date:** 12-Apr-18

## Staff Report

**Summary:** Based on an evaluation of changes to the operations of municipal courts throughout the State mandated by either the Legislature or the Supreme Court and on research, opinions and future trends seen state-wide, plus taking into consideration timing of our current situation, Staff recommends the Council approve an ordinance transferring the Carthage City Municipal Court to the Jasper County Circuit Court Associate Division.

**Background:** In the state court organization, municipal courts are a component of the state court system and are under the direct jurisdiction of the Presiding Judge of the respective Circuit Courts. The Jasper City Municipal Court operates under the jurisdiction of the Presiding Judge of the 29th Circuit Court.

While the Municipal Courts operate under the legal jurisdiction of the Circuit Court, the Governing Body of the City retains authority over the municipal code and has specific authority to select the judicial venue which will hear cases involving violations of that code. The venues available to the Governing Body are to have code violations heard in a municipal court structure or to assign these cases to the Circuit Court.

The City of Carthage, like a majority of other Missouri municipal governments, elected to organize and operate a separate municipal court. The City of Carthage established the court through the Code of Carthage Chapter 14. The Mayor, with the consent and approval of a majority of the members elected to the City Council, appointed the Municipal Judge.

Primarily because of the recent municipal elections (the Judge deciding to run for the position of Mayor) Staff had an opportunity to evaluate alternatives regarding the continued operations of the court in light of the possibility of the Judge winning the Mayoral race. An additional factor was; pursuant to Section 14-4 of the Code, the Municipal Judge could no longer serve in his office upon attaining his seventy-fifth birthday. The Judge will attain his seventy-fifth birthday on October 19, 2018, basically necessitating the City to determine how best to proceed with this issue by the October 19 deadline at the latest. This also gave staff the opportunity to evaluate the impact of various state mandates by the Legislature, State Supreme Court (current and future) and local issues.

As has been reported numerous time, the operating environment for municipal courts in Missouri has changed a great deal due to a series of State legislative actions and Supreme Court rule changes over the past several years. Many of these changes resulted from legislative reaction to reviews of the operations of municipal court operations in St. Louis County, including the operations of the City of Ferguson Municipal Court. The State's solution appears to be mandating changes across the board for all municipal court operations as a "one size fits all" methodology. As has been experienced in the past, these types of reforms have unintended consequences bringing more problems than solutions. From Staff's vantage point, it appears the State's end game is to take all authority of court operations away from cities.

In particular, recent changes mandated by two bills (SB 5 and SB 572) and changes issued by the Missouri Supreme Court, have made it much more difficult for The City of Carthage and other small communities to operate a separate municipal court. Because the legislation lowered the percentage all communities could apply toward their annual general operating revenue from 30 percent to 20 percent, it further lowered the amount for cities in St. Louis County to 12.5 percent. Cities sued in court, securing a decision the law was illegally targeting one area – St. Louis County – for special treatment. The Supreme Court backed up the lower court, saying the state failed to offer any evidence of substantial justification to meet requirements which allow for "special laws" in Missouri. In an article in the THE MISSOURI TIMES, it was noted that "Key provisions of SB 5, ... that sought to crack down on municipal governments that abused their power, were struck down by a Cole County Circuit judge Monday." Rep. Robert Cornejo, R-St. Peters, the House handler for Sen. Eric Schmitt's bill, noted that he strongly disagreed with the Beetem's legal findings, arguing that because political subdivisions are only given their power by the General Assembly. Thus, he reasons, the legislature should be able to change the definitions of what constitutes a political subdivision or municipality of any size. "I believe the state can put any requirements for a municipality to exist in order for the state to recognize that subdivision," Cornejo said. "Not only that, but the General Assembly has passed many laws that apply only to targeted municipalities, such as the St. Louis County sales tax pool," he said. "I would caution the municipalities involved with the lawsuit that the sword they are trying to use may cut both ways." It would appear that the State is not finished fixing this issue.

The most costly and challenging changes mandated by these bills include:

- A concern of a prohibition on police officers serving the court in any capacity requiring hiring of a separate civilian bailiff. The City Clerk attended a conference earlier where an OSCA representative stated the bailiff had to be dressed in plainclothes. Although no rule could be found supporting this, the Supreme Court was contacted and advised that we should have a plainclothes bailiff that works for the court. The individual stated that they were telling everyone that this is the recommendation, and this is where it's going.
- Restrictions on ability of the municipal Court Clerks to participate in any other city business with accompanying restriction on city employees assisting with court business. In effect prohibiting the Clerks of municipal court serving as part of the Prosecuting (City) Attorney's staff.

- Extensive new financial and administrative reporting requirements. Although some of the key financial stipulations of SB 5 were struck down (other than the percentage of overall revenue), the City will still have to report to the State Auditor this amount.
- Requirement for municipal courts to create and maintain an online docket system, similar to the CaseNet system maintained by the Circuit and District court systems. We must either have an online system or actively seeking a methodology of online payments. The State is developing the "Show Me Courts" official court software of the entire state. This program is still in testing and not a lot is known about its capacity. Our IT staff has made many efforts to find out about this, but no answers exist yet.

Further, in response to SB 5 and SB 572, the Office of the Supreme Court Administrator (OSCA) of the Missouri Supreme Court significantly amended OSCA rule 37 (effective July 1, 2017) regulating the operations of municipal courts to comply with SB 5 and SB 572. The Rule 37 amendments placed additional regulations, restrictions and cost on municipal court operations. In effect, the Rule amendment created functionally new procedures not previously enforced even though previously on the books. In subsequent legislative sessions, the Legislature has considered additional legislation, with additional modifications to municipal court operations, and possibly changes to address unintended consequences of the original approved bills. The Supreme Court's amended "Rule 37" restated existing standards for municipal courts and adopted ten "Minimum Standards" along with numerous other requirements through that amendment that are affecting communities across the state. The amended Rule reaffirms the importance of maintaining divisions between the judicial and executive/legislative branches of the City or town, i.e., elected and appointed officials, and in particular the Police Department and the Prosecuting Attorney's Office, on the one hand, and the municipal court on the other. Some of the key provisions are:

- The new Rule 37.04 provides that the presiding judge of the circuit shall have the superintending authority over the municipal courts within its circuit.
- A separation of court personnel from other municipal functions (Municipal court personnel must have separation from police department functions and other municipal duties.)
- Municipal courts must make available free online access to information regarding pending cases, warrants and dockets or must be actively pursuing court automation. The City is considered as actively pursuing court automation through the State's "Show Me Courts" software being developed by the State at no cost to the City.
- Municipal judges must be available at all hours to issue rulings on warrants and bail. They also must offer alternative sentences to those who can't afford to pay fines.

As part of reviewing the situation regarding the operations of the court, staff looked at two main options regarding the future organization and operation of the City's Municipal Court.

The two main options were:

- Option 1:            Maintain the existing municipal court organization with an appointed municipal court judge.

Option 2: Assign municipal court functions to the Circuit Court with an appointed judge subject to retention elections.

Strengths and challenges of each option and a short discussion of the governing authority for municipal courts is in the next section of this report.

**Analysis:** Among the options discussed, there is very little difference between the two options related to the application of the City Code. Both options share the following characteristics:

- Court cases would continue to be municipal cases related to violations of municipal ordinances (City Code).
- Adoption and enforcement authority for City Code violations would remain fully with the City of Carthage.
- There would not be any changes to City Administrative or Criminal Code. The City Council would continue to have full authority to amend the City Code, as needed.
- No change in police activities, policies or procedures. Police Department would continue to enforce City Code/Ordinances with no change in the manner in which a City general summons (ticket) for a municipal offense is written and enforced.
- The Mayor and Council would continue to have full oversight and authority over the Police Department through the Chief of Police.
- All fees and fines would continue to be collected and forwarded under the existing distribution formula. Court costs would be distributed to the Court. Fines and penalties would continue to be distributed to the City, and fees for the Victim's Fund, the Peace Officer Training Fund would continue to be collected and disbursed in the current manner. However, in Option 2, the Sheriff's Retirement Fund monies would be collected and disbursed. An additional difference in Option 2 would be that Court costs would be distributed to the Circuit Court rather than the Municipal Court.
- A Municipal Court Prosecutor would continue to be employed by the City regardless of which option is selected. This is currently a function of the City Attorney's department.
- Municipal Court would continue to be held, (when and where would be TBD).
- No change in bond process other than bond decisions and bond amounts would be set by the assigned Associate Circuit Court Judge rather than the Municipal Court Judge.
- Nuisance Violations. It is Staff's intention to continue to enforce nuisance violations in the City Code as written, and to handle the violations in the "new way" that has recently been defined and if the person is a chronic offender and needs to go to court, it will be handled like any other municipal charge.

There are no differences in administrative or legal activities between the options.

The most significant difference in Option 2 is related to the administrative activities of the Municipal Court. The most significant operating impact is that it will increase the separation between the judicial function and the City administrative, Legislative and political functions. This actually appears to be the long term goal of the State Legislature. The Municipal Court administrative differences in Option 2 are as follows:

- Municipal cases will be heard by an Associate Circuit Court judge.

- Court will likely be held in the courtrooms at the County Courthouse.
- Circuit Court will provide Court Clerk and Bailiff Staff.
- Circuit Court will fund judge, clerk, and bailiff positions.
- Circuit Court will be responsible for all court records and warrants.
- Municipal Court will likely be held during normal weekday business hours.
- Court costs for municipal cases would have to be made consistent with current Circuit Court costs. Court Cost will only raise to the maximum municipal level of \$35.50 not the Circuit Court level of \$187.00

Individuals interacting with the Police Department will not see any change in the way laws are enforced in the City of Carthage. Police reports and police records will continue to be maintained by the City at the Police Department.

The selection of Option 2 has the following positive impacts:

- Improves separation of powers between municipal court and other municipal branches of city government.
- Improves Presiding Judge's oversight of municipal court operations, complying with the Rule 37 requirements.
- Reduces City's SB 5 and SB 572 regulatory and reporting burden on City Staff.
- Eliminates need for City to hire additional personnel to act as court Bailiffs and additional Prosecuting Attorney Staff.
- County Court employees multiple administrative/clerical staff which reduces service gap when municipal court administrative support is not present due to vacation illness, training and other time off.
- Has net structural positive budget impact on the proposed fiscal 2019 budget.

If Option 2 is approved, state statute provides a transition period of up to six months to complete the court transfer. This would allow the City to meet with the Presiding Judge to work out the specifics of a transfer.

Section 479.040 of the Revised Statutes of the State of Missouri, authorize the Governing Body of each City to select the venue to hear violations of the City Code.

RSMO 479.040. Cities may elect where violations of municipal ordinances may be heard. — 1. (1) Any city, town or village with a population of less than four hundred thousand may elect to have the violations of its municipal ordinances heard and determined by an associate circuit judge of the circuit in which the city, town or village, or the major geographical portion thereof, is located; provided, however, if such election is made, all violations of that municipality's ordinances shall be heard and determined before an associate circuit judge or judges. If a municipality has elected to have the violations of its municipal ordinances heard and determined by an associate circuit judge, the municipality may thereafter elect to provide for a municipal judge or judges to hear such cases; provided, however, if such later election is made, all violations of that municipality's ordinances shall be heard and determined before a municipal judge. Nothing in this subsection shall preclude the transfer or assignment of another judge to hear and determine a case or class of cases when otherwise authorized by provisions of the constitution, law, or court rule. Nothing in this section shall preclude an election made under the provisions of subsection 4 of this section.

(2) 2. If, after January 1, 1980, a municipality elects to have the violations of its municipal ordinances heard and determined by an associate circuit judge, the associate circuit judge or judges shall commence hearing and determining such violations six months after the municipality notifies the presiding judge of the circuit of its election. With the consent of the presiding judge, the associate circuit judge or judges may commence hearing such violations at an earlier date.

**Fiscal Impact:** Under Option 1, the combination of the Municipal Court budget and the City Attorney's budget are projected to increase approximately 30.81% from the fiscal 2018 approved budgets. This amounts to approximately \$53,200 for next year. Because the Judge's position would not be for an entire fiscal year, the amount would increase in 2020 to absorb this full cost. This is predicated upon replacing the Judge when he retires with another Judge at a higher salary, if one can be found, or a firm. The current salary for the Current Judge is approximately \$10,500 per year. The unique arrangement of Carthage's Court and Judge's salary was a series of circumstances related to the individual Judge's personal situation. This also includes an increase in the proposed City Attorney budget for fiscal 2019 to include additional support staff for the Prosecuting Attorney and additional Prosecuting Attorney hours. One factor that would not be under the City's control is the unfunded mandates imposed by the Legislature or the Supreme Court. As either of these entities sees fit, they can pass additional laws or impose regulations that the Court has to impose. The City would be forced to adopt these changes and absorb the costs. The changes stated above do not include any changes for the Bailiffs situation or any software changes under these rules. However, the changes for electronic requirements are supposed to be covered by changes the State is in the process of implementing.

The City anticipates continued changes in the municipal court operations as SB 5-SB 572 and OSCA Rule 37 changes are fully implemented. Additionally, as the Legislature and/or the Supreme Court see fit to make changes in the future the City will be in the position of having to implement these at its own cost.

**Option 2** has a potential for a more positive fiscal impact for the City than Option 1. In this situation, the City retains revenue from fines while the Circuit Court funds most of the municipal court operations. Further, the Circuit Court would be in a better position to lobby the Legislature to seek additional funding in the event that the Legislature and/or the Supreme Court impose additional requirements to "fix the situation" as they determine. Further, the cost associated with the City Attorney's (Prosecuting Attorney) proposed budget to include additional staff to comply with the Court Rule 37 mandate would go away. The Municipal Court budget would be reduced by the appropriate portion of the Judge's salary. The current administrative staff would be retained in the budget and assigned to duties necessitated by Rule 37, and other duties as determined. Court fees for municipal court cases would possibly change to become consistent with current Circuit Court costs and would be retained by the Circuit Court. The City would continue to receive the revenue from fines and penalties for municipal offenses. Although the Circuit Court would be responsible for most court operating costs, the City would continue to incur court legal expenses each year as specified above.

**Legal Impact:** No significant legal impact. There are no significant changes in the operation and function of the municipal court other than that an Associate Circuit Court Judge will act directly as the Municipal Court Judge, rather than having a separate Municipal Court Judge.

Lastly, another important reason for taking this action at this time is in anticipation that the court transfer laws may change to be less favorable to the cities in the future. We feel that a transfer under the current laws allowed us to control our own destiny under relatively favorable conditions.

**Recommendation:** Staff recommends City approval of an ordinance transferring the Municipal Court and Municipal Court docket to the Jasper County Circuit Court.

**COUNCIL BILL NO. 18-17**

**ORDINANCE NO.**

An Ordinance authorizing the Mayor to enter into an agreement with G&G Construction Inc. for storm water and intersection improvements at Myers Park, 6<sup>th</sup> and Grant, and Euclid to Highland, Carthage Missouri.

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into an agreement, pursuant to the agreed to requirements of the bid specifications, with G&G Construction Inc. for storm water and intersection improvements a cost of \$363,232.22 a copy of the specifications/contract 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 \_\_\_\_\_, 2018.**

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

**ATTEST:**

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

**Sponsored by: Public Works**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and G & G Construction Co., Inc. doing business as (an individual), or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of Carthage Stormwater Projects ~ 2018, Carthage, Missouri.
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within ninety (90) consecutive calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.
5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Three Hundred Sixty-Three Thousand Two Hundred Thirty-Two and 22/100 Dollars (\$363,232.22).
6. The term "CONTRACT DOCUMENTS" means and includes the following:
  - (A) Invitation to Bid
  - (B) Instructions to Bidders
  - (C) Bid
  - (D) Bid Bond
  - (E) Agreement Form
  - (F) Notice of Award
  - (G) Notice to Proceed
  - (H) Performance Bond
  - (I) Payment bond
  - (J) General Conditions of Contract
  - (K) Supplementary Conditions
  - (L) Specifications prepared by Anderson Engineering, Inc. and dated February, 2018.
  - (M) Drawings prepared by Anderson Engineering, Inc. and dated February, 2018.
  - (N) Addenda

No. <u>1</u>	dated <u>March 12</u>	2018
No. <u>2</u>	dated <u>March 23</u>	2018
No. <u>3</u>	dated <u>March 26</u>	2018
No. _____	dated _____	20__
No. _____	dated _____	20__

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

City of Carthage

(SEAL) \_\_\_\_\_

By \_\_\_\_\_

Attest \_\_\_\_\_

Name Dan Rife  
(Please Type or Print)

Name Traci Cox  
(Please Type or Print)

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) \_\_\_\_\_

By \_\_\_\_\_

Attest \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type or Print)

Name \_\_\_\_\_  
(Please Type or Print)

Title \_\_\_\_\_

NOTICE OF AWARD .....00501

TO: G & G Construction Co., Inc.  
P.O. Box 863  
Carthage, Missouri 64836

PROJECT Description: Carthage Stormwater Projects ~ 2018, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated February 28, 2018 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Three Hundred Sixty-Three Thousand Two Hundred Thirty-Two and 22/100 Dollars (\$363,232.22).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

City of Carthage

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

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

**COUNCIL BILL NO. 18-18**

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

An Ordinance authorizing the Mayor to enter into an agreement with Guarantee Roofing, Inc. for Roof Repairs to City Buildings, Carthage Missouri.

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into an agreement, pursuant to the agreed to requirements of the bid specifications, with Guarantee Roofing, Inc for roof repairs including labor, material, equipment, and salvage of old roofs for the sum of \$435,950.00 copy of the specifications 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 \_\_\_\_\_, 2018.**

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

**ATTEST:**

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

**Sponsored by: Public Works**



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Memorial Hall

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to preform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 147,640.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



***Guarantee Roofing, Inc.***

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage

Fire Station Alt # 1

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new substrate and 60 mil TPO in lieu of standing seam roof.  
Install new flashings on perimeters and penetrations. Remove all trash from job site. Mechanically attached roof system.

**Total Job Cost-** 78,760.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage  
Police Station

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to preform in a workmanlike manner, the following work as detailed below.

- Install new 60 mil TPO on entire roof and parapet walls.
- Install new flashings on all perimeters and penetrations.
- remove all trash from job site.

**Total Job Cost-** 54,420.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Golf Course Restroom Bldg.10

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to preform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 3,190.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
*said materials passes to purchaser.*

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Cart Barn Bldg. 12

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 9,460.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Golf Club House and Pro Shop Bldg.13

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 6,180.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



***Guarantee Roofing, Inc.***

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage

Parks and Recreation

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new substate on metal roof. Install 60 mil. TPO on entire roof. Install new flashings on perimeters and all penetrations . Remove all trash from job site.

**Total Job Cost-** 49,100.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Material remains the property of Seller, until contract is paid in full, at which time title of said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



***Guarantee Roofing, Inc.***

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage

Tool House

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new substate on metal roof. Install 60 mil. TPO on entire roof. Install new flashings on perimeters and all penetrations. Remove all trash from job site.

**Total Job Cost-** 14,300.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Material remains the property of Seller, until contract is paid in full, at which time title of said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Hog Barn

Bldg.28

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 22,900.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Material remains the property of Seller, until contract is paid in full, at which time title of said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Salt Storage

Bldg.34

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to preform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 6,680.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
*said materials passes to purchaser.*

Owner \_\_\_\_\_ Date \_\_\_\_\_



***Guarantee Roofing, Inc.***

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Street Dept. Equipment Storage Bldg. 35

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 32,720.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage  
Recycling Center

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to perform in a workmanlike manner, the following work as detailed below.

Install new substate on metal roof. Install 60 mil. TPO on entire roof. Install new flashings on perimeters and all penetrations. Remove all trash from job site.

**Total Job Cost-** 9,600.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Material remains the property of Seller, until contract is paid in full, at which time title of said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_



**Guarantee Roofing, Inc.**

P.O. Box 3585 Joplin MO. 64803 1-417-624-0002

City of Carthage, MO

Recycling Center

Bldg.39

In consideration of the promises herein contained, it is mutually agreed as follows

Guarantee Roofing Inc. promises to furnish the necessary labor, materials and equipment to preform in a workmanlike manner, the following work as detailed below.

Install new roof per plans and specs.

**Total Job Cost-** 1,000.00

**Terms of Payment:**

**Acceptance of Proposal**

The above priced specifications and conditions are satisfactory and are hereby accepted  
You are authorized to do the work as specified. Payment will be made as outlined above.  
Material remains the property of Seller, until contract is paid in full, at which time title of  
said materials passes to purchaser.

Owner \_\_\_\_\_ Date \_\_\_\_\_

***NEW  
BUSINESS***

**COUNCIL BILL NO. 18-19**

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

An Ordinance authorizing the Mayor to enter into an agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract for fiscal year 2018-2019 (\$51.00 per ton of asphalt to include tack oil).

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into an agreement with Blevins Asphalt for the Annual Asphalt Paving Contract for the year 2018-2019, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

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

**ATTEST:**

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

*Since 1949*

# **Blevins Asphalt**

**Construction Co., Inc.**

**April 4, 2018**

**City of Carthage, MO**

**Dear Council,**

**We would like to give the City of Carthage the option to extend the street paving and milling contract prices from 2014 to 2015. The unit prices are as follows:**

<b>Asphalt Street Paving:</b>	<b>\$51.00 per ton</b>
<b>Edge Milling:</b>	<b>\$4.05 per square yard</b>
<b>Full Width Milling:</b>	<b>\$3.00 per square yard</b>
<b>Tie-In Milling:</b>	<b>\$29.50 per square yard</b>
<b>Asphalt paving: (SP-125C superpave)</b>	<b>\$53.00 per ton</b>

**Note: above asphalt prices include tack oil application**

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***Adam Boswell VP  
Blevins Asphalt Const. Co., Inc.***

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***City of Carthage, MO.***

**Blevins Asphalt Construction Co., Inc. ♦ P.O. Box 230 ♦ Mt. Vernon, MO 65712  
Phone: (417) 466-3758 ♦ Fax (417) 466-7914  
[www.blevinsasphalt.com](http://www.blevinsasphalt.com)**

COUNCIL BILL NO. 18-20

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

**AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF CARTHAGE, MISSOURI TO EXECUTE A CONTRACT BETWEEN THE CITY OF CARTHAGE AND A.T. URBAN DEVELOPMENT, INC., 6891 HIGHWAY 125 SOUTH, CHADWICK MO 65629, FOR SIDEWALKS ALONG RT. 571 (GRAND AVE) FROM AIRPORT DR. TO ABOUT 500 FT. SOUTH OF GEORGE E PHELPS BLVD., (TAP -1601 (702) SIDEWALK IMPROVEMENT PROJECT.**

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri a Contract with A.T. Urban Development, Inc., 6891 Highway 125 South, Chadwick MO 65629, for sidewalks along Rt. 571 (Grand Ave) from Airport Dr. to about 500 ft. south of George E Phelps Blvd., (TAP -1601 (702) Sidewalk Improvement Project, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

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

**ATTEST:**

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

Sponsored by: Public Works Committee

***MAYOR'S  
APPOINTMENTS***

# Mayor's Appointments

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May 2018

**Jasper County Extension Center**  
***2 Year Term - 1 Members- Meets First Tuesday, Extension Center***

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>
Andy Cloud	358-5855	2023 S. Paradise Ln.	5/24/2016

**Care Leave Committee**  
***2 Year Term - 7 Members - Meets On Call***

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>
Josh Cahoon	237-7200	310 W. 4 <sup>th</sup>	05/08/2018

# ***RESOLUTIONS***

**RESOLUTION NO. 1833**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI AUTHORIZING THE APPROVAL OF CHANGE ORDER TO THE CONSTRUCTION CONTRACT FOR THE RIVER STREET AND FAIRVIEW AVENUE INTERSECTION IMPROVEMENTS PROJECT.**

**WHEREAS**, change orders which are revisions to a construction contract are an integral part of construction contracts administered by the City; and

**WHEREAS**, decisions on change orders must often be made in a timely manner to allow the contractor to continue with the work with a minimum of administrative delay; and

**WHEREAS**, no payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable; and

**WHEREAS**, the City of Carthage has established a formal policy and procedure which allows the approval of change orders; and

**WHEREAS**, the proposed Change Order meets the policy guidelines and has been reviewed and recommended by the appropriate staff and parties to the contract;

**NOW, THEREFORE BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI**, that Attachment Change Order is hereby approved.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

**Attest:**

---

**Dan Rife, Mayor**

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**Traci Cox, City Clerk**

Sponsored by: Mayor & Staff



**CHANGE ORDER NO. 3**

Bennett, Inc.  
103 NE 15th Lane  
Lamar, Missouri 64759

River Street and Fairview Avenue ( Hwy E )  
Intersection Improvements  
Carthage, Missouri  
5/2/2018

Dear Sir:  
This change order is issued to authorize a change in the scope of contractual obligations and to revise the contract price in accordance thereof.

Item No.	Item Description	Unit	Qty	Unit Price	Extended Total
CO 3-1	18" HDPE PIPE	LF	220	\$ 50.00	\$ 11,000.00
CO 3-2	CONCRETE COLLAR (18" PIPE)	EA	10	\$ 200.00	\$ 2,000.00
CO 3-3	AREA INLET	EA	2	\$ 2,500.00	\$ 5,000.00
1-22	CONCRETE PAVEMENT (4" THICK)	SY	2.5	\$ 45.00	\$ 112.50
2-10	MORTAR JOINT BEND (18" RCP)	EA	1	\$ 200.00	\$ 200.00

**TOTAL AMOUNT** \$ 18,312.50

Change Order Number 1, Net ADD \$ -  
Change Order Number 2, Net ADD \$ 2,070.96  
Change Order Number 3, Net ADD \$ 18,312.50  
Original Contract Amount \$ 447,883.80  
Revised Contract Amount, per Change Order #3 \$ 468,266.96

ACCEPTED BY ENGINEER:  
Anderson Engineering  
Jason Eckhart, Vice President

ACCEPTED BY OWNER:  
City of Carthage, MO  
Dan Rife, Mayor

ACCEPTED BY CONTRACTOR:  
Bennett, Inc.

By: Jason Eckhart  
Date: 5/2/18

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

Printed Name: \_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_



4/23/2018

Anderson Engineering  
Jason Eckhart, P.E.  
1745 S. Garrison Ave.  
Carthage, MO 64836

**CHANGE PROPOSAL**

Jason,

Request for change on Fairview Ave. East of River Street, this will be HDPE in lieu of open ditch. This reflects a \$1000.00 deduct from our quote earlier removing the FES.

220' 18" HDPE pipe @ 50.00lf	11000.00
10 concrete collars for 18" pipe @ 200.00ea	1000.00
2 area inlets @ 2500.00ea	<u>5000.00</u>

Total cost for change	17000.00
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Sincerely,

Sheri L. McWilliams  
Bennett, Inc.

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

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, APRIL 23, 2018 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Darren Collier, Juan Topete, Tim Shields and Alan Snow.

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, City Clerk Traci Cox, Amon Henady, and Council Member Ceri Otero.

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Shields made a motion to accept the minutes of the April 9, 2018 Budget Meeting. Motion carried 4-0.

**NEW BUSINESS:**

**Mr. Short** reviewed the mission statement of the FY 2019 Budget and the current revenue and expenditure projections for FY 2019 Budget.

**Fiscal 2019 Agency Budget Hearings:** The following agencies presented their requests:

<b>Chamber of Commerce:</b> Mark Elliff and Steve Willis	\$ 118,075.00
<b>Humane Society:</b> Debra Bell and Rachel Bell	\$ 33,000

Committee Member Tim Shields left the meeting at 6:23 p.m.

<b>Convention &amp; Visitors Bureau:</b> Wendi Douglas and	\$ 75,000.00	General Fund
Steve Willis	\$ 102,000.00	Lodging Fund

\*The requested amount of \$ 75,000.00, as proposed, would be utilized to install a Wayfinding Signs program.

**Mr. Short** also discussed budgets for the Carthage Baseball/Softball programs.

**Staff Reports:** None

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 7:21 P.M. on motion by Mr. Topete.

Respectfully submitted,  
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, APRIL 24, 2018  
CITY HALL COUNCIL CHAMBERS**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong, and Kirby Newport.  
Committee member Brady Beckham was absent.

**OTHER COUNCIL MEMBERS:** None.

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

Chairperson Ceri Otero called the meeting to order at 4:45 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the April 10, 2018 meeting were approved 3-0.

**Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report before it was approved 3-0 on a motion by Mr. Newport.

**NEW BUSINESS:**

**Staff Reports:** Ms. Cox reported she continues to work with MPR to determine additional payments for the buildings in which the bids had exceeded the original repair estimate. She also informed the committee that she will not be present at the May 8 meeting due to her attendance at the GFOA National Conference.

Mr. Newport discussed the internet security policies for the city.

Ms. Otero discussed the need to change the regularly scheduled meeting time to 5:30 p.m. to allow all members to attend and to align with the meeting time of all other Standing Committees. The new meeting time will be effective at the May 8 committee meeting.

**ADJOURNMENT:** Mr. Newport made a motion to adjourn at 5:16 PM. Motion carried 3-0.

Traci Cox  
City Clerk

BUDGET WAYS & MEANS COMMITTEE  
WEDNESDAY, APRIL 25, 2018 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Darren Collier, Juan Topete, Tim Shields and Alan Snow.

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull, City Attorney Nate Dally, City Clerk Traci Cox, IT Technician Amon Henady and John Hacker.

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

**OLD BUSINESS:**

lty

**Approval of minutes from previous meeting:** Minutes for the April 23 Budget were approved unanimously on a motion by Mr. Shields.

**NEW BUSINESS:**

**Fiscal 2018 Department Budget Hearings:**

Mr. Short presented a brief overview of each fund, fund balances, existing personnel costs and other financial statistics for Fiscal Year 2019.

The Committee reviewed Departments as follows:

- Police Chief Greg Dagnan:  
General Fund Departments: Police, Taxi
- Police Chief Greg Dagnan and IT Technician Amon Henady:  
General Fund Department: Information Technology
- City Attorney Nate Dally:  
General Fund Department: City Attorney
- City Attorney Nate Dally and City Clerk Traci Cox:  
General Fund Department: Municipal Court
- Public Works Director Zeb Carney:  
General Fund Departments: Street, Public Works, Street/Engineering Projects
- Fire Chief Roger Williams:  
General Fund Departments: Fire Department, Emergency Management
- Parks Director Alan Bull:  
General Fund Departments: Pool, Parks
- City Administrator Tom Short and City Clerk Traci Cox  
General Fund Departments: Administration, Memorial Hall, Civil War Museum,  
Central Municipal Activities
- Parks Director Alan Bull:  
Other Funds: Golf Course
- Parks Director Alan Bull and Public Works Director Zeb Carney:  
Other Funds: Parks/Stormwater, Public Health, Capital Improvements Tax
- Fire Chief Roger Williams:  
Other Funds: Fire Sales Tax
- City Administrator Tom Short:  
Other Funds: Landfill Closure, Parks & Recreation, Meyers Park, Judicial  
Education, Economic Development and all other funds not covered above.

**Staff Reports:** None

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 10:00 P.M. on motion by Mr. Snow.

Respectfully submitted,  
Traci Cox

BUDGET WAYS & MEANS COMMITTEE  
THURSDAY, APRIL 26, 2018 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Darren Collier, Tim Shields, Juan Topete, and Alan Snow

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Tom Short, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull, City Clerk Traci Cox, IT Technician Amon Henady and Council Member Ceri Otero. Carthage Press Editor John Hacker and Abi Almandinger were also present.

**CWEP REPRESENTATIVES:** General Manager Chuck Bryant and Board Member Brian Schmidt.

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Snow made a motion to approve the minutes for the April 25 Budget Hearings. Motion carried 3-0.

Committee Member Tim Shields arrived at 5:32 p.m.

**NEW BUSINESS:**

**Fiscal 2019 CWEP Budget Hearings:** Chuck Bryant and Kelli Nugent presented the CWEP Budget by beginning with highlights before going into specific details.

Committee Member Tim Shields left the meeting at 7:08 p.m.

**Consider and discuss perfection of Fiscal 2019 Annual Operating and Capital Budget:**

Mr. Short gave a brief overview of the General Fund Balance. The Committee discussed the addition of the IT Department, increased costs associated with the Municipal Court to meet State Mandates, and capital items. Mr. Short will make some adjustments to the budget and bring back to committee for approval.

**Staff Reports:** None

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 7:44 P.M. on motion by Mr. Snow.

Respectfully submitted,  
Traci Cox

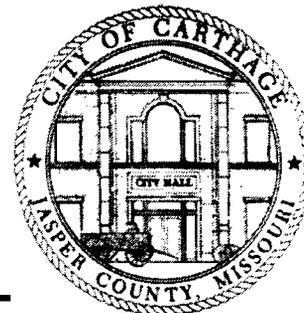
# PUBLIC WORKS COMMITTEE

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

*"America's Maple Leaf City"*

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## 05-01-18 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, David Armstrong, Ceri Otero, Alan Snow

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

Guests present: Darren Collier, Ward IV Council Member, Kurt Schulte & Brandon Williams, and John Hacker

May 1, 2018 Public Works Committee meeting called to order at 5:30 p.m. by Chairman, Mike Daugherty.

A motion was made by David Armstrong to accept the minutes from the March 6th meeting. All ayes. Motion carried.

Citizen Participation: None

New Business: Brandon Williams presented MBN Construction's plans for a low income housing project to be built in Lakeview Estates. Kurt Schulte, a consultant, presented their plan to rent the houses for 15 years and then present the tenant with the option to buy with part of the rent going towards a down payment. There will be 3 and 4 bedroom houses. Ceri Otero made a motion to move their presentation before the full council for a letter of recommendation. All ayes, motion passed.

Zeb presented the bid opening for the 2001 Chevy pickup to the committee. There was only one bid for \$401.95 made by Michael Bisbee. David Armstrong made a motion to accept Michael Bisbee's bid. All ayes, motion passed.

Anderson Engineering sent a letter of recommendation for the Phase III Sidewalk TAP Project. The low bid of \$177,580.40 was sent by A T Urban Development. David Armstrong made a motion that the committee accept the low bid by A T Urban Development. All ayes, motion passed.

Zeb presented the proposal from Blevins for their contract renewal. Their rates will remain at \$51.00 a ton. Ceri Otero made a motion to accept Blevin's contract price. All ayes, motion passed.

The city has \$67,608.22 available for street paving. Zeb presented a plan to use those funds for paving a section of Fairview from Garrison to Grand, Douglas Place, and Douglas Court. Alan Snow made a motion to approve the paving projects. There were 3 aye votes and 1 nay. Motion still carried.

Staff Reports:

Zeb Carney reported on the following:

- We have been making some improvements on the Over 60 Center ....Lights in the walkway, new doors and also a new lighting project for later this year.
- We met with Summit Truck Group to consider having a fleet agreement with them. They are presenting a large discount for citywide agreement.
- Fairview and River Street Intersection is going good.

Tom Short reported on the following:

The bid opening for the Wayfinding Signs will be Friday, May 4<sup>th</sup>

Committee Member Reports: None.

Ceri Otero made a motion to adjourn at 6:45 p.m. All ayes. Motion carries.

***MINUTES***  
***SPECIAL***  
***COMMITTEES***  
***AND BOARDS***

MINUTES  
CARTHAGE TREE BOARD

May 2, 2018  
5:15 P.M.  
Park Department Office

Tree Board Members Present; Robert Balek, Ed Browning and Dale Hopp.  
Tree Board Members Absent: None.  
Non-Members Present; Alan Bull, Jon Skinner and Brian Stringer.

Meeting was called to order at 5:17.

A) Consider and discuss possible T.R.I.M. Grant from MDC – Mr. gave an up-date as to where he was on the grant. Due to City Budget work he stated he had fallen a little behind but Ms. Neubert was working on the grant and it should be on track to be completed in time. The Board discussed the items that would be included in the grant and the times that go with the items. Mr. Skinner gave some ideas of what would need to be included in the grant.

B) Consider and discuss possible candidates for the Tree Board – Mr. stated there were still vacancies but Mr. Stringer had asked to be appointed to the Board. Mr. Balek had reached out to a citizen about serving on the Board but hadn't heard back from the individual yet. Mr. Bull stated he needed to talk to the Mayor as it seems Mr. Smith may not have been taken off the Board as of this time. Mr. Bull will report back to the Board with his findings.

C) Consider and discuss up-date on City Tree Ordinance- Mr. Bull reported the City Attorney has acknowledged receiving the proposed Ordinance and hopefully will meet with Mr. Bull soon. Mr. Bull reported he hoped to have the up-dated Ordinance in the Boards hands by next meeting.

Any other business:

At this time Mr. Stringer asked to report on Carthage in Bloom. This is a project that Mr. Stringer is working on and it is something that also involves trees. Mr. Stringer explained the reviewing process that would take place and all the items that dealt with trees. Mr. Stringer asked for Board members to attend the meeting with America in Bloom representatives at the assessment meeting if possible. There was some discussion as to what the proposed seminar hosted by the Tree Board would be named.

**Meeting adjourned 6:02**

# Carthage Chamber of Commerce Board of Directors

Thursday, March 15, 2018 at 7:30 a.m.

Members present:

Steve Willis, Chair  
Roy Mason, Vice Chair  
Kimberly Fullerton  
Robert Goar  
Rodney Hinds  
Scott Watson  
Gregg Wolf, ex-officio

Members absent:

Brian Schmidt, Treasurer  
Paul Eckels  
Dr. Jon Haffner  
Tina Hallmark  
John Lenahan  
Elizabeth Simmons  
Chuck Bryant, ex-officio  
Tom Flanigan, ex-officio  
Tom Short, ex-officio

Liaisons present:

Jim Benton, liaison  
Jason Shelfer, liaison

Liaisons absent:

Wendi Douglas, liaison

Staff present:

Mark Elliff, Pres/Sec  
Neely Myers

Staff absent:

Mary Jo Little

Board Chair Willis began the meeting at 7:35 a.m. and introduced Shania Parsons, a Carthage High School senior, who is job shadowing Elliff for the day. Quorum not present.

January financial reports: Elliff reviewed the monthly summary and noted that projected year-end net income was projected to be notably higher than budgeted, due to Maple Leaf, Banquet, and Expo. There being no questions, the reports were filed for audit.

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

Ambassadors: Myers reviewed the written report in the Board packet; there were no questions.

Economic Development: Elliff reported the group had its first meeting in February, with future meetings planned to follow the Chamber board meeting. There were no questions.

Emerging Leaders: Upcoming calendar dates discussed

Maple Leaf: Written report in the Board packet was reviewed; there were no questions.

Marketing/Expo: Myers reviewed the written report in the Board packet, noting a couple invoices yet to be received. There were no questions.

Public Policy: Elliff reported that the committee met and reviewed the legislative tracking sheet. There were no recommendations offered by the committee.

Ministerial Alliance: Benton reported the dates for the upcoming teacher appreciation breakfast (Apr. 2) and 5<sup>th</sup> Sunday Community Service (Apr. 29) as well as noting several Easter egg hunts and celebrations in the community.

Vision Carthage: Myers reported that the Board had approved "Carthage in Bloom" and that 7 priorities had been identified at the strategic planning meeting and each of those priorities was being sub-divided into short, medium, and long-range goals.

Chairman's report: Willis referred to the diligence of Elliff in his Economic Development efforts.

President's report: There were no questions regarding the written report in the Board packet. Elliff added information regarding the March 30<sup>th</sup> Cyber Awareness seminar given by the MSSU SBTDC and supported by multiple Chambers.

City of Carthage: Shelfer reported discussion of roof replacement from hail damage, zoning changes, and a contract for walkways in Central Park. Shelfer further reported his attendance at the recent ground breaking for the #2 Carthage Fire Department and future attendance at the March 27 Candidate Forum.

Jasper County: No report.

Old Business: Whistleblower & Code of Conduct contracts were given to Board members who have not yet filled them out.

New Business: Willis asked if there was a general consensus regarding our Economic Development request to the City as quorum was not present.

Strategic Planning: Myers gave a shortened version of the Chamber 101 program.

There being no additional reports, the meeting ended at 8:37.

**Upcoming events:**

1. 3/16 .... Webb City Eggs & Issues, 10:15 a.m.
2. 3/22 .... Kona Ice of Joplin Ribbon Cutting, 12:30 p.m.
3. 3/27 .....Local City/School Board Candidate Forum
4. 3/27 .....CEL "People You Need to Know" w/Steve Beimdiek, 11:30 a.m.
5. 3/29 .... McDonalds Ribbon Cutting, Noon
6. 3/29 .....CEL planning meeting, 3-5 p.m.
7. 4/6 .... Powers Museum Ribbon Cutting, Noon
8. 4/18 .... Carthage Library Quarterly Luncheon, 11:30 a.m.
9. 4/20 .... Joplin Eggs & Issues, 10:15 a.m.

**The next meeting of the board is scheduled for Thursday, April 19 at 7:30 a.m. at the Chamber office.**

***AGENDAS  
STANDING  
COMMITTEES***

**--NOTICE OF MEETING--**  
**PUBLIC WORKS COMMITTEE**  
**MAY 1, 2018**  
**5:30 PM**  
**PUBLIC WORKS DEPT**  
**623 E 7<sup>TH</sup> STREET**  
**--TENTATIVE AGENDA--**

**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 certification of consistency for a low income housing tax credit –  
Presented by Kurt Schulte & Brandon Williams
2. Consider and discuss the bid opening for the 2001 Chevy Pickup sent to surplus
3. Consider and discuss the bid opening for the Phase III Sidewalk (TAP) Project
4. Consider and discuss Blevins Contract Renewal
5. Consider and discuss leftover 2017 paving funds for Fairview, Douglas Place and Douglas Court.

**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: 4/27/2018**

**BY: Marcia Weng**

PUBLIC SERVICES COMMITTEE  
MONDAY MAY 7, 2018  
5:30 P.M.  
PARK DEPARTMENT OFFICE  
521 ROBERT ELLIS YOUNG DRIVE

**Old Business**

1. Consideration and approval of minutes from previous meeting

**CITIZENS PARTICIPATION**

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

**New Business**

1. Consider and discuss request for sale of food in Carter Park for fund raiser.
2. Consider and discuss pool agreement for YMCA management of Carthage pools.
3. Consider and discuss bicycle tour through Carthage as requested by CVB.
4. Consider and discuss an ordinance to amend Article II, Division 2, Sections 2-34, 2-46 and Article II, Division 3, 2-56 of the Code of Carthage providing for the order of business and opening of meetings in the City of Carthage, Missouri.
5. Consider and discuss possible pro shop construction.

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

May 8, 2018

5:30 PM

Carthage City Hall

Agenda

**Old Business**

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

**Citizens Participation**

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

**New Business**

1. Staff Reports

**Adjournment**

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

Posted \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

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

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

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

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

## COMMISSION AGENDA

APRIL 17, 2018

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PLEDGE OF ALLEGIANCE
  - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED APRIL 13, 2018 AT 4:00 P.M.

(RSMO 610.020)



Commerce • Community • Connection

## Board of Directors Meeting

Thursday, April 19, 2018

7:30 a.m.

**Vision Statement** - To foster and facilitate the success of Carthage area businesses, so our community is financially healthy and the people living, working, and playing in Carthage can enjoy a higher quality of life.

**Mission Statement** - To improve the overall business climate for our members and quality of life for the community through sponsorship of programs which promote civic and economic development, stimulate growth, and support relevant political action.

### Agenda

1. Call to Order
2. Review of March meeting notes
3. Financial Report
4. Membership Report
5. Committee Reports
  - a. Ambassadors - Tina Hallmark (Haffner)
  - b. Economic Development - Mark Elliff (Willis)
  - c. Emerging Leaders - Kimberly Fullerton (Hinds)
  - d. Maple Leaf - Steve Willis (Mason)
  - e. Marketing/Expo - Roy Mason (Simmons/Lenahan/Goar)
  - f. Public Policy - Steve Willis (Watson)
6. Partner Reports
  - a. CVB - Wendi Douglas (Willis/Elliff)
  - b. Ministerial Alliance - Jim Benton
  - c. Vision Carthage - Neely Myers (Elliff)
7. Chairman's Report
8. President's Report
9. City of Carthage Report
10. Jasper County Report
11. Old Business
  - a. As needed
12. New Business
  - a. As needed
13. Strategic Planning update

14. Upcoming calendar items
15. Closed Session planned in accordance with Missouri Sunshine Law Section 610.021.3
16. *Next Meeting - Thursday, May 17, 2018*
17. Adjourn

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

**2018 Board of Directors meetings total = 3**

Steve Willis	2	Dr. Jon Haffner	2	Ministerial Alliance	2
Roy Mason	3	Tina Hallmark	2	CVB	1
Brian Schmidt	2	Rodney Hinds	2	Carthage City Council	1
Paul Eckels	2	John Lenahan	0	CWEP	0
Kimberly Fullerton	3	Elizabeth Simmons	2	Jasper Co. Commission	0
Robert Goar	2	Scott Watson	3	City of Carthage	0
				Carthage Schools	2

CARTHAGE TREE BOARD

WEDNESDAY, MAY 2, 2018  
5:15 P.M.

CARTHAGE PARK DEPARTMENT  
MUNICIPAL PARK

TENTATIVE AGENDA

1. Consider and discuss possible T.R.I.M. Grant from MDC.
2. Consider and discuss possible candidates for Tree Board.
3. Consider and discuss up-date on City Tree Ordinance.
4. Any 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: \_\_\_\_\_

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, May 15, 2018 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM  
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

2018-19 Budget

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

Closed Session

Adjournment



CARTHAGE  
PUBLIC LIBRARY

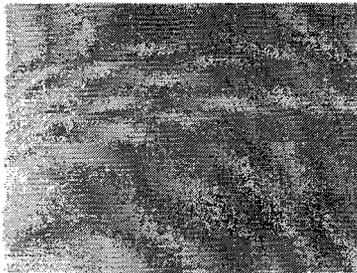
612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us



CARTHAGE  
PUBLIC LIBRARY

Posted at 9:00 A.M. this 3rd day of May, 2018

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a meeting in the Carthage Public Library Board Room at 5:15 p.m. on Tuesday, May 15th, 2018.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

# ***CORRESPONDENCE***

**Department Head - Fire District Board Report  
2018**

January			
Type of Incident	District	City	Total
Residential Structure Fire	0	2	2
Commercial Structure Fire	0	0	0
Vehicle Fire	1	1	2
Natural Cover Fire	13	2	15
Motor Vehicle Accident	11	5	16
Medical Call	29	81	110
Hazardous Materials	0	1	1
Automatic/Mutual Aid	5	0	5
Miscellaneous	14	39	53
<b>Total Month to Date:</b>	<b>73</b>	<b>131</b>	<b>204</b>
<b>Total Year to Date:</b>	<b>73</b>	<b>131</b>	<b>204</b>
<b>Previous Month to Date:</b>	<b>61</b>	<b>121</b>	<b>182</b>
<b>Previous Year to Date:</b>	<b>61</b>	<b>121</b>	<b>182</b>

February			
Type of Incident	District	City	Total
Residential Structure Fire	2	2	4
Commercial Structure Fire	0	1	1
Vehicle Fire	1	0	1
Natural Cover Fire	6	0	6
Motor Vehicle Accident	10	9	19
Medical Call	21	54	75
Hazardous Materials	0	4	4
Automatic/Mutual Aid	7	0	7
Miscellaneous	19	30	49
<b>Total Month to Date:</b>	<b>66</b>	<b>100</b>	<b>166</b>
<b>Total Year to Date:</b>	<b>139</b>	<b>231</b>	<b>370</b>
<b>Previous Month to Date:</b>	<b>127</b>	<b>221</b>	<b>348</b>
<b>Previous Year to Date:</b>	<b>188</b>	<b>342</b>	<b>530</b>

March			
Type of Incident	District	City	Total
Residential Structure Fire	2	1	3
Commercial Structure Fire	0	0	0
Vehicle Fire	3	1	4
Natural Cover Fire	7	5	12
Motor Vehicle Accident	2	5	7
Medical Call	20	66	86
Hazardous Materials	0	3	3
Automatic/Mutual Aid	3	22	25
Miscellaneous	19	0	19
<b>Total Month to Date:</b>	<b>56</b>	<b>103</b>	<b>159</b>
<b>Total Year to Date:</b>	<b>195</b>	<b>334</b>	<b>529</b>
<b>Previous Month to Date:</b>	<b>183</b>	<b>324</b>	<b>507</b>
<b>Previous Year to Date:</b>	<b>371</b>	<b>666</b>	<b>1037</b>

April			
Type of Incident	District	City	Total
Residential Structure Fire	3	1	4
Commercial Structure Fire	0	0	0
Vehicle Fire	0	0	0
Natural Cover Fire	9	3	12
Motor Vehicle Accident	8	3	11
Medical Call	18	64	82
Hazardous Materials	2	0	2
Automatic/Mutual Aid	0	0	0
Miscellaneous	14	25	39
<b>Total Month to Date:</b>	<b>54</b>	<b>96</b>	<b>150</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>608</b>	<b>1086</b>	<b>1694</b>

May			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>845</b>	<b>1506</b>	<b>2351</b>

June			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>1082</b>	<b>1926</b>	<b>3008</b>

**Department Head - Fire District Board Report  
2018**

July			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>1319</b>	<b>2346</b>	<b>3665</b>

August			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>1556</b>	<b>2766</b>	<b>4322</b>

September			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>1793</b>	<b>3186</b>	<b>4979</b>

October			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>2030</b>	<b>3606</b>	<b>5636</b>

November			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>2267</b>	<b>4026</b>	<b>6293</b>

December			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>249</b>	<b>430</b>	<b>679</b>
<b>Previous Month to Date:</b>	<b>237</b>	<b>420</b>	<b>657</b>
<b>Previous Year to Date:</b>	<b>2504</b>	<b>4446</b>	<b>6950</b>

2018 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	7	6	13
Commercial Structure Fire	0	1	1
Vehicle Fire	5	2	7
Natural Cover Fire	35	10	45
Motor Vehicle Accident	31	22	53
Medical Call	88	265	353
Hazardous Materials	2	8	10
Automatic/Mutual Aid	15	22	37
Miscellaneous	66	94	160
<b>Total:</b>	<b>249</b>	<b>430</b>	<b>679</b>

**Summary of March 2018 Financial Report  
Carthage Chamber of Commerce**

The Carthage Chamber of Commerce finished the month of March with a net loss of -\$10,327.64 compared to a budgeted amount of -\$1,777.46. Year to date was \$61,883.66 compared to budget of \$32,447.65. Some of the highlights for March are as follows:

1. Income was \$14,191.15 compared to budget of \$21,105.44. The following are the reasons for the decrease.
  - (a) Directory income of \$6,000 was budgeted for March but has not been received. The delay is due to the Membership Directories being late in distribution. Our income is normally received 90 days after distribution.
  - (b) Memberships are \$173 above budget.
  - (c) Expo Business After Hours \$900 was budgeted for March but received in February.
  
2. Expenses were \$24,518.79 compared to budget of \$22,882.90. The following are the primary reasons for the increase.
  - (a) Total Facility Fees were \$803 over budget do to setting up more booths do to more exhibitors at Expo.
  - (b) Other supplies were up \$1482 do to the increase in exhibitors compared to budgeted number.
  
3. The above also carried over to the Year to Date bottom line as well. Maple Leaf Net Income being more than budgeted was another positive effect to the Year To Date bottom line as well as Banquet and Expo Net Income greater than budget.

**Carthage Chamber of Commerce**  
**Balance Sheet**  
 As of March 31, 2018

	Mar 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
General Checking	31,035.40
Maple Leaf Equity	30,752.17
Money Market	169,719.08
Petty Cash	200.00
<b>Total Checking/Savings</b>	231,706.65
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	18,971.92
<b>Total Accounts Receivable</b>	18,971.92
<b>Other Current Assets</b>	
Prepaid Insurance - Business	5,355.17
1499 · Undeposited Funds	115.50
<b>Total Other Current Assets</b>	5,470.67
<b>Total Current Assets</b>	256,149.24
<b>Fixed Assets</b>	
Accumulated Depreciation	-91,440.93
Building	222,745.00
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,301.39
<b>Total Fixed Assets</b>	188,400.87
<b>TOTAL ASSETS</b>	<b>444,550.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	1,160.57
<b>Total Accounts Payable</b>	1,160.57
<b>Other Current Liabilities</b>	
Accrued PTO	2,196.10
Due to Maple Leaf	25,000.00
2100 · Payroll Liabilities	3,423.03
<b>Total Other Current Liabilities</b>	30,619.13
<b>Total Current Liabilities</b>	31,779.70
<b>Long Term Liabilities</b>	
UMB Building Loan	90,807.02
<b>Total Long Term Liabilities</b>	90,807.02
<b>Total Liabilities</b>	122,586.72
<b>Equity</b>	
3900 · Retained Earnings	260,079.73
Net Income	61,883.66
<b>Total Equity</b>	321,963.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>444,550.11</b>

## Carthage Chamber of Commerce

## Profit &amp; Loss

March 2018

04/09/18

Accrual Basis

	<u>Mar 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Economic Development contract	9,310.00
Interest incomes	53.85
Maple Leaf income	50.05
Membership dues	
New member	808.00
Renewal	2,472.50
<b>Total Membership dues</b>	<b>3,280.50</b>
Miscellaneous income	293.00
Registration fees	
Expo Booth Fee	0.00
Ticket Sales	443.00
Registration fees - Other	252.00
<b>Total Registration fees</b>	<b>695.00</b>
Sponsorships	
Newsletter	98.75
<b>Total Sponsorships</b>	<b>98.75</b>
Tenant Agreement	410.00
<b>Total Income</b>	<b>14,191.15</b>
<b>Gross Profit</b>	<b>14,191.15</b>
<b>Expense</b>	
Advertising & publicity	
Signs	73.00
<b>Total Advertising &amp; publicity</b>	<b>73.00</b>
Awards & prizes	14.00
Bank & credit card fees	80.34
Car allowance	200.00
Contract services	83.40
Depreciation Expense	667.01
Dues & subscriptions	241.60
Equipment lease	221.99
Facility use fees	
Room & setup fees	4,053.00
<b>Total Facility use fees</b>	<b>4,053.00</b>
Food & drinks	
Appetizers/snacks	15.49
Beverages	178.35
Breakfasts	6.88
<b>Total Food &amp; drinks</b>	<b>200.72</b>
Insurance - health	1,505.64
Interest expense	384.87
Internet & website	99.94
Maple Leaf expense	11.19
Meals & entertainment	261.30
Mileage	59.03
Office supplies	
Office equipment	120.00
Office supplies - Other	224.95
<b>Total Office supplies</b>	<b>344.95</b>

Carthage Chamber of Commerce  
**Profit & Loss**  
March 2018

	<u>Mar 18</u>
Postage & delivery	225.00
Printing	1,640.96
Repairs & maintenance	354.24
Salaries & wages	
Employer retirement contributio	1,262.27
Payroll taxes	799.22
Salaries & wages - Other	10,609.08
<b>Total Salaries &amp; wages</b>	<b>12,670.57</b>
Scholarships	250.00
Utilities	876.04
<b>Total Expense</b>	<b>24,518.79</b>
<b>Net Ordinary Income</b>	<b>-10,327.64</b>
<b>Net Income</b>	<b>-10,327.64</b>

**Carthage Chamber of Commerce**  
**Profit & Loss Budget vs. Actual**  
**July 2017 through March 2018**

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Directory	0.00	6,000.00	-6,000.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	83,790.00	83,790.00	0.00	100.0%
Interest incomes	465.65	210.07	255.58	221.7%
Maple Leaf income	53,540.85	46,039.89	7,500.96	116.3%
<b>Membership dues</b>				
New member	7,297.50	3,750.02	3,547.48	194.6%
Renewal	82,063.60	78,839.25	3,224.35	104.1%
<b>Total Membership dues</b>	89,361.10	82,589.27	6,771.83	108.2%
Miscellaneous Income	1,544.00	400.00	1,144.00	386.0%
Postage	412.83	544.09	-131.26	75.9%
Printing & copying	274.05	722.46	-448.41	37.9%
<b>Registration fees</b>				
Christmas open house	550.00	1,000.00	-450.00	55.0%
Expo Booth Fee	17,465.00	13,000.00	4,465.00	134.3%
Mulligans	800.00	810.00	-10.00	98.8%
Putting contest	255.00	295.00	-40.00	86.4%
Quarterly Luncheon	1,392.00	1,500.00	-108.00	92.8%
Sidewalk Sale	560.00	550.00	10.00	101.8%
Team fee	1,950.00	1,940.00	10.00	100.5%
Ticket Sales	11,323.00	11,350.00	-27.00	99.8%
Registration fees - Other	3,319.00	2,695.00	624.00	123.2%
<b>Total Registration fees</b>	37,614.00	33,140.00	4,474.00	113.5%
<b>Sponsorships</b>				
Annual Banquet Sponsorship	15,200.00	11,000.00	4,200.00	138.2%
Beverage	186.48	15.00	171.48	1,243.2%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	1,175.00	1,300.00	-125.00	90.4%
Eggs & Issues	250.00	250.00	0.00	100.0%
Expo Sponsorship	4,950.00	4,500.00	450.00	110.0%
Friday Coffee	125.00	475.00	-350.00	26.3%
Golf cart	0.00	0.00	0.00	0.0%
Golf contest	700.00	1,170.00	-470.00	59.8%
Golf Grand	5,600.00	5,600.00	0.00	100.0%
Golf hole	500.00	1,000.00	-500.00	50.0%
Newsletter	888.75	888.75	0.00	100.0%
Quarterly Luncheon Sponsor	500.00	375.00	125.00	133.3%
Trivia Sponsor	0.00	400.00	-400.00	0.0%
Sponsorships - Other	1,063.00	0.00	1,063.00	100.0%
<b>Total Sponsorships</b>	31,138.23	26,973.75	4,164.48	115.4%
Tenant Agreement	3,690.00	3,690.00	0.00	100.0%
<b>Total Income</b>	301,830.71	284,099.53	17,731.18	106.2%
<b>Gross Profit</b>	301,830.71	284,099.53	17,731.18	106.2%
<b>Expense</b>				
<b>Advertising &amp; publicity</b>				
Signs	323.00	1,920.00	-1,597.00	16.8%
Advertising & publicity - Other	3,139.82	3,365.00	-225.18	93.3%
<b>Total Advertising &amp; publicity</b>	3,462.82	5,285.00	-1,822.18	65.5%
<b>Awards &amp; prizes</b>				
Flight prizes	1,800.00	2,400.00	-600.00	75.0%
Awards & prizes - Other	2,876.33	2,922.00	-45.67	98.4%
<b>Total Awards &amp; prizes</b>	4,676.33	5,322.00	-645.67	87.9%

**Carthage Chamber of Commerce**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
<b>Bank &amp; credit card fees</b>				
Equipment Fees	200.00			
Bank & credit card fees - Other	831.86	338.49	493.37	245.8%
<b>Total Bank &amp; credit card fees</b>	1,031.86	338.49	693.37	304.8%
<b>Car allowance</b>	1,800.00	1,800.00	0.00	100.0%
<b>Complimentary sponsorship</b>	-1,033.00	0.00	-1,033.00	100.0%
<b>Contract services</b>	2,071.74	1,070.00	1,001.74	193.6%
<b>Depreciation Expense</b>	6,003.09	6,000.02	3.07	100.1%
<b>Dues &amp; subscriptions</b>	3,418.82	3,600.00	-181.18	95.0%
<b>Equipment lease</b>	2,242.95	2,310.02	-67.07	97.1%
<b>Facility use fees</b>				
Greens/carts	3,500.00	3,500.00	0.00	100.0%
Room & setup fees	6,368.84	8,550.00	-2,181.16	74.5%
Facility use fees - Other	0.00	0.00	0.00	0.0%
<b>Total Facility use fees</b>	9,868.84	12,050.00	-2,181.16	81.9%
<b>Food &amp; drinks</b>				
Appetizers/snacks	75.03	0.00	75.03	100.0%
Beverages	200.23	106.23	94.00	188.5%
Breakfasts	15.80	0.00	15.80	100.0%
Dinners	13,144.63	12,818.79	325.84	102.5%
Lunches	489.70	1,569.02	-1,079.32	31.2%
Teacher luncheon	364.59	300.00	64.59	121.5%
Food & drinks - Other	62.77	600.00	-537.23	10.5%
<b>Total Food &amp; drinks</b>	14,352.75	15,394.04	-1,041.29	93.2%
<b>Insurance - business</b>	-767.75	0.00	-767.75	100.0%
<b>Insurance - health</b>	12,126.13	12,540.01	-413.88	96.7%
<b>Interest expense</b>	2,549.48	3,525.02	-975.54	72.3%
<b>Internet &amp; website</b>	1,499.46	1,500.02	-0.56	100.0%
<b>Maple Leaf expense</b>	30,497.18	38,558.80	-8,061.62	79.1%
<b>Meals &amp; entertainment</b>	3,476.57	3,850.04	-373.47	90.3%
<b>Mileage</b>	1,106.58	787.53	319.05	140.5%
<b>Miscellaneous expense</b>	1,095.00	761.55	333.45	143.8%
<b>Office supplies</b>				
Office equipment	2,447.41	750.04	1,697.37	326.3%
Office supplies - Other	1,546.57	805.85	740.72	191.9%
<b>Total Office supplies</b>	3,993.98	1,555.89	2,438.09	256.7%
<b>Postage &amp; delivery</b>	2,225.00	2,250.00	-25.00	98.9%
<b>Printing</b>				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	4,449.29	5,028.86	-579.57	88.5%
<b>Total Printing</b>	4,449.29	5,028.86	-579.57	88.5%
<b>Professional fees</b>	3,650.00	5,500.00	-1,850.00	66.4%
<b>Repairs &amp; maintenance</b>	5,718.61	2,700.00	3,018.61	211.8%
<b>Salaries &amp; wages</b>				
Employer retirement contributio	3,786.81	3,679.50	107.31	102.9%
Payroll taxes	5,863.76	8,563.53	-2,699.77	68.5%
Salaries & wages - Other	91,258.06	94,051.52	-2,793.46	97.0%
<b>Total Salaries &amp; wages</b>	100,908.63	106,294.55	-5,385.92	94.9%
<b>Scholarships</b>	1,250.00	0.00	1,250.00	100.0%
<b>Seminars &amp; conferences</b>	2,903.00	3,500.00	-597.00	82.9%
<b>Taxes &amp; licenses</b>	277.78	255.00	22.78	108.9%

**Carthage Chamber of Commerce  
 Profit & Loss Budget vs. Actual  
 July 2017 through March 2018**

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Travel</b>				
<b>Airfare</b>	972.60	600.00	372.60	162.1%
<b>Lodging</b>	1,285.36	1,700.02	-414.66	75.6%
<b>Travel - Other</b>	88.96	375.02	-286.06	23.7%
<b>Total Travel</b>	<u>2,346.92</u>	<u>2,675.04</u>	<u>-328.12</u>	<u>87.7%</u>
<b>Utilities</b>	7,625.24	7,200.00	425.24	105.9%
<b>Write Offs</b>	5,119.75	0.00	5,119.75	100.0%
<b>Total Expense</b>	<u>239,947.05</u>	<u>251,651.88</u>	<u>-11,704.83</u>	<u>95.3%</u>
<b>Net Ordinary Income</b>	<u>61,883.66</u>	<u>32,447.65</u>	<u>29,436.01</u>	<u>190.7%</u>
<b>Net Income</b>	<u><u>61,883.66</u></u>	<u><u>32,447.65</u></u>	<u><u>29,436.01</u></u>	<u><u>190.7%</u></u>

Membership – With 6 new members (Aflac Agents JeAnna Sheppard and Rachel Husky, Bykota Church, Crawford & Co Music, Lemongrass Spa Consultant, MO Pawz, and Village Square Boutique), and 9 dropped members (Heartland Senior Dog Rescue, Ideal Coverage, Planned Wellness, Station Four 30 One parent listing with 4 \$25 child listings, and ThirtyOne) we finished the month of February down 3 members (436 members, net gain -\$157) from February 2018 and up 28 members from the same month in 2017 (\$3326).

Ambassadors – No meeting since our last Board meeting report.

Marketing/Expo & Home Show – With no more payables/receivables expected, net revenue for Expo/Home Show came in at \$16,617.49. Planning has begun for the Chamber birthday party/community thank you scheduled for June 1.

Vision – Workdays scheduled for both Grant Street Restoration and Carthage in Bloom. Other current projects include picnic tables in Central Park with the Mimosa Garden Club, Carthage public parking lots, and acceptance of old lights from Central Park from the City.

## **Reports for April 19 Board meeting**

### **Emerging Leaders**

Recent events: "People You Need to Know" with Steve Beimdiek on March 27

Wine Tasting at Annie on April 12

Next events: Crime Lab Tour at Highway Patrol on May 22 SOLD OUT

"People You Need to Know" with Nate Dally on June 20

Monthly event: Tiger Builders lunch at CIC, 3<sup>rd</sup> Thursday

### **Maple Leaf**

Parade date: Oct 20

Parade sponsorships down, others on track

"Magic of Maple Leaf" artwork by MJL

Race Brothers working on merchandise

Brochure first draft to printer 4/13

Vendor applications coming in steady, ahead of same time in 2017

KC Rumble confirmed for Parade

Carnival contract in the works

No Circus or Clydesdales

Game On to host basketball tournament and dodgeball tournament



# *The City of Carthage*

“America’s Maple Leaf City”

---

May 8, 2018

Mr. Frank Quagraine  
Underwriter  
Missouri Housing Development Commission  
920 Main Street, Suite 1400  
Kansas City, MO 64105

Dear Mr. Quagraine:

I am writing this letter on behalf of the City of Carthage for Lakeview Estates, concerning the development of 31 single family housing units in the City of Carthage. This proposed housing development will provide affordable housing opportunities in Carthage, Missouri.

Specifically, the project will provide for affordable rental rates, home ownership after 15 years, universal design of each unit that can be modified to meet residents’ changing needs and access to walk-in storm shelters built into each unit. The development will also provide supportive services and home ownership training.

Jasper County has a poverty rate of 18.4%, higher than the State’s rate of 15.5%. The poverty rate for Carthage is 28.5%. Family developments in Carthage are aging and new stock is needed in the community. 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 a satisfying solution for them.

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



# LAKEVIEW ESTATES

31 single-family homes in Carthage, MO

- ▶ 31 single family housing units (20-3BR, 11-4BR)
- ▶ Project will be converted to a homeownership opportunity after the 15 year compliance period.
- ▶ Easy access walk-in STORM SHELTER built into each unit.
- ▶ Universal design with units that can be modified to meet residents' changing needs.
- ▶ Very affordable rents
- ▶ Will be constructed with high quality materials to enhance the appearance and ensure long-term viability of project.
- ▶ **Overall development costs are very reasonable for the type and size of homes being constructed and are a responsible and necessary use of the state's limited resources.**
- ▶ **Supportive Services and Homeownership Training offered through Rainbow.**

## THE PROJECT

- ▶ • Jasper County's Poverty Rate of 18.4% is significantly higher than the statewide number of 15.5%.
- ▶ • Poverty Rate for Carthage is 28.5%.
- ▶ • Family developments are aging and new stock is needed.
- ▶ • 81% of residents are under 65 years old.
- ▶ • Overwhelming Local Official Support.

DEMAND



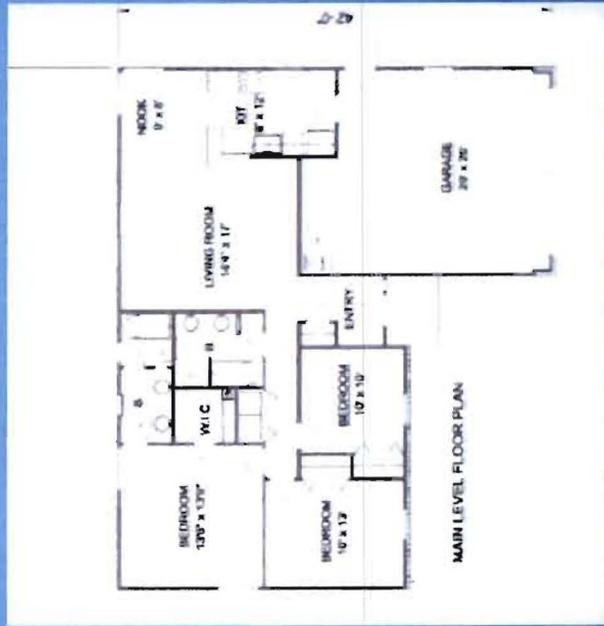
# THE SITE

- ▶ Located on the South Side of Carthage which is where all the new development is trending.
- ▶ Less than a mile from the new elementary school.
- ▶ Approximately one to one and a half miles from the new hospital and major shopping areas.
- ▶ Adjacent to a new subdivision.

## THE SITE



## THE SITE



# FLOOR PLANS



# FLOOR PLANS

# "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.