

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, JUNE 26, 2018  
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Citizens Participation Period  
(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may also be extended by the Chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair.)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
  1. **C.B. 18-23** – An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2018 – 2019. (Budget Ways & Means)
  2. **C.B. 18-24** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$118,075.00. (Budget Ways & Means)
  3. **C.B. 18-25** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00. (Budget Ways & Means)
  4. **C.B. 18-26** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Over 60 Center for services in the amount of \$21,000.00. (Budget Ways & Means)

5. **C.B. 18-27** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage. (Budget Ways & Means)
6. **C.B. 18-28** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2017 – 2018. (Budget Ways & Means)
7. **C.B.18-29** – An Ordinance to amend Section 23-418 of the Code of Carthage providing for parking spaces for county offices within the City of Carthage, Missouri. (Public Safety)

16. New Business

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1837** – A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. (McCune-Brooks Regional Hospital Trust)
2. **Resolution 1838** – A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. (McCune-Brooks Regional Hospital Trust)
3. **Resolution 1839** – 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)

19. Closing Comments

20. Executive Session

21. Adjournment

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

**MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
June 12, 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: Ceri Otero, Mike Daugherty, Darren Collier, Brady Beckham, Kirby Newport, James Harrison, Juan Topete, and Tim Shields. Council Members Alan Snow and David Armstrong were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

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

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the May 22, 2018 Council Meeting. Motion carried unanimously.

No citizens were present during Citizens Participation Period.

Mr. Collier reported the Budget, Ways and Means Committee met on June 11. Contract services with the Carthage Humane Society were reviewed. The committee approved the recommendation of the McCune-Brooks Regional Hospital Trust distribution of funds from the Restricted Trust Fund which is being presented in Resolution 1836.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Tax lien procedures and future employee health insurance renewal rates were discussed.

Mr. Harrison reported the Public Safety Committee was between meetings with the next meeting scheduled for June 18.

Mr. Beckham reported the Public Services Committee was between meetings with the next meeting scheduled for July 2.

Mr. Daugherty reported the Public Works Committee met on June 5. There was discussion on a few items that will be looked into further.

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

Mayor Rife reported on his attendance at the British Car Show and Kids Fishing Day.

City Attorney Nate Dally reported on his attendance at the Public Works meeting where possible modifications to the historic code were discussed.

Fire Chief Roger Williams reported progress on construction of Fire Station No. 2.

Parks Director Alan Bull reported on the Food Truck Friday success, update on the sidewalk construction in Central Park and the opening of the Municipal Pool.

City Administrator Tom Short reported on the following: a meeting with the Police Chief and School Superintendent Mark Baker to discuss the SRO program, a meeting with CVB and a vendor regarding wayfinding bid, a meeting with the Parks Director and the Golf Pro to discuss revenue shortfalls, pamphlets created by Julie Tilley for the Recycling Center using funds from a Region M grant, sales tax revenues, and a break-in at the Street Department.

The Committee on Claims filed a report in the amount of \$2,467,789.69 against the following funds: General Revenue \$109,848.06, Public Health \$5,641.51, Parks/Stormwater \$35,664.39, Public Safety \$8,014.50, Golf Course \$8,160.17, Lodging \$8,333.33, Parks & Recreation \$69.43, Judicial Education \$674.75, Capital Improvements \$302,955.00, Payroll \$488,428.55, and Carthage Water & Electric \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Harrison, to accept the report and allow the claims. Motion carried.

Under old business, **C.B. 18-21** – 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 order of business and opening of meetings in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-21.

Under new business, Chief Dagnan introduced the new police officer to be sworn in, Officer Marcus Wicks. After City Clerk Traci Cox administered the Oath of Office, Mayor Rife presented the new officer with a certificate.

**C.B. 18-23** – An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2018 – 2019 was placed on first reading with no action taken.

**C.B. 18-24** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$118,075.00 was placed on first reading with no action taken.

**C.B. 18-25** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Convention and Visitors Bureau for services in the amount of \$152,000.00 was placed on first reading with no action taken.

**C.B. 18-26** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Over 60 Center for services in the amount of \$21,000.00 was placed on first reading with no action taken.

**C.B. 18-27** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage was placed on first reading with no action taken.

**C.B. 18-28** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2017 – 2018 was placed on first reading with no action taken.

**C.B.18-29** – An Ordinance to amend Section 23-418 of the Code of Carthage providing for parking spaces for county offices within the City of Carthage, Missouri was placed on first reading with no action taken.

**C.B. 18-30** – An Ordinance to amend Chapter 4, Articles I and II of the Code of Carthage regarding Animals, to repeal the language regarding the managed care of Feral Cats was placed on first reading. Mr. Harrison informed the Council that the Carthage Humane Society is willing to be the Colony Sponsor and has hired an individual to oversee the TNR program for feral cats. Mr. Harrison made a motion, seconded by Mr. Daugherty, to table the second reading of the Council Bill until January 22, 2019, to allow the Carthage Humane Society sufficient time to properly implement the program. After discussion, Mr. Daugherty asked for a call on the motion. The call failed on a vote of 3 ayes and 5 nays with Mr. Newport, Mr. Beckham, Mr. Collier, Ms. Otero and Mr. Harrison casting nay votes. Deborah Bell from Carthage Humane Society verified that the new employee would be an ongoing position of the operation. On vote, motion to table the Council Bill passed unanimously.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve the Mayor's appointment of Miriam Putnam and Donna Maggard and the re-appointment of Sandy Single to the Library Board until July 2021, the re-appointment of Linda Lawson, Donald Myers and Jim Hunter to the Carthage Affordable Housing Task Force until June 2022, the re-appointment of Charlie Slates to the Appeals Board until June 2023, and the appointment of Bryan Stringer to the Carthage Tree Board until June 2021. Motion passed.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve Resolution 1836, a Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. Mr. Beckham and Mr. Newport questioned a private company asking for public funds to pay for operational expenses. Resolution failed on a vote of 4 ayes, 3 nays and 1 abstention. Nay votes were cast by Ms. Otero, Mr. Newport, and Mr. Beckham. Mr. Harrison abstained.

During closing remarks, Mr. Collier commented on working with the Carthage Humane Society discussing the contract and feral cat issues, Mr. Newport commented on being supportive of tabling C.B. 18-30. Mr. Harrison thanked the Carthage Police Department

in their handling of a situation in his neighborhood. Mr. Topete thanked the council members who followed procedures and showed respect by waiting to be called on.

Mr. Shields made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:42 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***OLD  
BUSINESS***

An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2018 - 2019.

**WHEREAS**, Article VII of the Charter of the City of Carthage states the budget shall provide a complete financial plan for City funds and activities for the ensuing fiscal year and, except as required by law or the Charter, shall be in such form as the City Administrator deems desirable or the Council may require; and

**WHEREAS**, the Council has held public hearings on the proposed budget, after appropriate public notice; and

**WHEREAS**, the budget shall be adopted by the affirmative vote of a majority of the members of the Council on or before the last day of the fiscal year currently ending; and

**WHEREAS**, the Council may by ordinance make supplemental appropriations if funds will be available for such expenditures; and

**WHEREAS**, if at any time during the fiscal year it appears probable that the revenues available will be insufficient to meet the amount appropriated, the Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations; 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 there from are or will be available to cover the claim or meet the obligation when it becomes due and payable;

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

**SECTION I:** The budget of the City of Carthage for Fiscal Year 2018 - 2019, a copy of which is attached hereto and incorporated herein, is hereby adopted.

**SECTION II:** All amounts specified in said budget are hereby appropriated for said use.

**SECTION III:** Adoption of the budget by the City Council constitutes approximations of the expenditures for the fiscal year. To ensure adherence to the adopted budget and its associated goals, a budgetary control system is hereby adopted with the legal level for expenditure control established at the Fund level. Each Department Head is responsible for the budget in their respective departments. In order to enhance the ability to successfully execute the budget, to achieve

long-range goals, facilitate achievement of programmatic, financial goals, and promote budgetary compliance, the Level of-Control for administration of the Budget is established at the category level. Within the General Fund, Public Health Fund and the Golf Fund, the Budget Officer is authorized to transfer budgeted amounts between categories and departments within operating funds provided such transfers do not alter total expenditures approved by the City Council for the Fund. Any increase in appropriation at the fund level, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the City Council. Such amendment shall be provided by formal action of the City Council.

**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.**

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

**ATTEST:**

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

Sponsored by: Budget Ways & Means Committee

**COUNCIL BILL NO. 18-24**

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

**An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$118,075.00.**

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

**SECTION I:** The Mayor of the City of Carthage, Missouri is hereby authorized to enter into an Agreement with the Carthage Chamber of Commerce for services in the amount of \$118,075.00, a copy of which is attached hereto and incorporated herein as if set out in full.

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

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

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

**ATTEST:**

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

**Sponsored by: Budget Committee**

**AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES**  
**City of Carthage, Missouri and the**  
**Carthage Chamber of Commerce**

**This Agreement**, made and entered into on this 1st day of July 2018, by and between the City of Carthage, Missouri, a municipal corporation, with offices located at 326 Grant St. Carthage, Missouri, hereinafter referred to as the “City” and the Carthage Chamber of Commerce, Incorporated, a not-for-profit corporation organized under the laws of the State of Missouri, located at 402 South Garrison Ave., Carthage, Missouri, hereinafter referred to as the “Chamber.”

**Whereas**, the City and the Chamber desire to pursue programs that will result in economic development and job creation in the City of Carthage and its environs; and

**Whereas**, the Chamber has established staffing capabilities to attract and recruit new business and industry to Carthage and to promote and support the growth and expansion of existing primary business and industry within and adjacent to this community by specifically, but not limited to, the hiring of an Executive Director to serve as the community’s Economic Development Director, to accomplish the functions that will lead to the creation, retention and reinvestment of resources; and

**Whereas**, the City has agreed to use the services of the Chamber to accomplish the aforesaid precepts

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

**Article I**

**Purpose**

The Chamber agrees to operate an economic development program on behalf of the citizenry of this community for the purpose of marketing and advertising the Carthage area as a location for new business and industry, and as an area committed to the assistance and expansion of existing business and industry. The Chamber will concentrate primarily on providing economic development services within the City of Carthage service area and secondarily within the region.

**Article II**

**Administration**

The Chamber, operating under the provisions of its Bylaws, agrees to provide a qualified and competent staff, including a full-time professional Director. Operating under the policy direction and authorities of the Chamber’s Board of Directors, this staff shall promote the attraction of primary business, industry and employment sources to the Carthage area and provide program management and administrative services necessary to sustain a viable recruitment and maintenance program for economic opportunities. This program shall include, but to be limited to the gathering and dissemination of information and ideas,

research, publications, promotional programs, advertising, target marketing, prospect development and client services and assistance.

### **Article III**

#### **Annual Work Plan and Budget**

The Chamber agrees to provide to the City an Annual Work Plan as a blueprint through which the Chamber proposes to realize the purpose of this Agreement, together with a budget suitable to the operation of said Annual Work Plan. These and other related documents shall be submitted in keeping with the City's annual budgetary cycle for action by the City Council of the City of Carthage in a form compatible with that used by the City. The Chamber agrees that annually, any surplus funds provided by the City for economic development services but not used for economic development services will be returned to the City. The parties agree that during the City's budgetary process for fiscal year 2019, the agreed upon amount of compensation as specified in Article VIII herein may be adjusted for Cost of Living and/or Consumer Price Index changes which occurred during the previous three years and the Agreement amended accordingly at that time.

### **Article IV**

#### **Right of Review**

The Chamber understands and agrees that operations of its economic development programs are to serve the Carthage area and the general public through promotion of economic development, job creation, capital investment, and business expansion and, based on the nature of this operation, that the acts and deeds of the Chamber's agents and employees tend to be viewed as the acts and deeds of the community. As a result, the Chamber agrees to provide to the City regular reports regarding the operation of its economic development program during the term of this Agreement. These reports will include, but not be limited to, information concerning the Chamber's overall economic development strategies, staff assignments, prospect visits, program activities and results. Written monthly reports regarding economic development service activities will be presented to the City Council at the first Council meeting of each month. Additionally, the Chamber agrees to provide an oral quarterly report on its economic development activities including the budget and use of funds. It is further understood that information on prospects and active economic development clients will be exchanged with the City in such a way as to protect and preserve any professional confidentiality between these clients and persons representing the Chamber.

### **Article V**

#### **Joint Ventures**

The City will have at least one designated staff or Council representative appointed liaison by the Mayor on the Chamber Board. **In the event of a vacancy in the Chamber Executive Director's position, through resignation or forced termination, the Chamber Board of Directors will form a Search Committee comprised of, at least, members of the Chamber Board of Directors, at least, one representative of CWEP, and at least, one Council representative appointed by the Mayor.** The Chamber will work closely with the City and CWEP in finalizing any deals with economic development

prospects that are within the City's service area including, but not limited to, the development of any incentive packages. The City's participation in any regional advertising, marketing and/or development efforts, e.g., the Joplin Regional Partnership Initiative, will be conducted through the Chamber.

## **Article VI**

### **Changes in Scope of Agreement**

If during the term of this Agreement, the Chamber Executive Director terminates employment with the Chamber, the City, at its sole discretion, shall have the option of reducing the monthly disbursement to the Chamber by the amounts specified in that given year's budget submittal to the City for the Director's salary and benefits.

## **Article VII**

### **Term of Agreement**

This Agreement shall commence on the date first written above. This is a General Agreement, anticipating a long-term multi-year relationship between the City and the Chamber, subject to annual renewals thereof. Pursuant to this General Agreement, an Annual Work Program and Budget are to be submitted by the Chamber for consideration by the City Council, as provided in Article III of this Agreement. Upon approval of the City, each adopted Annual Work Program and Budget will be attached to this General Agreement and become the substantive basis for the continuation of the General Agreement on a fiscal year basis. Each Annual Work Program and Budget is to be the basis for any funding which the City may choose to provide to the Chamber. This Agreement is to continue in full force and effect upon reconfirmation by both parties on or before July 1 of each year. If either party determines that it will not reconfirm this Agreement, it shall notify the other party at least sixty (60) days prior to the expiration of the Agreement. Funding shall be extended to include the notification period, when this period extends beyond July 1. The term of this agreement is intended to extend from the date it is first executed through June 30, 2019.

## **Article VIII**

### **Compensation**

The Chamber agrees to perform its obligations hereunder for a sum of one hundred-eighteen thousand, seventy-five dollars and no cents (\$118,075.00) annually, as budgeted and adopted by the City, payable in twelve (12) equal monthly installments of nine thousand, eight hundred thirty-nine dollars and fifty-eight cents (\$9,839.58) payable by the City at the first City Council meeting of each month commencing with the signing of this Agreement. Quarterly financial updates will be provided and funds tracked separately to the City to keep the City informed of the status of the use of funds.

## **Article IX**

### **Non-Transferable**

The Chamber agrees not to assign or otherwise transfer this Agreement or rights contained herein without prior written approval of the City.

**Article X**  
**Liability**

The Chamber agrees that all persons working for the Chamber under this Agreement shall be employees of the Chamber and in no way shall be considered as employees of the City, notwithstanding common inter-organizational interests. In this connection, should any liability arise under the Worker's Compensation provision of the State of Missouri due to injury of an employee of the Chamber, the same shall be the sole responsibility of the Chamber. It is understood that the Chamber shall indemnify and hold harmless the City from any and all claims, suits, demands and actions related to the operation of the Chamber's economic development program. Notwithstanding the provisions of Missouri Law and the protection which said law provides to persons that serve as members of policy bodies responsible for the governance of not-for-profit organizations, the Chamber, as deemed appropriate by its Board of Directors, is authorized to insure itself, its Officers, Directors and Staff, against liability claims.

**Article XI**  
**Equipment and Files**

The Chamber agrees to maintain such files and other information relative to its economic development efforts as appropriate for smooth and effective program administration from year to year, to include access to such computers, audio-visual and other equipment systems as may be necessary to the implementation of its approved programs. The files of the Chamber shall be subject to the provisions of the state law on open records, except as this law relates to records of Chamber activities with individual and specific business firms having a client-type relationship with the Chamber.

**Article XII**  
**Non-Discrimination**

In connection with the performance of services under this Agreement, the Chamber agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or ancestry. It shall be the Policy of the Chamber to take affirmative action to insure that its employees are provided equal opportunity in employment, promotion, demotion, transfer, or termination, rates of pay or other forms of compensation and selection for training.

**Article XIII**  
**Waiver**

The waiver by the City of any breach of any term, condition or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.

**IN WITNESS WHEREOF**, the parties hereto affix their hands and seals the day and year first above written.

**CITY OF CARTHAGE, MISSOURI**  
A Municipal Corporation

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By:  
Dan Rife,  
Mayor, City of Carthage

ATTEST:

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Traci Cox, City Clerk

**CARTHAGE CHAMBER OF COMMERCE**  
A Not-for-profit Corporation

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By:  
Steve Willis, Chairman  
Carthage Chamber of Commerce

ATTEST:

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Secretary

COUNCIL BILL NO. 18-25

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

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

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

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

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

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

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

**ATTEST:**

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

**Sponsored by: Budget Committee**

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

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2018, by and between the City of Carthage, Missouri, (hereinafter referred to as **ACity**) with offices located at 326 Grant St., Carthage, Missouri, and the Carthage Convention and Visitors Bureau, Inc. (hereinafter referred to as **ACVB**) as a not-for-profit corporation organized under the laws of the State of Missouri, located at 402 S. Garrison, for the purpose of marketing and promoting the City of Carthage as a destination to visitors, for the Fiscal Year 2017-2018 in an amount not to exceed \$152,000.

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

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

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

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

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

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

WITNESSETH:

**Article I**

**SCOPE OF SERVICES**

1. The CVB agrees to conduct a Tourism, Leisure and Business Marketing Program for the period of July 1, 2018 through June 30, 2019.
2. The CVB agrees to provide adequate staffing and facilities for the Tourism, Leisure and Business Marketing Program.
3. The CVB agrees to provide administration, coordination and oversight for installation of the Wayfinding Sign program. This includes the installation phase of signs and locations identified by the Consultant for public locations and facilities, including overseeing the bidding process, working with MODoT and the City to insure precise and accurate

installation.

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

a. General Administrative Expenses	
staffing, general office expenses, postage and travel	\$58,770.00
b. Promotional and Marketing Expenses	
ad production, design, print, media buys and funds	
for matching grant projects	\$43,230.00
c. Wayfinding	<u>\$ 50,000.00</u>
Total	<b>\$152,000.00</b>

## **Article II**

### **COMPENSATION AND METHOD OF PAYMENTS**

The CVB agrees to perform its obligations hereunder for an annual sum not to exceed one-hundred-two thousand dollars and no cents (\$102,000.00) for items 1, 2 and 4 under the Scope of Services, as budgeted and adopted by the City. Further, the City's compensation to the CVB shall be limited to the amount of actual collections of Lodging Tax receipts remitted to, collected and accounted for, by the City for the fiscal year. Disbursements to the CVB will be payable in twelve (12) equal monthly installments of eight thousand five hundred dollars and no cents (\$8,500.00). Funding of the Wayfinding Sign program, item 3 under the Scope of Services, will be on a reimbursement basis and will be handled separately from the collection of Lodging Tax funds.

In June, the City will reconcile its disbursements with the actual collections of Lodging Tax receipts for items 1, 2 and 4 under the Scope of Services. The June (final) monthly installment will reflect any adjustments between the actual collections of Lodging Tax receipts and the one-hundred-two thousand dollars and no cents (\$102,000.00).

Item c., Article I, 4 above is a "notational" budget item in the City's Fiscal Year 2019 budget, which will require specific separate Council authorization prior to expenditure or commitment of any funds.

## **Article III**

### **CHANGES IN SCOPE OF SERVICES**

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

**Article IV**  
**REPORTING**

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

**Article V**  
**WAYFINDING**

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

**Article VI**  
**OTHER**

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

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

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

sustained by the City by virtue of any such breach of contract by the CVB.

Attest:

---

Traci Cox, City Clerk  
City of Carthage, Missouri

---

Dan Rife, Mayor  
City of Carthage, Missouri

---

Steve Willis, President  
Carthage Convention and Visitors Bureau

---

Wendi Douglas, Executive Director  
Carthage Convention and Visitors  
Bureau

**COUNCIL BILL NO. 18-26**

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

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Over 60 Center for services in the amount of \$21,000.00

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

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into a Contract with the Carthage Over 60 Center for services in the amount of \$21,000.00, a copy of which is attached hereto and incorporated herein as if set out in full.

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

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

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

**ATTEST:**

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

**Sponsored by: Budget Committee**

**CONTRACT FOR SERVICES  
BY AND BETWEEN  
THE CARTHAGE OVER 60 CENTER INC.  
AND THE CITY OF CARTHAGE, MISSOURI  
A MUNICIPAL CORPORATION**

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2018, by and between Carthage Over 60 Center Inc., hereinafter referred to as Center and the City of Carthage, a Municipal Corporation, hereinafter referred to as City.

**WHEREAS**, there exists a need for a continuing provision of nutrition and support services for the senior citizens of the City of Carthage, and

**WHEREAS**, the parties to this contract are desirous of defining their rights and obligations in supplying said services and nutrition.

**NOW THEREFORE**, in consideration of the promises contained herein and in good and valuable consideration exchanged between Center and City, it is hereby agreed to, as follows:

**I Center Agrees to:**

- (1) Provide such nutrition services as are outlined in this contract with the Area Agency on Aging and in accordance with Federal program guidelines, with these services to be provided at the location hereinafter referred to as facility, this being the Carthage Over 60 Center, located at 404 E Third Street, Carthage, Missouri.
- (2) To employ, train and supervise such employees as it deems necessary for the operation of nutrition and support services at the facility, in accordance with current Administration on Aging requirements.
- (3) To pay for or provide payment for utilities and telephone beginning July 1, 2018 ending June 30, 2019. Said payment shall cover the total cost for all utilities and all telephone expenses at the facility.
- (4) To pay for or provide for all maintenance and janitorial services for the inside of the facility, including all inside equipment and furnishings.
- (5) To not sublet the facility, or part thereof, without written permission of City or as provided within this agreement.
- (6) To provide recreational and support services to include, but not limited to the following: regular blood pressure and eye examination clinics at the facility, dances at the facility, card playing and card tournaments at the facility, and all other such services as may be required by federal regulation and contracts.
- (7) In addition Center agrees to provide, when feasible, such other recreation and support services as may be requested by the senior persons of Carthage through the Center's Advisory Council.

**II City Agrees:**

- (1) To make available to Center use of the facility.

- (2) To maintain the structural soundness of the premises and maintain the outside of the building such as, but not limited to, roof, walls, doors and air conditioning system.
- (3) To provide for and pay property insurance to cover claims for injuries caused due to the condition of City's property.
- (4) To maintain the parking lot area including the plowing of snow from the parking area when necessary and shoveling of snow from walkways at the facility.
- (5) To provide for lawn mowing at the facility.

III City and Center Further Agree:

- (1) To recognize the duly elected Advisory Council as the formal advisory body of senior citizens in matters including the building, nutrition program, recreation and support services. The City and Center will have representatives present at regular meetings of the Advisory Council and seriously consider all requests and recommendations from this advisory group.
- (2) Scheduling of activities at the facility shall be handled in the following manner:
  - a) Center shall handle all scheduling of events and activities at the facility. Priority in scheduling will be given in the following order:
    - (1) Center sponsored senior citizen activities
    - (2) Other senior citizen activities
    - (3) City government sponsored activities
    - (4) Private group or organization activities (non-senior)
  - b) The facility shall be made available to community groups when not previously scheduled and in accordance with the priority listing in Section III, 2., (a) above. The parties involved recognize the requirement that the facility remain a community building, with priority given to senior citizens, but open to other groups.
  - c) Charges for use of the facility by non-senior private groups or activities may be levied in order for Center to defray the additional cost of utilities used by outside groups. Any such charges, as well as other rental policies, e.g., clean-up policy, hours, availability of keys, etc., shall be determined by the Advisory Council in conjunction with the City.
- (3) In consideration of the services to be rendered hereunder to the City, the City agrees to pay on behalf of the Center, a sum not to exceed twenty-one thousand dollars and no cents (\$21,000.00) appropriated by the annual budget of the City, which shall be used to pay utility costs for water, electric, sewer and gas bills monthly. Individual utility services shall be billed to the Center which in turn will be submitted to the City for payment up to the amounts indicated above. Any amounts above those indicated are to be the responsibility of the Center.

- (4) Center agrees that all persons working for Center under this Agreement shall be employees of Center and in no way shall be considered as employees of City, notwithstanding common inter-organizational interests. In this connection, should any liability arise under the Workers Compensation provision of the State of Missouri due to injury of an employee of Center, the same shall be the sole responsibility of Center. It is understood that Center shall indemnify and hold harmless City from any and all claims, suits, demands and actions related to the operation of Center's programming. Notwithstanding the provisions of Missouri Law and the protection which said law provides to persons who serve as members of policy bodies responsible for the governance of not-for-profit organizations, Center, as deemed appropriate by its Advisory Council, is authorized to insure itself, its Officers, Directors and Staff, against liability claims.

IV TERM OF AGREEMENT:

This agreement shall be deemed to have taken effect July 1, 2018 and shall terminate as of June 30, 2019. This agreement shall be binding upon the parties hereto, and their successors.

CITY OF CARTHAGE

By: \_\_\_\_\_  
Dan Rife,  
Mayor

ATTEST:

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

Carthage Over 60 Center

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

**COUNCIL BILL NO. 18-27**

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

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage.

**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 with the Carthage Humane Society for animal control for the fiscal year 2018-2019, a copy of which is 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 JUNE, 2018.**

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

**ATTEST:**

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

**Sponsored by: Budget Committee**

## CONTRACT

**THIS AGREEMENT** entered in to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the **City of Carthage, Missouri**, hereinafter referred to as “Government” and the **Carthage Humane Society**, a corporation organized under the laws of the State of Missouri, hereinafter referred to as “CHS.”

### WITNESSETH:

**WHEREAS**, the CHS operates an animal shelter at which it receives, cares for, and disposes of animals; and

**WHEREAS**, the Government may, in enforcement of its duties with respect to animal control in its jurisdiction through an animal control officer, law enforcement officer, or health official, from time to time pick up various small animals which must be sheltered, fed, and disposed of; and

**WHEREAS**, residents of the Government may bring small animals to CHS or to the County for transport to CHS, and CHS provides care for these animals for the benefit of the Government.

**WHEREAS**, the CHS and the Government desire to enter in to an agreement of mutual benefit.

**NOW THEREFORE**, in exchange of the premises contained herein and in good and valuable consideration exchanged between CHS and the Government, the parties hereto do mutually agree to the following:

1. CHS agrees to receive at its Shelter all live or dead dogs, cats, or similar small domestic animals found within Government’s jurisdiction, which are delivered to and by any employee of Government, from and after the effective date of this Contract; and to shelter, feed, care for, and dispose of said animals as provided for in this Contract. CHS reserves the right to refuse animals due to overcrowding as defined by Department of Agriculture housing standards or other emergency including but not limited to communicable disease outbreak or loss of heating/cooling during extreme weather conditions as defined by the Department of Agriculture temperature standards.

2. The CHS shall keep and maintain its Shelter in a clean, sanitary condition at all times. It shall properly care for, protect, and harbor all animals delivered to it as herein provided in a humane and decent manner. All animals delivered to CHS by Government shall be kept and sheltered in accordance with policies set by CHS per Department of Agriculture guidelines.

3. Animals quarantined for rabies shall be sheltered by CHS or at a veterinary hospital and subsequently transferred to CHS and shall be kept for a period of time as determined by CHS, but not less than ten (10) days. Said rabies suspect animals shall be released only after payment of veterinary and/or confinement fees at CHS upon authorization by Government. CHS shall be compensated at the rate of Fifteen and 00/100 (\$15.00) dollars per day of confinement. Further, Government shall

reimburse CHS the cost of preparation of the specimen for rabies examination, delivery of any said specimen to a health department courier or to the Missouri Department of Health, in an amount not to exceed Twenty-six and 87/100 (\$26.87) dollars per specimen. In addition, Government shall reimburse CHS for animals confined by Government for their vicious propensity, pending court cases, owner arrested or owner hospitalized at a rate of Fifteen and 00/100 (\$15.00) dollars per day. In addition, in the event CHS incurs any veterinary costs due to an injured or sick animal delivered by Government, CHS shall bill the cost of such veterinary care to the Government. All reimbursements to CHS by Government will be billed monthly with regular monthly invoice to Government.

4. CHS shall make every reasonable effort to determine the ownership of all animals delivered to its Shelter under the terms hereof and shall further make every reasonable effort to inform by phone the owners of said animals of the fact that their animals are in its custody and the conditions that need to be met to regain custody of such animals.

5. CHS shall keep a daily log, in a mutually agreed format, of each animal delivered to and by Government under the terms of this Agreement, and each animal shall be identified on such log by some descriptive means and the disposition of such animal shall be recorded so that at all times the parties shall have and maintain a record of all animals received and the disposition thereof. Said log shall be open to the inspection by Government at all reasonable times.

6. FEE ADJUSTMENT: Fees as provided in this Agreement to be charged to the Government pursuant to this Agreement may be adjusted based upon CHS's change in costs subsequent to the previous adjustment. Any individual fee increases will be adjusted only to the extent of an increase in the Consumer Price Index for All Urban Consumers (CPI-U) in the Midwest, utilizing the most recently available 12 month period index from the previous year. In the event an adjustment to documented cost is warranted, CHS shall provide written notice thereof, no later than November 1<sup>st</sup> of each year. Government shall have thirty (30) days to review and request any documentation. In the event the parties are unable to agree to the cost adjustment, either party shall be entitled to terminate this Agreement as provided herein.

7. Dead animals will be accepted for a fee of Twenty and 00/100 (\$20.00) dollars per animal. CHS will not accept stray animals from citizens of Government unless brought to CHS by a Government animal control officer or other authorized agent, or unless Government authorized agent gives prior approval for the citizen to relinquish such animal. CHS will bill Government monthly for any additional services provided herein in sufficient detail so that Government may verify charges.

8. In consideration of the services to be rendered hereunder to the Government, the Government agrees to pay to CHS the yearly sum of thirty-one thousand five hundred dollars and no cents (\$31,500.00), appropriated by the annual budget of the Government, which shall be paid in monthly installments, for the first six months, of two thousand seven hundred and fifty dollars and no cents (\$2,750.00) and the remaining six months of monthly installments of two thousand five hundred dollars and no cents (\$2,500.00) at the end of each month, during the time that this agreement is in

force and effect, unless the Council, after a six month satisfactory review, increases the yearly total to thirty-three thousand dollars and no cents (\$33,000.000) made by continuing payments of two thousand seven hundred fifty dollars and no cents (\$2,750.00) for the remaining six months the agreement is in force and effect.

9. The parties agree that at the end of the first six months of the Agreement, the parties shall meet to review the performance under the Agreement and determine if the budget will be adjusted to include the additional amount requested during the budget hearings to bring the yearly total payments to thirty-three thousand dollars and no cents (\$33,000.00) with the understanding that should the council not deem CHS's performance and compliance with the Agreement sufficient to increase the yearly total to thirty-three thousand dollars and no cents (\$33,000.000) made by continuing payments of two thousand seven hundred fifty dollars and no cents (\$2,750.00) for the remaining six months, then CHS reserves the right to terminate the contract at the end of the first six month period.

10. CHS agrees that the shelter facility shall be maintained in accordance with reasonable standards adopted by and under the direction of the CHS Board of Directors. CHS shall operate the Shelter and provide care for all animals in compliance with all state and federal regulations applicable to such facility. CHS shall make the Shelter facilities available during regular business hours for inspection by Government and/or its designee to monitor compliance with this Agreement. CHS agrees that it will provide to the Government, if requested, in a timely manner, any copies of inspections of the Shelter completed by any regulatory authority having jurisdiction over the facility.

11. CHS agrees to receive at its Shelter Monday through Saturday 9:00am CST to 5:00pm CST all live dogs, cats, or other small, domestic animals as set forth in this Agreement. CHS agrees to shelter, feed, and care for said animals, without charge to the Government, for any routine animal care services that may be incurred by CHS in providing the services set forth herein. All dogs and cats upon intake will receive core vaccinations as required by the Missouri Department of Agriculture. The Government agrees to pay, on a case-by-case basis, for extraordinary animal care or veterinary care as required in certain cases due to the medical condition of an animal. Extraordinary animal or veterinary care outside of normal preventative care applies to either humane euthanasia or care provided to an animal that has a good prognosis as determined by the attending Veterinarian and the animal will be readily adoptable.

12. Termination of the Agreement may occur prior to the date agreed upon by the parties herein in the following manner:

a. Either party, at any time, upon one hundred and eighty (180) days written notice, may terminate this Agreement;

b. If CHS fails to comply with the terms of this Agreement, the Government may terminate this Agreement by providing ten (10) days written notice of its intent to terminate and specify the event of default. In the event the default is not cured within thirty (30) days, the

Government shall be entitled to terminate this Agreement. The Government shall be liable only for costs incurred to and until the effective date of termination.

13. CHS agrees to provide the Government with written quarterly financial statements in a timely manner upon request.

14. This Agreement may be amended at any time by writing approved by Government and CHS.

15. This Agreement shall be binding upon the parties' successors and assigns.

16. This Agreement shall be automatically renewed for successive calendar years unless terminated in writing, by either party, or at least thirty (30) days prior to the beginning of any calendar year.

17. The Government will appoint a City Liaison from the City Council to attend all meetings of the CHS Board. The Liaison will serve as a channel for communication between CHS and the Government for establishing and maintaining mutual understanding of programs; to provide input to the work of CHS when necessary; and communicates CHS's needs and preferences to the Government.

Signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

Government Signature

\_\_\_\_\_  
Government Printed Name

ATTEST:

\_\_\_\_\_

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

Carthage Humane Society (CHS) Signature

\_\_\_\_\_  
Carthage Humane Society (CHS) Printed Name

COUNCIL BILL NO. 18-28

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

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for the fiscal year 2017 - 2018.

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

**SECTION I:** The City of Carthage's 2017 - 2018 Annual Operating and Capital Budget for the **Public Safety Grant Fund** is hereby amended to reflect a supplemental appropriation of \$8,975.00 to:

- The Uniform Expense (Police Dept.) line item for \$3,325.00 for uniform badges;
- General Tools & Supplies (Police Dept.) line item \$2,000 for Segway battery;
- Safety Equipment (Police Dept.) line item \$1,950.00 for Hydration carrier and tourniquet;
- General Office Expense (Police Dept.) line item \$1,700 for office furniture;

from previously received supplemental donation revenues of \$9,000.

**SECTION II:** The City of Carthage's 2017 - 2018 Annual Operating and Capital Budget for the **General Revenue Fund** is hereby amended to reflect a transfer of budgeted amounts between departments within appropriated operating funds from the **Capital Improvements Department**, Capital Outlay line item, in the amount of \$21,100.00, to:

- The **Public Works Department** in the amount of up to \$17,000.00 to the Professional Fees line item;
- The **Municipal Court Department** in the amount of up to \$1,600.00 to the Professional Fees line item;
- The **Emergency Management Department** in the amount of up to \$2,500.00 to the Equipment Repairs line item.

Such transfer does not alter total expenditures approved by the City Council for the General Revenue Fund.

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

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

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

**ATTEST:**

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

Sponsored by: Budget Ways & Means Committee

COUNCIL BILL NO. 18-29

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

**AN ORDINANCE TO AMEND SECTION 23-418 OF THE CODE OF CARTHAGE PROVIDING FOR PARKING SPACES FOR COUNTY OFFICES WITHIN THE CITY OF CARTHAGE, MISSOURI.**

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

**SECTION I:** Section 23-418 of the Code of Carthage Code is hereby repealed and the following enacted in lieu thereof:

**Sec. 23-418. - Parking spaces for county offices.**

Space on the inside of the east side of the public square of the city and south of the crosswalk directly in front of the east door of the courthouse sufficient to accommodate three (3) vehicles shall be set aside for the exclusive use of the county. The spaces shall be appropriately marked as "Reserved" space. No private motor vehicle shall be parked therein on any weekday between the hours of 8:00 a.m. and 7:00 p.m. These spaces shall be removed from the areas of restricted parking as specified in section 23-424 of the Code of Carthage.

**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.**

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

**ATTEST:**

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

Sponsored by: Public Safety Committee

***NEW  
BUSINESS***

***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

**RESOLUTION NO. 1837**

**A RESOLUTION APPROVING THE RECOMMENDATION OF THE McCUNE-BROOKS REGIONAL HOSPITAL TRUST FOR THE DISTRIBUTION OF FUNDS FROM THE RESTRICTED TRUST FUND.**

**WHEREAS**, the City of Carthage established the McCune-Brooks Regional Hospital Trust (Trustee) in December 2011 for the benefit of the citizens of Carthage, as an irrevocable common law trust under Missouri law; and

**WHEREAS**, the City approved the sale of the Hospital Property, including all property described as the "Leased Property" and the "Assumed Assets" under the Lease, to Mercy-Carthage for the Purchase Price; and

**WHEREAS**, the remaining amounts paid by Mercy-Carthage pursuant to the Asset Purchase Agreement were deposited in the McCune-Brooks Regional Hospital Trust; and

**WHEREAS**, the Grantors of the Trust have agreed that as part of the Lease Agreement all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council; and

**WHEREAS**, the Trustee may at any time make recommendations for distribution of the principal, and net income, subject to the approval of the City Council, for only the following purposes:

- a) to or for the benefit of the welfare and healthcare related purposes of the citizens of the greater Carthage. Missouri metropolitan area;
- b) to reconstitute and provide funds to operate the Hospital, if needed, upon termination of the Lease Agreement;
- c) to pay any liabilities and obligations of McCune-Brooks under the Lease Agreement;
- d) to enforce the terms of the Lease Agreement, including hiring consultants and attorneys;
- e) to pay the costs necessary for McCune-Brooks to continue its affairs during the term of the Lease Agreement and to wind up its affairs during the Lease Term, including the cost of attorneys, auditors and accountants; and

**WHEREAS**, the Trustee has recommended the distribution of funds pursuant to section a) above, for grant awards to the following recipient:

Fair Acres Family YMCA	\$25,000
------------------------	----------

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

That the City Council of the City of Carthage, Missouri does hereby approve the recommendation of the Trustee for the distribution of funds pursuant to section a) above.

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

**ATTEST:**

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

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

Application Date: 3-27-18

MCCUNE BROOKS REGIONAL HOSPITAL TRUST  
Data Sheet for Organizations  
Requesting Grants

PLEASE NOTE: The McCune Brooks Regional Hospital Trust will review the data supplied herein making its determination as to whether or not it will recommend to the Carthage City Council that a grant be made to your organization. However, by reviewing your request and the information supplied herein, the Trust is in no way making any commitment to grant funds to your organization pursuant to this or any other request. Further, the Trust may, at its option, request additional information and such requests by the Trust should not be considered a commitment by the Trust to make any grant to your organization. The Carthage City Council must ultimately approve the Trust's recommendation for funding before any grant of funds can be made.

1. Legal name of your organization: Fair Acres Family YMCA
2. Is your organization an organization qualified as a 501(c)(3) tax-exempt organization by the IRS or qualified in any other manner by the IRS as a tax-exempt entity? YES  NO

(a) If your organization has qualified as a tax-exempt organization, please attach a copy of the IRS qualifying letter or such other documentation you are relying upon to establish your organization's tax-exempt status.

3. Please provide your organization's taxpayer identification number: 43-1558437
4. Please write a brief statement of the purpose of your organization. If you need additional space, you may write on the back of this form or attach a separate statement to this form.

To put Christian principles into practice through programs  
that help healthy spirit, mind, & body for all.

5. How much money is your organization requesting from the McCune Brooks Regional Hospital Trust?  
\$25,000
6. When does your organization anticipate the need for funds it is requesting? Sooner the better
7. Please write a brief statement as to the purpose for which these funds are being requested. If you need additional space, you may write on the back or attach a statement to this form.

Attached

8. If the McCune Brooks Regional Hospital Trust consents to recommend a grant to your organization of the funds requested for the purpose you have set forth in your response to Item 7 above, it will be because the trustee has determined that the purpose forwarded by the grant is for the general welfare and healthcare benefit of the citizens of Carthage, Missouri, and healthcare related purposes of the greater Carthage, Missouri, metropolitan area. Please write a brief statement as to how this requested grant to your organization will meet these purposes. If you need additional space, you may write on the back or attach a statement to this form.

Attached

9. What are the sources of funds your organization relies upon to achieve its goals? You need not list individual donors by name. Also, please provide a balance sheet and income statement for your organization.

Attached

10. Please list the name, address, and phone number of the presiding officer of your organization.

Attached

11. Please list the names, addresses, and phone numbers of four (4) officers or members of your organization, other than your presiding officer, who will be available to the Trust, or Trust's appointee, for the purpose of interviews about the organization and for the purpose of being a source of information about your organization.

1. \_\_\_\_\_
2. Attached
3. \_\_\_\_\_
4. \_\_\_\_\_

12. Please identify an individual for follow up contact to review effectiveness of the grant, if different from above.

Jonathan Roberts

Completed Affidavit must be included with application for consideration!

501(c) (3) VERIFICATION AFFIDAVIT

The undersigned, a duly appointed officer of Fair Acres Family YMCA, (hereinafter referred to as the "Organization") hereby certifies that, as of the date shown below, the Organization is operating as an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, that said Organization has provided to the McCune Brooks Regional Hospital Trust a copy of its letter from the Internal Revenue Service informing the Organization of the determination of its exempt status, and that the Organization has not in the past year lost or relinquished its exemption status for any reason.

Dated this 27 day of March, 2018.

Fair Acres Family YMCA  
(Name of Organization)

BY: [Signature]  
Signature

Jonathan H. Roberts CEO/President  
Typed Name and Title

Submit this completed application to:

McCune Brooks Regional Hospital Trust  
c/o Schmidt and Associates  
2530 Grand, Suite C  
Carthage, MO 64836

Requests will be reviewed at the next scheduled meeting of the Trustee.

## ANSWERS

7. The funds will be used to establish a team of 5-7 community leaders and stakeholders to form a future aquatics facility team. The team will work on hiring two firms (info attached) to design and price possible future aquatic facilities in Carthage. We will also look at design options for the existing Municipal pool and Central pools.

Once the team has been established, we will visit 2-3 different aquatic centers in the US and meet with their operations teams to look at design layouts, operational effectiveness and unique amenities that could possibly be utilized in our community.

8. Currently our city outdoor aquatic center is old, outdated and not applicable for what a community like Carthage needs. The last two years, the YMCA has operated the current aquatic center and has increased the attendance, appearance and perception of the pools. However, there are severe issues that cannot be addressed or changed at a reasonable cost. With over 11,000 visits in 2017 and daily use from the 50+ summer swim participants, the pool is a needed, wanted and a used amenity by the community. Swimming is also considered a life-time activity, which means you can do it a majority of your life, unlike more physical demanding sports such as football and basketball. Drowning is the second leading cause of death in children 3-15 yrs old. With a place for kids to come and feel comfortable and safe will allow them to be more aware of dangers and safety around water.

9. A balance sheet for 2017 is attached for the City pool operations. Funds to operate the city pools are provided by revenue generated from gate fees and concessions sales. The City of Carthage pay \$44,000 to the YMCA to off-set the expenses not covered by revenue.

10. Our current Board president is Chris Horine; 1833 Wynwood Dr (64836); 629-2997 (c); [chris.horine@crowncastle.com](mailto:chris.horine@crowncastle.com)

## Waters Edge Aquatic Design

### Firm Overview

Waters Edge Aquatic Design, is an aquatic engineering firm with decades of award winning aquatic planning and design experience. We specialize in the evaluation, planning, and design of aquatic centers, natatoriums, water parks, fountains, and spray grounds. We focus on creating visually stunning, energy efficient, sustainable aquatic facilities that are also functional and easy to operate.

With a diverse team of licensed engineers, experienced designers, knowledgeable project managers, former aquatics directors, USA Swimming national program administrators and lifeguards, we are able to provide a distinct insight and a properly executed plan. Our expertise and experience allow us to review every concept with a detailed approach and an operator's perspective. Providing the opportunity for each facility to become more efficient and strategically planned.

We believe that every project is unique to its community and site; therefore, we understand each aquatic project deserves an equally unique solution. We do not approach projects with a one-size-fits-all model. Instead, we incorporate community history and preferences, user-group and programming needs, budget, and the goals of the City to create a project that is individually tailored.

To us, water is a form of art that adds excitement to life, which is why we are in the aquatics business. Since its founding, our firm's portfolio has grown to encompass every type of project imaginable, but our philosophy remains the same: a commitment to helping communities grow and prosper through the unique design of tailored, dream-like aquatic features & facilities.

Westport Pool, Inc.

## Westport Pools Inc.

### Firm Overview

Our employees have more than 800 years of combined aquatic specific experience ranging from operations to design, construction, and service. This depth of familiarity gives us a unique perspective on the challenges, opportunities, and needs of aquatic facilities of all sizes. We have a geographic footprint covering ten states including extensive construction, service, and management operations in the St. Louis and Kansas City metro areas. Let our passion for aquatics turn your dream into a reality!

#### View Some Recently Completed

##### Projects:

City of Bridgeton, MO Rec Center

City of Carbondale, IL

Kirkwood, MO High School

Edwardsville, IL High School

North County Recreation Center

Equipment Sales

Parts and Supplies

Consulting

##### Our Services Include:

Commercial Construction

Residential Construction

Commercial Service

Residential Service

Design

Management

Renovation

Municipal and Central Park Pool Summary

REVENUES	2011	2012	2013	2014	2015	2016	2017
Gate Fees	\$ 13,462	\$ 17,143	\$ 16,093	\$ 10,451	\$ 12,199	\$ 12,849	\$ 13,233
Rentals						\$ 2,309	\$ 3,854
Concessions	\$ 7,482	\$ 8,853	\$ 8,018	\$ 5,945	\$ 7,779	\$ 11,201	\$ 11,556
	\$ 20,944	\$ 25,996	\$ 24,111	\$ 16,396	\$ 19,978	\$ 26,359	\$ 28,643
<b>Expenses</b>							
Salaries	\$ 40,203	\$ 47,288	\$ 36,628	\$ 36,027	\$ 38,054	\$ 48,101	\$ 49,037
FICA	\$ 2,931	\$ 3,492	\$ 2,880	\$ 2,617	\$ 2,882	\$ 3,715	\$ 3,767
Worker's Comp	\$ 879	\$ 936	\$ 1,054	\$ 1,350	\$ 979	\$ 518	\$ -
	\$ 44,013	\$ 51,716	\$ 40,562	\$ 39,994	\$ 41,915	\$ 52,334	\$ 52,804
Maintanance	\$ 7,727	\$ 8,347	\$ 4,369	\$ 6,740	\$ 6,201	\$ 542	\$ 596
Chlorine						\$ 10,026	\$ 12,136
Telephone/Tablet	\$ 211	\$ 155	\$ 76	\$ 168	\$ 134	\$ 100	\$ 100
General Office Expense	\$ 340	\$ 326	\$ 24	\$ 222	\$ 6	\$ -	\$ -
Concession Supplies	\$ 6,022	\$ 5,375	\$ 6,017	\$ 5,349	\$ 5,411	\$ 6,729	\$ 5,985
General Tools and Supplies	\$ 868	\$ 130	\$ 2,777	\$ 4,206	\$ 4,215	\$ 1,966	\$ 904
Utilities	\$ 5,519	\$ 4,072	\$ 7,189	\$ 5,111	\$ 6,716	\$ -	\$ -
	\$ 20,687	\$ 18,405	\$ 20,452	\$ 21,796	\$ 22,683	\$ 19,363	\$ 19,721
<b>Capital</b>							
Grants/Donation	\$ -	\$ -	\$ -	\$ 3,619	\$ -	\$ 25,000	\$ -
Total Expenses	\$ 64,700	\$ 70,121	\$ 61,014	\$ 61,790	\$ 64,598	\$ 71,697	\$ 72,525
Profit/Loss	\$ (43,756)	\$ (44,125)	\$ (36,903)	\$ (45,394)	\$ (44,620)	\$ (45,338)	\$ (43,882)
City Contract						\$ 40,500	\$ 44,000
Total Visits			5,499	4,922	5,802	11,180	10,757
						159 - Muni	132 - Muni
Daily Average			74	67	78	27 - Central	36 - Central
Days Open			59	61	56	66	70
Days Closed			15	13	18	18	16

Highlights
------------

2016

**Steadley Grant purchases**

Purchased 50 lounge chairs and 15 rocking chairs for guests

Replaced the Fridge and Freezer in Concession stand

Replaced Air Conditioning unit in Concession stand

Purchased 6 new lifeguard chairs and 6 new umbrellas

Purchased a new pool vacuum

Replaced valve on chlorinator

Installed two baby changing tables in locker rooms

**Other upgrades by the city**

Added new shade structure

Painted the Lockerrooms

Replaced the Pool grates

2017

Hosted a two day outdoor swim meet

Painted the pools

Replaced starting blocks

Replaced steps

Survived a hail storm

2018 plans

ADA compliant Lift

Add anchors and inflatables

New pool Vacuum

Building roof repairs

New Central pool Fence



TO: Jonathan Roberts  
Fair Acres Family YMCA

February 6, 2018

RE: Carthage Missouri Aquatic Center  
Preliminary Design Services

Westport Pools, Inc. ("Westport") proposes to provide conceptual schematic design services for the Carthage Missouri Aquatic Center ("Project") for the citizens of Carthage, Missouri ("Owner"). While we have agreed that a design/build arrangement would be the most optimal construction delivery method, we are entering into this agreement in order to phase design services and allow for you to have a preliminary budget prior to a formal contract with Westport. Our fee for the conceptual design services is \$4,500 and is payable regardless if the project is constructed.

### Services

- ✓ Provide preliminary design services for the pool taking into consideration owner feedback and desires.
- ✓ Ensure design concepts contemplate commercial aquatic design standards and applicable codes.
- ✓ Participate in required planning sessions with the owner and their designated project team.
- ✓ Coordinate information sharing with the owners designated representatives, project team and consultants.
- ✓ Provide design concepts in CAD format.
- ✓ Provide a preliminary cost estimate for selected conceptual design.
- ✓ Provide a preliminary construction schedule.
- ✓ Provide additional costs estimates, as requested, for design concepts that may be revised by the owner.

### Exclusions

- ✓ Engineering services to determine site utility (sanitary sewer, electric) capacity.
- ✓ Environmental testing for site feasibility.
- ✓ Colored renderings of conceptual designs of the pool.
- ✓ Construction or bidding documents for other construction competitors.
- ✓ Scaled construction drawings appropriate for permit application.
- ✓ Final construction schedule.

### Miscellaneous

- ✓ The conceptual schematic design documents prepared by Westport for this Project are instruments of Westport for use solely with respect to this Project, except as may be expressly permitted herein. Westport shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including electronic format and reproducible copies, of Westport drawings. In no event may the Owner use Westport conceptual schematic design for the construction of a new facility unless agreed to in writing by Westport as otherwise permitted by Missouri law.
- ✓ If Owner uses any documents prepared by Westport to complete the project, where Westport was not engaged as the builder or for any other purpose, Owner shall indemnify and hold Westport harmless from any claim, loss, damage, suit or expense (including attorney's fees and expert witness fees) arising from such use.

We very much are honored to be a part of this project and our team of professionals is looking forward to working with your team and delivering a quality and unique project for the region.

# WESTPORT POOLS

**THE OWNER:**

**WESTPORT:**



\_\_\_\_\_  
**By: (Signature)**

\_\_\_\_\_  
**By: (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Title**

\_\_\_\_\_  
**Printed Title**

**FAIR ACRES FAMILY YMCA  
2018 BOARD OF DIRECTORS**

Meets Last Wednesday of the month at 12:00 Noon at the YMCA (unless a change is made)

Chris Horine (2020) President  
1833 Wynwood Dr (64836)  
629-2997 (c)  
[chris.horine@crowncastle.com](mailto:chris.horine@crowncastle.com)

Eric Putnam Treasurer (2020)  
521 E Highland. (64836)  
388-2739  
[eric.putnam@umb.com](mailto:eric.putnam@umb.com)

Matt Templeton (2020)  
2007 Forest Dr (64836)  
356-0870 (C)  
[suitup.mt@gmail.com](mailto:suitup.mt@gmail.com)

Jim Schriever (2021)  
1509 S Main (64836)  
946-5955  
[jim.schriever@gmail.com](mailto:jim.schriever@gmail.com)

Rob Barber (2020)  
7718 County Rd 164 (64836)  
(661) 992-8148 (C)  
[rbarber280@yahoo.com](mailto:rbarber280@yahoo.com)

Archie McDonald, Past-President(2021)  
1106 Southern Hills (64836)  
(H) 601-672-1522  
[archie.mcdonald@gmail.com](mailto:archie.mcdonald@gmail.com)

Muffy Edwards, Secretary (2019)  
1562 E. Fairview Ave. (64836)  
358-3444 (H) 417-674-2099 (C)  
[maggiwedwards1944@gmail.com](mailto:maggiwedwards1944@gmail.com)

Andy Youngworth (2019)  
1834 Southwood Lane (64836)  
359-7020  
[youngwortha@carthage.k12.mo.us](mailto:youngwortha@carthage.k12.mo.us)

Nick Martini (2021)  
420 Chestnut  
(479) 422-6786  
[nickm@hew.com](mailto:nickm@hew.com)

Jason Peterson Vice President(2019)  
201 Royal Oak Dr  
Joplin, Mo 64801  
793-8700  
[jpeterson@cwep.com](mailto:jpeterson@cwep.com)

**YMCA**

**Jonathan Roberts, Executive Director**  
2600 Grand Ave (64836)  
358-1070 (W) 358-1102 (Fax)  
[jhroberts2@gmail.com](mailto:jhroberts2@gmail.com)

**Wendy Royer, Aquatics Director**  
[aquatics@fairacresymca.com](mailto:aquatics@fairacresymca.com)

**Tericia Mixon, Assistant Executive Director**  
[tericiamixon@gmail.com](mailto:tericiamixon@gmail.com)

**Beth Roberts, Childcare Coordinator**  
[afterschool@fairacresymca.com](mailto:afterschool@fairacresymca.com)

**MCCUNE BROOKS REGIONAL HOSPITAL**

**FINANCIAL STATEMENTS**

**APRIL 30, 2018**



**Schmidt Associates, P.C.**  
**Certified Public Accountants**



**Schmidt Associates, P.C.**  
**Certified Public Accountants**

ACCOUNTANT'S COMPILATION REPORT

McCune Brooks Regional Hospital  
3125 Dr. Russell Smith Way  
Carthage, MO 64836

Management is responsible for the accompanying financial statements of McCune Brooks Regional Hospital (a nonprofit organization) which comprise the statement of financial position as of April 30, 2018 and the related statements of activities and other changes in net assets for the year-to-date in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

*Schmidt Associates, P.C.*  
May 08, 2018



America Counts on CPAs

**McCune Brooks Regional Hospital  
Statements of Financial Position  
As of April 30, 2018**

**Assets**

**Assets**

Cash in bank- New trust disbursement	\$	13,174.63
New Trust investment		16,445,053.00
Escrow account		<u>4,939,203.05</u>
<b>Total Assets</b>	<b>\$</b>	<b><u>21,397,430.68</u></b>

**Liabilities and Net Position**

**Liabilities**

Accounts payable	\$	1,560,334.00
<b>Total Liabilities</b>		<u>1,560,334.00</u>

**Net Position**

Operational capital- Fund balance	19,661,235.54
Restricted- non expendable	322,626.00
Retained earnings	<u>(146,764.86)</u>

**Total Net Position** 19,837,096.68

**Total Liabilities and Stockholders' Equity** \$ 21,397,430.68

See accountant's compilation report.

**McCune Brooks Regional Hospital  
Statements of Activities**

**12 Months Ended  
April 30, 2018**

**Income**

Interest and dividend income- bond/escrow	22,433.27
Interest and dividend income-Trust	217,144.50
Other income	13,059.64
Other income- from other trusts	9,301.62
Gain (Loss) realized and unrealized	<u>(202,857.16)</u>
<b>Total Income</b>	<u><u>59,081.87</u></u>

**Operating Expenses**

Bank charges	19,132.24
Grants	163,349.40
Legal and professional fees	<u>23,365.09</u>
<b>Total Operating Expenses</b>	<u><u>205,846.73</u></u>

**Net Income (Loss)** \$ (146,764.86)

See accountant's compilation report.

**RESOLUTION NO. 1838**

**A RESOLUTION APPROVING THE RECOMMENDATION OF THE McCUNE-BROOKS REGIONAL HOSPITAL TRUST FOR THE DISTRIBUTION OF FUNDS FROM THE RESTRICTED TRUST FUND.**

**WHEREAS**, the City of Carthage established the McCune-Brooks Regional Hospital Trust (Trustee) in December 2011 for the benefit of the citizens of Carthage, as an irrevocable common law trust under Missouri law; and

**WHEREAS**, the City approved the sale of the Hospital Property, including all property described as the "Leased Property" and the "Assumed Assets" under the Lease, to Mercy-Carthage for the Purchase Price; and

**WHEREAS**, the remaining amounts paid by Mercy-Carthage pursuant to the Asset Purchase Agreement were deposited in the McCune-Brooks Regional Hospital Trust; and

**WHEREAS**, the Grantors of the Trust have agreed that as part of the Lease Agreement all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council; and

**WHEREAS**, the Trustee may at any time make recommendations for distribution of the principal, and net income, subject to the approval of the City Council, for only the following purposes:

- a) to or for the benefit of the welfare and healthcare related purposes of the citizens of the greater Carthage, Missouri metropolitan area;
- b) to reconstitute and provide funds to operate the Hospital, if needed, upon termination of the Lease Agreement;
- c) to pay any liabilities and obligations of McCune-Brooks under the Lease Agreement;
- d) to enforce the terms of the Lease Agreement, including hiring consultants and attorneys;
- e) to pay the costs necessary for McCune-Brooks to continue its affairs during the term of the Lease Agreement and to wind up its affairs during the Lease Term, including the cost of attorneys, auditors and accountants; and

**WHEREAS**, the Trustee has recommended the distribution of funds pursuant to section a) above, for grant awards to the following recipient:

McCune Brooks Healthcare Foundation	\$37,500
-------------------------------------	----------

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

That the City Council of the City of Carthage, Missouri does hereby approve the recommendation of the Trustee for the distribution of funds pursuant to section a) above.

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

**ATTEST:**

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

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



**May 15, 2018**

**Mr. Ron Petersen  
McCune-Brooks Regional Hospital Trust  
c/o Schmidt Associates  
2530 Grand, Suite C  
Carthage, MO 64836**

**Dear Ron,**

**The McCune-Brooks Healthcare Foundation is working with Mercy Hospital Carthage, in an effort to replace the patient beds originally purchased ten years ago when the hospital was built. Time and use have taken their toll. The hospital has been able to replace fifteen of the twenty-five beds needed, and has asked us to help secure funding for the remaining ten. The UMANO beds being purchased are \$7,500 each, but allow the hospital staff to address many of the needs and requirements of their patients efficiently. We are requesting \$37,500 from the McCune-Brooks Regional Hospital Trust as a matching grant to accompany the funds we intend to raise with an event in August and the remainder being provided from our own existing funds.**

**We appreciate your consideration of our request and the board was very pleased that you were able to come to our board meeting in April. It was enlightening to hear about your goals and your interest in the possibility of our partnering on future projects. Please call Amy Grimes or myself at 417-313-5048 if you have any questions or my email address is: [beth.simmons@mbhfoundation.com](mailto:beth.simmons@mbhfoundation.com).**

**With gratitude,**

A handwritten signature in black ink, appearing to read "Elizabeth Simmons", with a long horizontal line extending to the right.

**Elizabeth Simmons  
Director  
McCune-Brooks Healthcare Foundation**

Application Date: 5/14/18

MCCUNE BROOKS REGIONAL HOSPITAL TRUST  
Data Sheet for Organizations  
Requesting Grants

PLEASE NOTE: The McCune Brooks Regional Hospital Trust will review the data supplied herein making its determination as to whether or not it will recommend to the Carthage City Council that a grant be made to your organization. However, by reviewing your request and the information supplied herein, the Trust is in no way making any commitment to grant funds to your organization pursuant to this or any other request. Further, the Trust may, at its option, request additional information and such requests by the Trust should not be considered a commitment by the Trust to make any grant to your organization. The Carthage City Council must ultimately approve the Trust's recommendation for funding before any grant of funds can be made.

1. Legal name of your organization: McCune-Brooks Healthcare Foundation
2. Is your organization an organization qualified as a 501(c)(3) tax-exempt organization by the IRS or qualified in any other manner by the IRS as a tax-exempt entity? YES  NO 
  - a. If your organization has qualified as a tax-exempt organization, please attach a copy of the IRS qualifying letter or such other documentation you are relying upon to establish your organization's tax-exempt status.
3. Please provide your organization's taxpayer identification number: 43-17714-03
4. Please write a brief statement of the purpose of your organization. If you need additional space, you may write on the back of this form or attach a separate statement to this form.  
To promote and support programs organizations, and initiatives that directly impact, and contribute to better health and healthy lifestyles for the citizens of Carthage through financial grants and volunteer activities.
5. How much money is your organization requesting from the McCune Brooks Regional Hospital Trust?  
\$37,500
6. When does your organization anticipate the need for funds it is requesting? As soon as funds are available.
7. Please write a brief statement as to the purpose for which these funds are being requested. If you need additional space, you may write on the back or attach a statement to this form.  
We have been asked to help secure funding by Mercy Carthage for 10 new UMANO patient beds. The hospital has already replaced 15 of the beds that were originally purchased when the hospital was built 10 years ago. They need 10 @ \$7,500 per bed to complete the project. The entire project cost is \$75,000.

8. If the McCune Brooks Regional Hospital Trust consents to recommend a grant to your organization of the funds requested for the purpose you have set forth in your response to Item 7 above, it will be because the trustee has determined that the purpose forwarded by the grant is for the general welfare and healthcare benefit of the citizens of Carthage, Missouri, and healthcare related purposes of the greater Carthage, Missouri, metropolitan area. Please write a brief statement as to how this requested grant to your organization will meet these purposes. If you need additional space, you may write on the back or attach a statement to this form.

We are asking for a matching grant to be used along with revenue from a special event. The remaining will come from MBH foundation funds. All will go directly to Mercy for the purchase of the beds.

9. What are the sources of funds your organization relies upon to achieve its goals? You need not list individual donors by name. Also, please provide a balance sheet and income statement for your organization.

Fundraising Activities, Grants, Donations, Rental Property Income, & Investments  
See Attached Balance Sheet

10. Please list the name, address, and phone number of the presiding officer of your organization.

Elizabeth Simmons (417) 313-5048  
1503 S. Hazel Ave.  
Carthage, MO 64836

11. Please list the names, addresses, and phone numbers of four (4) officers or members of your organization, other than your presiding officer, who will be available to the Trust, or Trust's appointee, for the purpose of interviews about the organization and for the purpose of being a source of information about your organization.

1. Mark Eliff - President  
1511 Grand Ave.  
417-358-2373
2. Miriam Putnam - Vice President  
1210 Wilson Rd.  
417-388-1031
3. Steve Wilson - Secretary / Treasurer  
1213 Grand Ave.  
417-358-1999
4. Mariann Morgan - Board Member / Legal Counsel  
719 Euclid Blvd.  
417-793-6116

12. Please identify an individual for follow up contact to review effectiveness of the grant, if different from above.

Scott Watson - Administrator Mercy Carthage  
417-359-2453

Completed Affidavit must be included with application for consideration!

**501(c) (3) VERIFICATION AFFIDAVIT**

The undersigned, a duly appointed officer of MCCUNE - BROOKS HEALTHCARE FOUNDATION (hereinafter referred to as the "Organization") hereby certifies that, as of the date shown below, the Organization is operating as an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, that said Organization has provided to the McCune Brooks Regional Hospital Trust a copy of its letter from the Internal Revenue Service informing the Organization of the determination of its exempt status, and that the Organization has not in the past year lost or relinquished its exemption status for any reason.

Dated this 14<sup>th</sup> day of MAY, 2018.

MCCUNE - BROOKS HEALTHCARE FOUNDATION  
(Name of Organization)

BY:   
Signature

ELIZABETH SIMMONS  
Typed Name and Title

Submit this completed application to:

**McCune Brooks Regional Hospital Trust  
c/o Schmidt and Associates  
2530 Grand, Suite C  
Carthage, MO 64836**

Requests will be reviewed at the next scheduled meeting of the Trustee.



Umano

QUICK REFERENCE CARD

ook SHOW > BED

### Main Nurse Control

- Lock out
- Bed movements
- Scale & bed exit
- Battery indicator

### Bed Exit Sideview Lights

(on foot bumpers)

- = Armed
- Flashing = In alarm
- Not illuminated = Alarm is OFF

### Bed extender (optional)

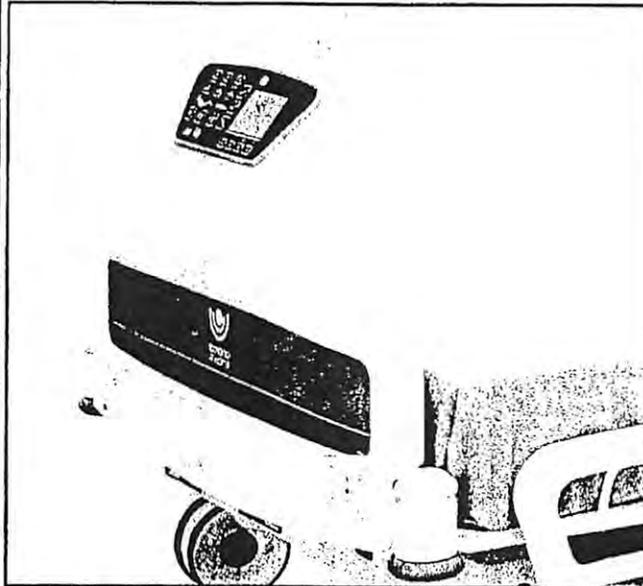
- Reach & pull on handle
- Pull to extend
- Push to retract
- Set to desired length and lock
- Install cushion

### Siderail Controls

- Outside of siderail = nurse controls
- Inside of siderail = patient controls

*Siderail controls can be locked at foot end*

## BED OVERVIEW

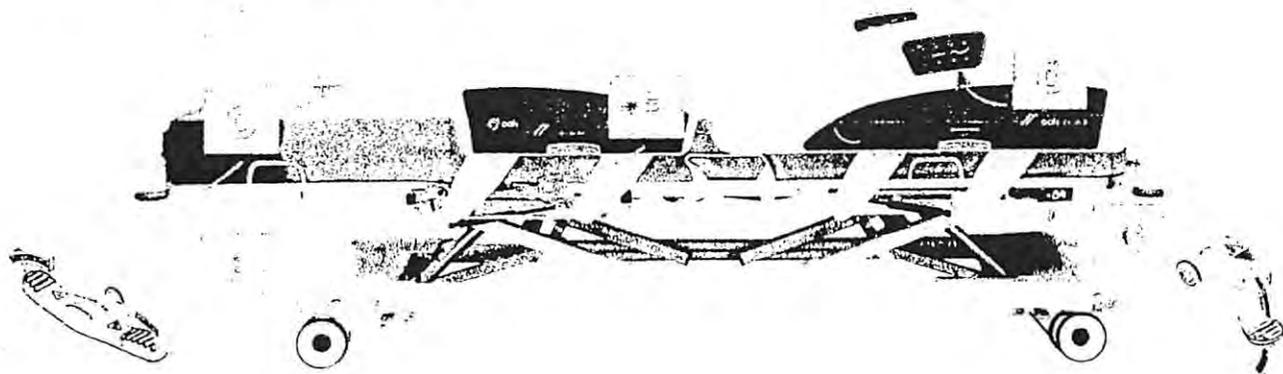
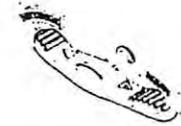


### Reminders

- Ensure bed is plugged to enable scale, bed exit & advanced features



- Apply the brakes



### Brake Pedals

- Push Red = Brake ON
- Push = Steer ON
- Horizontal = Neutral position (Bed is fully mobile)

### Siderail Release

- Lift handle UP to unlock
- Lower siderail down
- window indicates safe status
- Red window indicates unlocked siderail

### CPR Release Handle

- Pull red handle
  - Completely lower backrest section
- Seat section will automatically retract flat. Press any button to cancel*

Please refer to the user manual for detailed instructions, safety measures and warnings.

## SCALE & BED EXIT

HOME Button on the footboard returns the display to HOME SCREEN / MAIN MENU

NAVIGATION Buttons on footboard will activate commands on MENU

### To arm BED EXIT system

- 1 Verify that bed Detection Level and Alarm Settings (Volume & Tone) are appropriate for the patient. (To change, enter Patient Risk Mgmt)
- 2 Patient must be in bed to arm bed exit system.
- 3 From HOME SCREEN, press 'ARM'
- 4 Press 'YES' ('to arm bed exit') or press 'AUTO Arm', if applicable.
- 5 Verify that foot end bumper indicators (optional) are illuminated. When foot bumpers are illuminated, bed exit system is 'ARMED'.

### To change BED EXIT detection level

Please note bed alarm must be 'OFF' to make changes.

To change or set DETECTION LEVEL

From the HOME SCREEN, Press Press

Press to scroll through detection level options and Press 'Select detection' to select desired level.

### If ALARM is triggered

- 1 Using Regular/Manual setting:  
Press 'DISARM' (which will appear on the HOME SCREEN). This will turn 'OFF' the alarm. Patient must be placed back in bed and alarm must be manually REARMED.
- 2 Using AUTO mode:  
Press 'DISARM' (which will appear on the HOME SCREEN). This will turn 'OFF' the alarm and start a 60 sec. monitoring PAUSE. If after 60 sec. patient is still in bed, the system will automatically initiate arming procedure. If patient is out of bed, the system will return to stand-by mode.

### To 'ZERO' out the SCALE

From the HOME SCREEN Press 'SCALE' button. (which then becomes 'Select')

Press (Press once to scroll to 'Zero')

Press to 'ZERO'

Press 'START' to confirm

**Important: Patient should not be on bed during procedure.**

### To change ALARM settings

Alarm must be OFF to change settings (Alarm detection level, Alarm volume, Alarm tone)

From the HOME SCREEN

Press 'Patient Risk Mgmt'

Press 'Arrow Right'

Press 'Select' to enter Alarm Settings menu. Make desired changes and press 'OK' to save changes.

### SCALE - To weigh patient

From the HOME SCREEN, Press 'SCALE' button. (which then becomes 'Select')

Press and weight will be displayed

### Maintenance menu and other bed settings

CLOSE Button acts as a 'Back' Button and will bring you a step back in the display.

**For immediate assistance, please contact your local account executive.**

*Please refer to the user manual for detailed instructions, safety measures and warnings.*

12:14 PM  
05/15/18  
Accrual Basis

**McCune Brooks Healthcare Foundation**  
**Summary Balance Sheet**  
**As of May 15, 2018**

	<u>May 15, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	200,447.15
Other Current Assets	<u>8,461.49</u>
<b>Total Current Assets</b>	208,908.64
<b>Fixed Assets</b>	681,826.24
<b>Other Assets</b>	<u>5,505,557.05</u>
<b>TOTAL ASSETS</b>	<u><u>6,396,091.93</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	2,794.98
Other Current Liabilities	<u>8,710.79</u>
<b>Total Current Liabilities</b>	<u>11,505.77</u>
<b>Total Liabilities</b>	11,505.77
<b>Equity</b>	<u>6,384,586.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,396,091.93</u></u>

8:42 AM

05/16/18  
Accrual Basis

**McCune Brooks Healthcare Foundation**  
**Profit & Loss**  
June 30, 2017 through May 15, 2018

	Jun 30, '17 - May 15, 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
32000 · Contributions Income	
32200 · Unrestricted	1,000.00
32300 · Contributions - Mammograms	250.00
<b>Total 32000 · Contributions Income</b>	<b>1,250.00</b>
33000 · Fund Raiser Income	
33102 · Rustic Cuff Fundraiser	815.00
<b>Total 33000 · Fund Raiser Income</b>	<b>815.00</b>
33900 · Miscellaneous Income	3,521.18
38000 · Rental Income	
38120 · Rent Freeman	64,802.50
<b>Total 38000 · Rental Income</b>	<b>64,802.50</b>
<b>Total Income</b>	<b>70,388.68</b>
<b>Expense</b>	
40000 · Pink Rose Gift Shop Expenses	566.27
41000 · Salaries and Benefits	
41001 · 2014 IRA Contribution-E.Simmons	2,200.00
41000 · Salaries and Benefits - Other	65,771.73
<b>Total 41000 · Salaries and Benefits</b>	<b>67,971.73</b>
42000 · Professional Fees	
42100 · Accounting	614.54
<b>Total 42000 · Professional Fees</b>	<b>614.54</b>
42010 · D&O Insurance	1,344.00
43100 · Advertising	
43110 · Marketing	2,328.00
<b>Total 43100 · Advertising</b>	<b>2,328.00</b>
43300 · Storage Unit Rental	400.00
43600 · Miscellaneous	
49217 · VOLUNTEER EXPENSE	148.80
43600 · Miscellaneous - Other	323.33
<b>Total 43600 · Miscellaneous</b>	<b>472.13</b>
43800 · Supplies	
43802 · General Supplies	45.74
<b>Total 43800 · Supplies</b>	<b>45.74</b>
43850 · Foundation Office Expenses	
43891 · Postage	286.00
43901 · Supplies	508.92
44000 · Telephone	1,419.82
44001 · Utilities Gas/Electric	1,775.99
44100 · Miscellaneous	284.00
44101 · Foundation office Insurance	1,364.00
<b>Total 43850 · Foundation Office Expenses</b>	<b>5,638.73</b>
47000 · Fund Raiser Expense	
47201 · Girls Night Out Expense	226.15
47304 · Rustic Cuff Fundraiser	1,639.90
47999 · Misc. Fundraiser Expense	150.00
49224 · Breast Cancer Awareness Expense	234.78
47000 · Fund Raiser Expense - Other	45.00
<b>Total 47000 · Fund Raiser Expense</b>	<b>2,295.83</b>

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 09 1999

MCCUNE-BROOKS HEALTH CARE  
FOUNDATION INC  
627 W CENTENNIAL AVE  
CARTHAGE, MO 64836

Employer Identification Number:  
43-1771403  
DLN:  
17053275717029  
Contact Person:  
JAMES JANSEN ID# 31312  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
July 1997  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

  
District Director

Letter 1050 (DO/CG)

**RESOLUTION NO. 1839**

**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**

---

**Traci Cox, City Clerk**



CHANGE ORDER NO. 5

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

River Street and Fairview Avenue (Hwy. E)  
Intersection Improvements  
Carthage, Missouri  
6/12/2018

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
1-17	GUARDRAIL END SECTION	EA	1	\$ 200.00	\$ 200.00
1-28	TYPE 1 AGGREGATE FOR BASE (TYPE 1)(6 IN. THICK)	SY	173	\$ 10.00	\$ 1,730.00
2-6	8'x4' PRECAST BOX CULVERT	LF	21	\$ 620.00	\$ 13,020.00

<b>TOTAL AMOUNT</b>	<b>\$ 14,950.00</b>
Change Order Number 1, Net ADD	\$ -
Change Order Number 2, Net ADD	\$ 2,070.96
Change Order Number 3, Net ADD	\$ 312.50
Change Order Number 4, Net ADD	\$ 15,600.00
Change Order Number 5, Net ADD	\$ 14,950.00
Original Contract Amount	\$ 447,883.50
Revised Contract Amount, per Change Order #5	\$ 480,816.96

ACCEPTED BY ENGINEER:  
Anderson Engineering  
Jason Eckhart, Vice President

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

ACCEPTED BY CONTRACTOR:  
Bennett, Inc.  
Printed Name: \_\_\_\_\_

By: Jason Eckhart  
Date: 6/12/18

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

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

ADJ # 1	Carry-over	341,125.00
ADJ # 2	Project changes	118,800.00
		459,925.00
	Revised contract amount w/C.O.s	480,816.96
		20,891.96
ADJ # 4	CO #5, up to ...	25,000.00
		4,108.04

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

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, JUNE 11, 2018 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

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

**OTHERS PRESENT:** City Administrator Tom Short, Fire Chief Roger Williams, City Clerk Traci Cox, Police Chief Greg Dagnan, Council Members Ceri Otero and David Armstrong, and John Hacker.

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

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Topete made a motion to approve the minutes for the May 14 meeting of the Budget Ways & Means Committee. Motion carried 4-0.

**Consider and discuss contract for services with Carthage Humane Society for fiscal 2019.**

1. *"As stated earlier in an email updating everyone on the Carthage Humane Society's (CHS) contract, negotiations are still in the process with the Police Chief. Part of the discussions now includes the feral cat situation and the discussion at the last Public Safety Committee meeting. In talking to the Chief again, it appears that the Humane Society is still not willing to sign the City's Contract, but is in the process of providing their amended contract with points that Greg has been discussing with them. Following are Greg's comments regarding talks: I went to the Carthage Humane Society yesterday [June 5, 2018] in an attempt to negotiate a final contract. The meeting lasted a couple of hours, and here is where we are at:*

*They (CHS) wanted to use the contract that they submitted as the baseline contract. So we started there. It is almost identical to the Joplin Humane Society contract. The first provision that we discussed is in their contract, paragraph 1. It says "CHS reserves the right to refuse animals due to overcrowding or other emergency." They stated that they are regulated by the Department of agriculture in regard to how many animals they can house. I recommend that they improve the language defining the word "overcrowding" by Department of Ag standards and also that they define more clearly what constitutes an emergency.*

*The Second issue that we discussed is the lack of a requirement in their contract that they provide quarterly financial statements. The current contract, paragraph 7 says, "written financial statements will be presented to the city Council by the second meeting of each month." Representatives of the Humane Society would like that to say, "written quarterly financial statements and other pertinent documents will be presented to the city upon request."*

*The third issue is the lack of a[n] assigned liaison from the Council in their proposed contract. All parties agree that paragraph 11 from the current contract should be added to any future contract so that there will be a liaison.*

*One of the issues that took a significant amount of time to discuss was the funding portion of the contract. Humane Society representatives are proposing that they receive \$33,000 in total with no performance evaluation. Their reasoning is that they claim to have spent \$40,000 providing for Carthage city animals last year. They also indicated that they would like to see this contract amount raised in future. I was very clear in stating that all departments of the city took cuts this year, and this was likely a long shot, but of course, up to the council.*

*Another topic that received a great amount of discussion is that in their contract paragraph 9, it states "the city will pay for extraordinary animal care and for veterinary care that is required in certain cases." I recommended that they modify this language to indicate that we would pay for animals that are adoptable, if given some minimal medical attention and the cost are not excessive. But, that we do not want to pay for medical care for an animal that is not adoptable and/or if medical expenses will be extreme. Of course, if the animal is claimed by someone, this will not be an issue.*

*According to their new contract, they would like to charge us an additional fee for dead animals. It is possible that we may be able to get a biohazard dumpster through our current trash provider at no cost, perhaps we will not have to pay for this service. We're still working on this, and will keep you up to date.*

*Finally, they have hired a coordinator for the trap neuter release program. Yes, this is a full-time person who is already hired. As part of services they provide they would like to coordinate trap neuter release program, continuing to work with Spare Cat Rescue to pay for animals they neuter and spay and to sponsor managed colonies of feral cats. I have asked for written details concerning their vision of this program and specifying who will be paying for the animal care, vaccinations and animals that they spay or neuter. Obviously, they would like us to keep the existing feral cat ordinance in intact to continue with this program. If we end the ordinance, or TNR, they would like to put in the contract that they have the right to refuse feral cats.*

*I've given them a deadline of Monday at noon to provide new contract language so that it can be considered by budget committee.*

*This seems to continue to be a fluid process, if you have any questions please let me know.*

*Greg Dagnan*

*Staff will do whatever the Council decides to make any contract work. Just a reminder, the City's contract has evolved over the past 15+ years and has been adjusted due to numerous problems and changes in personnel, etc. These included changes requested by CHS and changes and assurances by the City. The backup position is the Joplin Humane Society (JHS) contract. Initially, it appears that for the volume of animals brought to the shelter last year, the fee amounts would be lower than the current request. We still need to fully cost out the scope of the services that will be provided. There would also be some operational changes in how the procedures are handled. The JHS contract is for an equivalent level of services as currently exists.*

*We will put the City's proposed contract on the Council's agenda for first reading as a place holder pending resolution of the discussions with CHS. CHS has submitted its financial statements since they were informed they had not been received."*

Jonathan Roberts, Carthage Humane Society board member, was present to discuss the contract terms and the feral cat program. A full time employee has been hired through funds provided by Spare Cat Rescue to help manage the TNR program. Mr. Shields made a motion to amend the Carthage Humane Society contract by omitting item #16 and review at six months with payments of \$2,750 per month until the review. Motion passed.

## **NEW BUSINESS:**

### **1. Consider and discuss Budget Adjustment to the Annual Operating and Capital Budget for Fiscal 2018.**

*"The proposed adjustments are basically year-end adjustments needed to keep the respective funds or departments balanced. The first adjustment is for the Public Safety Fund. This*

*adjustment appropriates the anonymous donation money approved earlier this year by the Council. The City accepted a donation in February 2018 in the amount of nine thousand dollars (\$9,000.00) from an anonymous donor for use in the Carthage Police Department. The donor did not place any restrictions on the specific use of the funds. A future budget adjustment was authorized to appropriate these funds. The specific items listed for expenditures are from the Police Department. The next adjustment is for the General Fund, and affects three departments. The first is for the Public Works department and requests transferred funds in an amount of up to \$17,000.00 to the Professional Fees line item for engineering fees for City capital projects. The next is a request for the Municipal Court department in an amount of up to \$1,600.00 to the Professional Fees line item for the Court Interpreter's hours due to Court operating procedures. The last General Fund adjustment is for the Emergency Management department in an amount of up to \$2,500.00 to the Equipment Repairs line item for emergency repairs to the generator at the Fire Department. These departments are going to be very close and these additional funds would provide a cushion if needed. These funds will come from the General Fund's Capital Improvements department from remaining funds from projects that were funded by other sources. Specifically, City Hall's roof repair/replacement was to come from this department. The Hail Storm provided Insurance proceed which funded the repairs instead, freeing up those funds."*

Mr. Short provided additional information for the adjustment. Mr. Shields made a motion to approve the budget adjustments and send them to the full Council for approval. Motion carried 3-0.

**2. Consider and discuss a Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the restricted Trust Fund.**

*"The McCune Regional Hospital Board of Trustees met to conduct business and are again in a position to submit its choices for Council Consideration. The Trustees received three grant requests but are only recommending two requests to the Council. These are for McCune-Brooks Healthcare Foundation for \$37,500 for replacement beds at the hospital and \$25,000 to the Fair Acres Family YMCA to be used to establish a team of 5-7 community leaders and stakeholders to form a future aquatics facility team. The team will work on hiring two firms to design and price possible future aquatic facilities in Carthage. The group will also look at design options for the existing Municipal pool and Central [Park] pools. This Resolution is also on the Council's agenda for Tuesday night for consideration. If approved by the Council, both will be paid out of the McCune Brooks Regional Hospital Trust. Included is some of the submitted paperwork."*

Jonathan Roberts, Executive Director for the Carthage YMCA, explained the use of the grant funds he had requested. A board would be formed to work with two firms to design and price possible future aquatic facilities. The board will look at design options and determine the operational effectiveness of a new aquatic park. Mr. Short explained that the City of Carthage should have representation on the board and sustainability should be considered.

**3. Staff Reports:**

*“Included is the monthly **budget summary** for all funds of the City for the period ending May 31, 2018. We will briefly review this at the meeting. At this point, there does not appear to any major concerns on a fund basis, outside of the adjustment above. There will be adjustments in fiscal 2019 for carry-over projects from this year’s budget for projects that could not either start or be finished in the current year. The **Sales Tax** report for June’s General Fund’s 1% is included. Receipts for June, the final month of the fiscal year, showed a decrease of 4.51% from the same month last Fiscal Year. This amounted to approximately \$8,505 less than last year. Overall, we had budgeted a decrease of .5% from the previous year’s budgeted amount for Sales Tax. Year-to-date numbers ended up 3.45% or \$77,102 higher than last year, but 3.16% (\$75,347) below budget projections. We will also report on discussions with the Carthage R-9 School system regarding the School Resource Officer (SRO) positions. I should also have the hard copies of the budget for distribution to the Committee and the Council by Monday.”*

Mr. Short discussed the revenue shortfall for the golf course noting expenditures will be closely monitored but the course would continue to be maintained. Sales tax revenues were also reviewed. City Clerk Traci Cox discussed an increase in catastrophic claims against the employee health insurance plan. Chief Greg Dagnan discussed a meeting with Mark Baker, School Superintendent, regarding School Resource Officers.

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 7:12 P.M. on motion by Mr. Topete.

Respectfully submitted,  
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, JUNE 12, 2018  
CITY HALL COUNCIL CHAMBERS**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, Brady Beckham and Kirby Newport. David Armstrong 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 5:30 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Newport, the minutes of the May 22, 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:**

**Consider and discuss expanding Insurance/Audit and Claims responsibilities to include the vetting of the Mayor's Appointments.**

Mr. Newport discussed adding the review of appointments by the Mayor to the duties of the committee. Members considered both compensated appointments and volunteer appointments. No action was taken at this time.

**Staff Reports:**

Ms. Cox stated she had spoken with Missouri Municipal League regarding tax liens. Municipalities do have the right to file tax liens and the city attorney should give instructions on the correct procedures. Other collection options were also discussed. Ms. Cox recently met with Lorie Downing from Beimdiek Insurance Agency to review the current status of future health insurance rates. Mr. Short discussed the possibility of adding a Wellness Program.

**ADJOURNMENT:** Mr. Newport made a motion to adjourn at 6:24 PM. Motion carried 3-0.

Traci Cox  
City Clerk

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# City of Carthage



## Public Safety Committee – Minutes

**Meeting Date:** June 18, 2018

**Meeting Location:** Carthage Fire Department

**Call to Order:** Chairman Harrison

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

**Attendance:**

Chairman Harrison  
Councilman Collier  
Councilman Shields

Mayor Rife  
Administrator Short  
Chief Dagnan  
Chief Williams

Citizen/Other: Morgan Housh, Ceri Otero, Alan Snow, Larry Cleary, Heber Mendoza, Shane Moore, Melissa Daughtery, David Armstrong, Gina Foulks

### OLD BUSINESS

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

### CITIZEN PARTICIPATION

1. Larry Cleary is requesting street closures for the Maple Leaf Cruise Night as in years past. He is requesting the following streets to be closed and vacated: Grant Street from 2<sup>nd</sup> to 4<sup>th</sup>, Main Street from 2<sup>nd</sup> to 4<sup>th</sup>, and 3<sup>rd</sup> Street from Grant to Main. He is also requesting reverse flow of traffic to facilitate back in parking. The event will be held on October 19, 2018. The event will be running same as it has been in years past. Councilman Shields motioned to approve the street closing for the Maple Leaf Cruise Night on October 19<sup>th</sup> as it has been in the past. Motion Passed.
2. Herber Mendoza – Alfa Y Omega Covenant Church – Day of the Bible 4<sup>th</sup> of July Parade. This is the 5<sup>th</sup> year for the parade. There are no changes in the route from previous years. The parade starts at the church on Baker, Baker to Centennial, Centennial to Grand, and ending at the Square. The parade will start at 10:00am on July 4<sup>th</sup>. Councilman Shields made a motion to accept and approve the Day of the Bible Parade on July 4<sup>th</sup> at 10:00am same as years past. Motion passed.
3. Lana Griffith was not present at the meeting to discuss the Annual Bel Aire 4<sup>th</sup> of July Kids Parade. The committee discussed the event. This will be the 17<sup>th</sup> year for the bike parade. As in years past Clinton, Fulton, and Grand streets will be blocked off during this time. The CPD will supply the road barricades. No changes are made from previous years. Councilman Collier made a motion to approve the 17<sup>th</sup> annual Bel Aire Bike Parade. Motion passed.
4. Shane Moore discussed with the committee the parking concerns on Garrison and Macon. Shane said that Ulmer Funeral home is having issues with traffic being able to get out of their lot with all the cars parked on the east side of Garrison. Most of these vehicles are believed to be cars that are awaiting service at the car repair garage across the street from the funeral home. The committee discussed a few problems they have had on that intersection. Tom Short will get with MODot to see if the city or MODot is in charge of that intersection. No motion was needed at this time.

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

## NEW BUSINESS

1. Chief Dagnan presented the committee with a draft MOU between the City of Carthage Police Department and Carthage R-9 Schools concerning the SRO positions. The draft is attached. The Carthage R-9 school district will supervise two school resource officers which will be full-time employees of the city. These positions will be based on a 9-month contract. These SROs assignments, scheduling and deployment will be up to those designated to supervise them at the Carthage R-9 school district. The pay of the 9-month contract SROs will be pro-rated at 9 months of a full time police officer's salary. They will receive all full time benefits. These two positions will be reimbursed to the city by the schools at the rate of 100% of pay and benefits for the 9-month contract period only. The CPD will employ, including pay benefits equipment etc one officer to be assigned as an SRO whose duties and schedule will be assigned by the Police Department. This officer will work in the capacity of a liaison between the school district SROs and the Police Department. The salary of this SRO will be reimbursed by the Schools for this position at 75% of pay and benefits, based on a full time, yearly salary. There was a lengthy discussion with the committee, Councilman Armstrong requested permission from the committee to express his concerns and thoughts on the proposed MOU. The draft MOU is being discussed in tonight's School Board meeting. There were no motions taken at this time.
2. Chief Williams discussed with committee about the EMPG award. He is requesting the committee to make a motion to accept the Emergency Management (EMPG) grant as years past. The grant is for 1/3 of 50% of Roger Williams, David Myers, and Morgan Housh's wages and some small items that are covered 50%. The application has to be completed and turned in by June 22<sup>nd</sup>. The CFD will get up to \$32,116.37 in federal funds with a \$32,116.37 required local match. Councilman Collier made a motion to accept the EMPG grant application. Motion passed.
3. Staff Reports:
  - a. Police Department
    - i. The CPD conducted a traffic study on Fulton and 3<sup>rd</sup> Street from May 28<sup>th</sup> to June 13<sup>th</sup>. Only 3% of the vehicles that were traveling in that area were exceeding the speed limit. Melissa Daughtery was present at the meeting and told the committee that the Summer School bus was picking up/dropping off on 3<sup>rd</sup> street not Fulton and they were not have any problems. Chief Dagnan will talk to the Bus Barn and Greg Wolf about possibly picking up/ dropping off on 3<sup>rd</sup> Street during the regular school year. No motion was needed.
  - b. Fire Department
    - i. 2018 Mudstock will be held on June 30<sup>th</sup> at Myers Park from noon to 3:00pm. Chief Williams is requesting that George E Phelps (from the roundabout to Hazel) and Annie Baxter (North side of Lowes) be closed from 10:00am to around 4:00pm. Councilman Collier made a motion to approve the street closures for Mudstock on June 30<sup>th</sup>. Motion passed.
    - ii. Chief Williams briefly talked about the progress of Station 2.

## ADJOURNMENT

Councilman Shields made a motion to adjourn.

**Next Meeting Date: July 16, 2018**

**Next Meeting Location: Carthage Police Department**

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

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

The Carthage Public Library Board of Trustees met Tuesday, May 15, 2018 in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Peggy Ralston, President.

APPROVED

**Roll Call**

Board Members present were: Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Kelli Nugent, Kelly Hartley and Eric Putnam. Also present was Library Director Julie Yockey, Judy Welch and City Council liaison Ceri Otero. Board members Carrie Campbell and Kevin Johnson were absent.

**Minutes of Last Meeting**

There were no changes to the minutes of the last regular meeting. A motion to approve the minutes of the regular session of April 10, 2018 was made by Justin Baucom and seconded by Kelli Nugent. Motion passed unanimously.

**Financial Report**

Attached. April 2018 financials were presented. Kelli Nugent moved to accept the April 2018 financial report. Eric Putnam seconded. Motion passed unanimously.

A proposed 2019 budget was presented. Specific lines discussed were Salaries/Wages, Health Insurance, Telephone, and Insurance. Kelli Nugent moved to accept the proposed 2019 budget. Gary Cole seconded. Motion passed unanimously.

**Director's Progress and Service Report**

Attached. Discussion included. (1) Julie showed slides and discussed her recent trip to Washington DC for the National Library Advocacy week. (2) The estimated sales tax revenue for 2019 will be \$456,216. (3) Sherri visited all preschools, elementary schools, the Intermediate Center, and the Junior High regarding Library programs, plus flyers were left with the High School librarians.

**Youth Services Progress and Services Report**

Attached.

**President's Message**

(1) Peggy reported board members Kelli Nugent and Kelly Hartley will be leaving board and thanked them for their service.

**Council Liaison's Report**

(1) Ceri Otero reported this will be her last report to the Library Board. The meeting time of one of her appointed committees had changed and it now conflicts with the Library board meeting. A new representative should be appointed soon. (2) Sales tax collections from the Liberty Tree annexation started April 1.

**Committee Reports**

**Building Committee** – Gary Cole reported: (1) Materials for the flat roof have been delivered and placed on the building. They are waiting for the weather to clear before installation. (2) Architects in Springfield have turned over plans for the maker space and we can start getting estimates.

The Carthage Public Library Board of Trustees Meeting Minutes – May 2018

**Budget Committee** – No report. The 2019 budget was accepted during the Financial Report.

**Community Relations** – No report

**By-Laws** - No report.

**Library Gardens** – Julie reported that no one representing the Extension Center has shown up to take over garden maintenance so the Library staff will undertake this project. The Library will be closed the next two Mondays to work on the project.

**ADA Compliance** – No report.

**Communications** – No report.

**Unfinished Business**

No report.

**New Business**

No report.

**Payment of Bills**

Peggy Ralston said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Kelly Hartley seconded. Motion passed unanimously.

**Other New Business**

(1) Carthage Community Foundation will present the Library with a \$2,500 check. Sandy Swingle, Peggy Ralston, Eric Putnam, Julie Yockey, Sherri Luce and Miriam Putnam will attend the presentation May 17, 2018.

**Closed Session**

The Carthage Public Library Board of Trustees met in closed session on Tuesday, May 15, 2018 in the Carthage Public Library Board Room. Justin Baucom moved to go into closed session. Kelli Nugent seconded. The meeting was called to order at 6:23 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Kelli Nugent, Kelly Hartley and Eric Putnam voted in favor of the closed session. Director Julie Yockey was also present.

Justin Baucom moved to go out of closed session. Gary Cole seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Kelli Nugent, Kelly Hartley and Eric Putnam voted in favor of adjourning the closed session. Director Julie Yockey was present. Closed session ended May 15, 2018 at 6:45 pm.

**Adjournment**

Kelly Hartley made a motion to adjourn. Kelli Nugent seconded. Motion passed unanimously. Meeting was adjourned at 6:50 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

DRAFT

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – Closed Session – May 2018

The Carthage Public Library Board of Trustees met in closed session on Tuesday, May 15, 2018 in the Carthage Public Library Board Room. Justin Baucom moved to go into closed session. Kelli Nugent seconded. The meeting was called to order at 6:23 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Kelli Nugent, Kelly Hartley and Eric Putnam voted in favor of the closed session. Director Julie Yockey was also present.

**New Business**

1) Julie presented a proposal for salary and wage increases for the 2019 fiscal year after which she excused herself from the meeting. After discussion Gary Cole move to accept Julie's proposal with minor adjustments. Eric Putnam seconded. Motion passed unanimously. Julie returned to the meeting after the vote.

Justin Baucom made a motion to go out of closed session. Gary Cole seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Kelli Nugent, Kelly Hartley and Eric Putnam voted in favor of adjourning the closed session. Director Julie Yockey was also present. Closed session ended May 15, 2018 at 6:45 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

# Carthage Chamber of Commerce Board of Directors

Thursday, May 17, 2018 at 7:30 a.m.

## Members present:

Steve Willis, Chair  
Roy Mason, Vice Chair  
Paul Eckels  
Kimberly Fullerton  
Robert Goar  
Dr. Jon Haffner  
Tina Hallmark  
John Lenahan  
Elizabeth Simmons  
Scott Watson  
Gregg Wolf, ex-officio

## Members absent:

Brian Schmidt, Treasurer  
Rodney Hinds  
Chuck Bryant, ex-officio  
Tom Flanigan, ex-officio  
Tom Short, ex-officio

## Liaisons present:

Jim Benton, liaison  
Mike Daugherty, liaison

## Staff present:

Mark Elliff, Pres/Sec  
Mary Jo Little  
Neely Myers

## Liaisons absent:

Wendi Douglas, liaison

Quorum being present, Board Chair Willis began the meeting at 7:30 a.m. He introduced Mike Daugherty as the City liaison.

April minutes were presented for review. There being no corrections, Goar moved to approve the minutes, Mason seconded the motion, and the motion carried unanimously.

April financial reports: Elliff reviewed the monthly summary and noted that projected year-end net income continued to show the Chamber in good shape. 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 reported that ribbon cuttings continued to be well-attended.

Economic Development: Elliff reported the he had begun meeting regularly with Stephanie Howard from CW&EP to collaborate on the proposed industrial park. He noted that KFC was making progress toward opening; he was in discussions with two potential properties for development; he was participating in a revisioning for the Joplin Regional Partnership; the Villas at Myers Park was generating significant interest; the ED contract with the City had been drafted and was awaiting council approval; and he was researching a business incubator model from Des Moines, IA.

Emerging Leaders: Little reviewed the written report in the Board packet, highlighting the upcoming Tiger Builders lunch; there were no questions.

Maple Leaf: Little reviewed the written report in the Board packet, highlighting the finalization of the festival brochure; there were no questions.

Marketing/Expo: There were no questions regarding the written report in the Board packet. Mason added that the 2019 directory was expected to be awarded again to Metro Media, pending receipt of their 2018 royalty; there were no questions. Myers announced that the Chamber's birthday party was scheduled for Friday, June 1 and urged board participation.

Public Policy: have not met

CVB: Willis reported the CVB had received bids for the Carthage Way Finding Sign program. The bids and the Phase in Program were in the review process and a meeting is scheduled with city leaders to move the process forward.

Ministerial Alliance: Benton had nothing new to report.

Vision Carthage: There were no questions regarding the written report in the Board packet. Myers added that the mayor's tree on the courthouse lawn was being replaced due to poor health and that beautification efforts around the city were ongoing.

Chairman's report: Willis had nothing new to report.

**President's report:** There were no questions regarding the written report in the Board packet. Elliff added that problems with one of the Chamber's air conditioning units was being addressed but might result in replacement of the unit. He presented the audit/review proposal from Taylor Green; Eckels moved to accept the two-year proposal, Mason seconded the motion, and the motion carried unanimously. Elliff reported the Chamber's consideration of adding pre-employment fingerprinting services for businesses and will continue to pursue based on board members' comments. He also noted that the Chamber was evaluating replacement of the existing wireless internet and analog phone service with fiber internet and voice-over-iP phone service; details to follow. He commented that the park light donated to the Chamber by Vision Carthage would be installed soon and that he had recently attended the Leggett & Platt shareholders meeting.

**City of Carthage:** Daugherty reported that the City had refused a measure to move court services to Joplin and that the 2018-19 budget was being finalized.

**Jasper County:** No report.

**Old Business:** None.

**New Business:** Willis reported a request from Bryant to reassign the CW&EP's 2018 ex-officio appointment to Howard. Mason moved to accept the request, Goar seconded the motion, and the motion passed unanimously.

**Strategic Planning:** Little reviewed the discussion regarding Maple Leaf, noting the resulting changes that had been made and presenting a few additional suggestions. Board members discussed further, but with no formal action required.

**Upcoming events:**

1. 5/17.....Herrington Dental ribbon cutting, 1 p.m.
2. 5/17.....CEL Tiger Builders, 11 a.m.-1 p.m.
3. 5/17.....Business After Hours w/Carthage Rotary at The Woodshed, 5-6:30 p.m.
4. 5/18.....Member of the Month Award presentation at Chamber office, 10 a.m.
5. 5/22.....Last Eggs & Issues Legislative Forum for 2018 in Neosho, 10:15 a.m.
6. 5/22.....Emerging Leaders tour of Highway Patrol Crime Lab, 2 & 2:30 p.m.
7. 5/24.....Days Inn ribbon cutting, 1 p.m.
8. 5/28.....Chamber closed for Memorial Day
9. 5/30.....Chamber 101, 9 a.m.
10. 6/1.....Chamber Birthday & Community "Thank You" Party, 11 a.m.-1 p.m.
11. 6/8.....Mid-Morning Mingle at Maple Tree Terrace, 9:30-10:30 a.m.
12. 6/13.....Lunch & Learn w/Jordan CPA, 11:30 a.m.
13. 6/20.....Emerging Leaders "People You Need to Know" w/Nate Dally, 11:30 a.m.
14. 6/21.....Bowling Night, 6-9 p.m.
15. 6/28.....Emerging Leaders strategic planning meeting, 3-5 p.m.

**Watson moved to go into closed session at 8:35 a.m., Mason seconded the motion, and Board went into closed session.**

**During closed session, Mason moved to award Elliff a salary increase effective 4/1/18, Simmons seconded the motion, and the motion carried unanimously. Fullerton moved to adjourn the closed session, Watson seconded the motion, and the motion carried unanimously. Watson then moved to adjourn the meeting at 8:50 a.m., Mason seconded the motion, and the motion carried unanimously.**

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

*Minutes prepared by Mary Jo Little.*

***AGENDAS  
STANDING  
COMMITTEES***

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# City of Carthage



## NOTICE OF MEETING Public Safety Committee – Agenda

Monday June 18, 2018

5:30 p.m.

Carthage Fire Department  
401 W Chestnut, Carthage MO 64836

### TENTATIVE AGENDA

#### OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

#### CITIZEN PARTICIPATION

1. Consider and discuss Maple Leaf cruise night – Larry Cleary
2. Consider and discuss 4<sup>th</sup> of July Parade – Heber Mendoza
3. Consider and discuss Annual Bel Aire 4<sup>th</sup> of July Kids Parade – Lana Griffith
4. Consider and discuss parking at Ulmer Funeral Home on Garrison. – Shane Moore

#### NEW BUSINESS.

1. Consider and discuss restructuring of the SRO program - Dagnan
2. Consider and discuss the acceptance of the EMPG grant - Williams
3. **Staff Reports.**
  - a) Police Department
    - a. Traffic Study on Fulton and 3<sup>rd</sup> Street
  - b) Fire Department

#### ADJOURNMENT

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

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

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

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 26, 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. Consider and discuss reclassification of IT Tech Position.
2. Consider and discuss salaries of "red-lined" employees.
3. Staff Reports

**Adjournment**

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Posted \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darius 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

JUNE 12, 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
  - ◊ **Accept Stan Heater's Resignation from the Joplin Special Road District Board.**
  - ◊ **Award Bid for the Parking Lot Improvements on the Southeast Corner of the Square.**
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 JUNE 8, 2018 AT 4:00 P.M.

(RSMO 610.020)

# CITY OF CARTHAGE

Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: 6/18/2018

Place: City Hall Chambers  
326 Grant St.

Time: 5:15 pm



### To Consider the following items:

1. Requested by: Jaime Cordova

Project Location: 310 Howard

Request type: Certificate of Appropriateness

Reason for Hearing: Request the installation of an exterior wall sign.  
5' X 10' (Wood)

2. Requested by: Michael Samuelson

Project Location: 1203 Grand

Request type: Certificate of Appropriateness

Reason for Hearing: Request the installation of exterior wall signs.  
3 - 3' X 8' (Polymer material w/a high density plastic core)

3. Requested by: Sara Dawn Moheit

Project Location: 511 Lyon

Request type: Certificate of Appropriateness

Reason for Hearing: Request the installation of two exterior wall signs.  
2 - 4' X 8' Max-Metal (Aluminum Type)

4. Requested by: Chairman Harry Rogers

Project Location:

Request type: Other

Reason for Hearing: Committee discussion regarding the Historic District (time permitting)

5. Requested by:

Project Location:

Request type:

Reason for Hearing:

### Commission Members

<b>Voting Members:</b>	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Eric Putnam	521 E Highland	417-388-2739
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

<b>Non-Voting Members:</b>	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember	David Armstrong	1024 Oak	417-793-9811
	City Administrator	Tom Short	City Hall	417-237-7003

<b>Staff:</b>	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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# CITY OF CARTHAGE

Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: **6/18/2018**

Place: **City Hall Chambers  
326 Grant St.**

Time: **5:15 pm**



**6. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**7. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**8. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**9. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**10. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

### Commission Members

<b>Voting Members:</b>	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Eric Putnam	521 E Highland	417-388-2739
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

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<b>Staff:</b>	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darius K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
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Carthage: 417-358-0421  
Joplin: 417-625-4350

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

## COMMISSION AGENDA

JUNE 19, 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

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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 JUNE 15, 2018 AT 4:00 P.M.

(RSMO 610.020)

POLICE AND FIRE PENSION COMMITTEE  
Tuesday, June 19, 2018  
11:30 A. M.  
UMB Main Building  
300 Grant Street

Agenda

Lunch during the Business Meeting provided by UMB Bank

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Bill Cashman
2. Discuss and Approve Auditor for Calendar Year Ending 12/31/2017
3. Training Session

Other Business

Adjournment

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

Posted \_\_\_\_\_



Commerce • Community • Connection

## **Board of Directors Meeting**

**Thursday, June 21, 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. **Approval of May minutes**
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. **Approval of Political Sponsorship Policy**
  - b. **Approval of FY 2018-19 Economic Development Contract**
  - c. **Approval of FY 2018-19 Budget**
13. **Strategic Planning update**

- 14. Upcoming calendar items
- 15. Closed Session (as needed)
- 16. *Next Meeting - Thursday, July 19, 2018*
- 17. Adjourn

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

**2018 Board of Directors meetings total = 5**

Steve Willis	4	Dr. Jon Haffner	4	Ministerial Alliance	4
Roy Mason	5	Tina Hallmark	4	CVB	1
Brian Schmidt	3	Rodney Hinds	2	Carthage City Council	2
Paul Eckels	4	John Lenahan	2	CWEP	0
Kimberly Fullerton	5	Elizabeth Simmons	4	Jasper Co. Commission	0
Robert Goar	4	Scott Watson	5	City of Carthage	0
				Carthage Schools	4

**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  
JUNE 26, 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

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COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED JUNE 22, 2018 AT 4:00 P.M.

(RSMO 610.020)

# ***CORRESPONDENCE***

Dear Members of the Carthage City Council,

As the Director of the McCune-Brooks Healthcare Foundation for the last seventeen years, it has been a privilege to work with our MBH Foundation Board of Directors and to partner with many different organizations to fund various health related initiatives. Over the years, the MBH Foundation has supported other non-profits large and small, while also supporting the needs of the hospital when asked. First with McCune-Brooks and continuing after it was incorporated into Mercy Health Systems. Our feeling being: though it may no longer be our community hospital it is the hospital in our community and plays a crucial role here when addressing the health and wellness concerns of our citizens. We just completed our \$750,000 pledge for the renovation of space at the hospital for the Infusion Center. This allow patients to remain closer to home when receiving treatments that can be long and arduous. We were able to provide that funding by a combination of our own funds and generous donations from individuals, foundations and businesses in the area, most notably a \$50,000 gift from Schreiber Foods. We have an ongoing mammogram program supported through running the gift shop at the hospital that provides free mammograms to anyone who asks. The cost to the Foundation has been over \$150,000. The actual value is closer to \$400,000, but Mercy has negotiated a lower rate with us, thereby allowing the program to be sustainable year to year.

Our grants beyond the hospital range from first aid kits, to nursing scholarships, the OT/PT classroom at the PAT/Special Education building and the training room at the sports complex for the R-9 School District. Last year we sold one of our buildings to the district for a dollar for future use and it currently houses an autism center for area schools. We have donated AED's for the fire department, the police department, sheriff's department and the Jasper County Courthouse as well as to the R-9 School district and St. Ann's. A noise reduction system for the therapy pool at the YMCA. Covered the cost of over the counter medications at the Crisis Center and Children's Haven. A portable x-ray machine for the ACHE Dental Clinic. Last month we approved over \$12,000 for the Can Do, Senior Citizen Center. If you would like a complete list of the organizations we have supported, I will be happy to supply that information. This is just a small sample of our dedication to our community.

After reading and hearing several objections to the recommendation of the McCune-Brooks Hospital Trust to help us with a matching grant for beds at Mercy Hospital Carthage, I felt it was necessary to go on record with three points that seem to be areas of contention.

1. Mercy Hospital Carthage and the Mercy Health System are not-for profit entities and there are no shareholders to whom profits are distributed.
2. The funds requested are not from tax revenue, but from a trust established through the sale of the hospital to Mercy Health Systems and intended to be used for the health and wellness of the citizens of Carthage. The outstanding bonds were also paid off at that time, relieving the city of any repercussions should the hospital have gone into default.
3. Mercy did not ask for this grant. The McCune-Brooks Healthcare Foundation did after discussion among the members of the board and with a representative of the trust and their

potential willingness to consider such a request. The extended desire was that it would provide a solid platform for establishing a working relationship on other projects that would benefit the community.

Thank you for affording me, on behalf of the MBH Foundation and the Board of Directors, the opportunity to put our hope into writing that you will reconsider the worthiness of the request for a matching grant (the balance will be funded through proceeds from an event planned for August and our own existing funds) we submitted for new patient beds and approve the recommendation of the McCune-Brooks Hospital Trust Advisory Board. If you have any questions for which I can provide answers, the number is 313-5048 or you can contact me at [beth.simmons@mbhfoundation.com](mailto:beth.simmons@mbhfoundation.com).

Sincerely,



Elizabeth Simmons

Director

McCune-Brooks Healthcare Foundation

.

Cc: Ron Petersen, Sr., Chairman  
McCune-Brooks Hospital Trust

**Carthage Public Library  
Balance Sheet - Cash basis  
May 31, 2018**

**Assets**

	<u>2018</u>
<b>Current Assets</b>	
Cash in bank - treasurer's cash	\$ 904,712.08
Cash in bank - Simmons Bank	41,929.91
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	<u>240.00</u>
<b>Total Current Assets</b>	<u>947,021.99</u>
 <b>Total Assets</b>	 <u><u>\$ 947,021.99</u></u>

**Liabilities and Net Assets**

<b>Current Liabilities</b>	
Insurance proceeds payable	\$ <u>158,983.62</u>
<b>Total Current Liabilities</b>	<u>158,983.62</u>
 <b>Total Liabilities</b>	 <u>158,983.62</u>
<b>Net Assets</b>	
Unrestricted Net Assets	327,027.75
Temporarily Restricted Net Assets:	
Boylan Grant	8,490.80
Carthage Community Foundation	443.26
CPL Development Foundation	13,858.79
Debbie Putnam - Ebooks	7,739.74
Library Gardens	9,965.39
Racing to Read Grant	(410.00)
Racing to Read Grant - Local	16,217.40
Spotlight on Literacy Grant - MOSL	(118.75)
Spotlight on Literacy Grant - Local	12,714.99
Steadley Trust	11,162.24
Summer reading program - MOSL grant	2,421.30
Operational reserves	195,998.47
Change in net assets	<u>182,526.99</u>
<b>Total Net Assets</b>	<u>788,038.37</u>
 <b>Total Liabilities and Net Assets</b>	 <u><u>\$ 947,021.99</u></u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Eleven Months Ended May 31, 2018**

	<u>2018</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2018</u> <u>Year to date</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Variance</u>
<b>Revenue</b>						
Book sale income	\$ 50.10	\$ 250.00	\$ (199.90)	\$ 2,208.10	\$ 3,000.00	\$ (791.90)
Copier income	292.20	583.34	(291.14)	7,447.17	7,000.00	447.17
Donations	12,038.31	0.00	12,038.31	39,661.99	0.00	39,661.99
Donations-restricted	2,689.71	708.34	1,981.37	94,192.09	8,500.00	85,692.09
Fax income	44.70	166.67	(121.97)	1,191.70	2,000.00	(808.30)
Fine income	286.20	708.34	(422.14)	6,346.28	8,500.00	(2,153.72)
Interest income	219.10	150.00	69.10	3,164.03	1,800.00	1,364.03
Non-resident fee income	460.00	666.67	(206.67)	5,920.00	8,000.00	(2,080.00)
Payment for lost books	(0.69)	13.89	(14.58)	707.40	166.67	540.73
Postage income	2.00	13.89	(11.89)	66.00	166.67	(100.67)
State aid	0.00	416.67	(416.67)	8,168.87	5,000.00	3,168.87
Sur tax	0.00	1,000.00	(1,000.00)	85,742.06	12,000.00	73,742.06
Tax income	2,008.21	16,916.67	(14,908.46)	200,219.57	203,000.00	(2,780.43)
Tax income - Park and storm water	30,867.82	38,083.34	(7,215.52)	406,511.01	457,000.00	(50,488.99)
Other income	35.30	13.89	21.41	747.79	166.66	581.13
<b>Total revenue</b>	<u>48,992.96</u>	<u>59,691.71</u>	<u>(10,698.75)</u>	<u>862,294.06</u>	<u>716,300.00</u>	<u>145,994.06</u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Eleven Months Ended May 31, 2018**

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
<b>Operating Expenses</b>						
Salaries	34,588.57	39,613.01	5,024.44	398,896.26	471,047.00	72,150.74
Lagers	(774.81)	1,658.83	2,433.64	16,332.84	19,906.00	3,573.16
Insurance - health	313.00	1,136.36	823.36	2,690.86	12,500.00	9,809.14
Payroll taxes - FICA	2,647.01	2,962.25	315.24	30,419.11	35,547.00	5,127.89
Payroll taxes - unemployment	0.00	872.73	872.73	320.00	9,600.00	9,280.00
Total payroll expenses	<u>36,773.77</u>	<u>46,243.18</u>	<u>9,469.41</u>	<u>448,659.07</u>	<u>548,600.00</u>	<u>99,940.93</u>
Employee goodwill	502.25	250.00	(252.25)	2,503.09	3,000.00	496.91
ADA Compliance	0.00	4.16	4.16	0.00	50.00	50.00
Advertising	379.90	166.66	(213.24)	1,097.65	2,000.00	902.35
Audio-visuals	154.76	333.33	178.57	1,162.66	4,000.00	2,837.34
Books	1,615.22	2,500.00	884.78	23,269.14	30,000.00	6,730.86
Books - children's	340.89	1,250.00	909.11	14,216.77	15,000.00	783.23
Contract fees	3,856.35	2,916.66	(939.69)	42,384.62	35,000.00	(7,384.62)
Dues and travel	3,079.88	833.33	(2,246.55)	8,546.22	10,000.00	1,453.78
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	181.98	1,500.00	1,318.02	9,566.18	18,000.00	8,433.82
Information technology (IT)	1,672.25	583.33	(1,088.92)	5,835.46	7,000.00	1,164.54
Insurance	0.00	1,500.00	1,500.00	19,174.00	18,000.00	(1,174.00)
Legal and professional	0.00	583.33	583.33	5,400.00	7,000.00	1,600.00
Periodicals	27.67	500.00	472.33	4,499.08	6,000.00	1,500.92
Postage	113.94	125.00	11.06	1,079.87	1,500.00	420.13
Programs - adult	595.88	308.33	(287.55)	3,827.62	3,700.00	(127.62)
Programs - children	3,822.97	1,083.33	(2,739.64)	12,324.10	13,000.00	675.90
Programs, teens	14.71	83.33	68.62	307.65	1,000.00	692.35
Repairs and maintenance	897.20	1,666.66	769.46	17,548.83	20,000.00	2,451.17
Supplies	1,035.22	2,083.33	1,048.11	20,428.70	25,000.00	4,571.30
Telephone	263.96	704.16	440.20	5,260.54	8,450.00	3,189.46
Utilities	3,051.26	3,125.00	73.74	29,475.82	37,500.00	8,024.18
	<u>21,606.29</u>	<u>22,391.60</u>	<u>785.31</u>	<u>231,108.00</u>	<u>268,700.00</u>	<u>37,592.00</u>
Total expenses and losses	<u>58,380.06</u>	<u>68,634.78</u>	<u>10,254.72</u>	<u>679,767.07</u>	<u>817,300.00</u>	<u>137,532.93</u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Eleven Months Ended May 31, 2018**

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(9,387.10)	(8,943.07)	(444.03)	182,526.99	(101,000.00)	283,526.99
Transfers from temporary restricted	10,823.32	8,416.67	2,406.65	71,593.18	101,000.00	(29,406.82)
Transfers to temporary restricted	(2,689.71)	0.00	(2,689.71)	(94,192.09)	0.00	(94,192.09)
Increase/(Decrease) in unrestricted net assets	<u>(1,253.49)</u>	<u>(526.40)</u>	<u>(727.09)</u>	<u>159,928.08</u>	<u>0.00</u>	<u>159,928.08</u>
<b>Changes in temporarily restricted net assets</b>						
Carthage Community Foundation	2,500.00			2,500.00		
CPL Development Foundation	0.00			3,250.00		
Debbie Putnam - Ebooks	0.00			25,000.00		
Library Gardens	0.00			100.00		
Racing to Read Grant	0.00			4,724.00		
Spotlight on Literacy Grant - MOSL	0.00			7,000.00		
Spotlight on Literacy Grant - Local	0.00			28,500.00		
Summer reading program	0.00			3,000.00		
Summer reading program - MOSL grant	189.71			10,118.09		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Boylan Grant	0.00			(2,163.00)		
CPL Development Foundation	0.00			(3,255.58)		
Library Gardens	(514.17)			(2,449.38)		
Racing to Read Grant	(1,056.25)			(6,420.00)		
Racing to Read Grant - Local	(580.03)			(12,626.07)		
Spotlight on Literacy Grant - MOSL	(1,768.75)			(9,087.50)		
Spotlight on Literacy Grant - Local	(1,676.98)			(14,021.10)		
Steadley Trust	0.00			(8,520.56)		
Summer reading program	(1,655.53)			(1,655.53)		
Summer reading program - MOSL grant	(3,571.61)			(11,394.46)		
Increase/(Decrease) in temporarily restricted net assets	<u>(8,133.61)</u>			<u>22,598.91</u>		
<b>Change in net assets</b>	<u>\$ (9,387.10)</u>			<u>\$ 182,526.99</u>		

See accountant's compilation report.

**Carthage Public Library  
Gift Account Activity  
For the One Month and Eleven Months Ended May 31, 2018**

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 8,490.80	\$ 0.00	\$ (2,163.00)	\$ 6,327.80
Carthage Community Foundation	443.26	2,500.00	0.00	2,943.26
CPL Development Foundation	13,858.79	3,250.00	(3,255.58)	13,853.21
Debbie Putnam - Ebooks	7,739.74	25,000.00	0.00	32,739.74
Library Gardens	9,965.39	100.00	(2,449.38)	7,616.01
Racing to Read Grant	(410.00)	4,724.00	(6,420.00)	(2,106.00)
Racing to Read Grant - Local	16,217.40	0.00	(12,626.07)	3,591.33
Spotlight on Literacy Grant - MOSL	(118.75)	7,000.00	(9,087.50)	(2,206.25)
Spotlight on Literacy Grant - Local	12,714.99	28,500.00	(14,021.10)	27,193.89
Steadley Trust	11,162.24	0.00	(8,520.56)	2,641.68
Summer reading program - Local	0.00	3,000.00	(1,655.53)	1,344.47
Summer reading program - MOSL grant	2,421.30	10,118.09	(11,394.46)	1,144.93
Thelma Stanley Foundation Grant	0.00	10,000.00	0.00	10,000.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
<b>Totals</b>	<u>\$ 278,483.63</u>	<u>\$ 94,192.09</u>	<u>\$ (71,593.18)</u>	<u>\$ 301,082.54</u>

See accountant's compilation report.

## Director's Progress and Service Report

June, 2018

The Carthage Public Library has a new "Employee of the Year for 2018." Unanimous nominations by our library staff, Judy Welch was chosen to hold the esteemed title for the year. Rightly deserved, she gives 110% every single day to make sure that I have the back-up I need, and that our bills get paid!!!! She does it all with a smile, professionalism and a humble heart. She and her husband Mike are two of the most unselfish people I believe I have ever met! Thank you Judy for your service to our library and community!

May and June have been incredibly busy for the library! On May 21<sup>st</sup> we held a professional development day, making the focus of our day the library gardens as well as staff development. My staff truly "Worked their guts out" for hours, re-working and laying a brick border in our gardens, weeding and planting 15 flats of flowers in order to spruce up our beds for the "Carthage in Bloom Project." I am so proud of my staff for their hard work and continuing support of the gardens. They volunteer for watering duty each morning in order to keep the flowers blooming and beautiful. After a lunch catered by Boomers, we held an awards ceremony as well as taking care of library updates and business. Happily and thankfully a grant has been received from the Steadley Trust to "Carthage in Bloom" for us to be the recipients of a watering system for the flower beds. Work should begin in the next week, and for this we are really thankful. Sherri Luce, Children's Director has broken all records for numbers of children she connected with in May. Thanks for collaboration with the Carthage School District, she gave presentations at every elementary, intermediate and middle school during the month, seeing over 4,500 children. The presentations were done to promote our Summer Reading Program, and as expected, she did a wonderful job with the children. These contacts have helped to boost the numbers of attendees and participants in our Summer Reading Program. Our kick-off program was held at Memorial Hall with about 500 people in attendance. Thank you City of Carthage for letting us use the Hall free of charge! We will be using the Hall again on June 13<sup>th</sup> for our largest event, Jennifer Daniels. She is one of the authors of "Pete the Cat." Jennifer is also a musician and will do two shows for children at Memorial Hall, a third show that is bi-lingual and one special show at Fairview in the afternoon! Jennifer's program is paid in full by the Missouri State Library and the Institute of Library and Museum Services. We are truly excited to share this event that will be full of music and stories with our children.

Barring any more glitches in the roof repair work, we should have the job finished by the end of this week. Shaun Baugh Tree Removal Company has given us a bid to remove the walnut tree in the gardens, Carrier Corp, performed our quarterly check up with no problems, and one more indoor camera was installed in our lobby area by TEC.

A grant request has been partially approved by the Steadley Trust for renovation of our original Carnegie building foundation and walls. Discussion will be held this evening in order to move forward with the project.

During June and July we will have some important visitors at the library. MORENET staff will be stopping in for a tour and meeting on Thursday the 14<sup>th</sup> of June. Looking ahead to July, the Missouri State Library Grant Administrator will be with us July 9<sup>th</sup> to observe our bi-lingual story time, and on July 24<sup>th</sup> the State Librarian will be joining the meeting of our Southwest Missouri Library Directors.

I attended the Missouri Public Library Director's meeting in St. Louis last week. The best opportunity library directors from our state have to meet and share all kinds of information. Those of us in the Missouri Evergreen Consortium held our monthly meeting and there were speakers who enlightened us about Library Foundations, Board of Trustees, legal issues regarding patrons as well as updates from the State Library. Next June the gathering will be at the Joplin Public Library with support from the Carthage Public Library.

As our fiscal year comes to a close in a couple of weeks, we feel thankful that we have been able to provide our city with a top notch, progressive library system that works to meet the needs of all of our patrons. We also have big plans to do even more in the next year, so stay tuned!

Respectfully submitted,



## Children's Progress Report May 2018, Sherri Luce

Although we didn't host any regular or Spanish Storytimes in May, we kept plenty busy here in the Children's Department preparing for the Summer Reading Program. I visited the local Intermediate Center, Junior High, elementary schools, preschools, and daycares to let them know about the upcoming program. This brought me in contact with over 4100 students! I was also able to visit with the high school librarians and leave flyers for those students.

Summer Reading Kick-Off was an animal show with Animal Tales this year. It was held on May 30<sup>th</sup>, with shows at 10 am and 3 pm. We had approximately 250 in attendance at each show. Coming up, there are over 50 more activities scheduled in the next eight weeks for children and teens with programs here at the Library, outreach storytimes, and groups scheduled to use the Children's area.

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

The Carthage Chamber of Commerce finished the month of May with a net loss of -\$1,195.03 compared to a budgeted amount of -\$7,241.48. Year to date net income was \$47,888.97 compared to budget of \$14,496.68. Some of the highlights for May are as follows:

1. Income was \$18,605.88 compared to budget of \$14,239.40. The following are the reasons for the increase.
  - (a) Membership Directory Royalty of \$6,000 was received but budgeted earlier.
  - (b) Membership dues were \$976 below budget.
  - (c) Registration fees were \$745 below budget.
  
2. Expenses were \$19,800.91 compared to budget of \$21,480.88. The following are the primary reasons for the decrease.
  - (a) Professional fees included \$810.00 paid to Andersen Engineering for the preliminary work done for the MODOT application pertaining to the proposed industrial park and was not a budgeted item but was previously approved by the Board.
  - (b) Advertising was zero compared to a budgeted amount of \$3635.00.
  - (c) Travel was \$1138.00 over budget due to timing.
  
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 May 31, 2018

	May 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
General Checking	22,952.17
Maple Leaf Equity	30,834.74
Money Market	169,865.58
Petty Cash	200.00
<b>Total Checking/Savings</b>	223,852.49
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	10,696.12
<b>Total Accounts Receivable</b>	10,696.12
<b>Other Current Assets</b>	
Prepaid Insurance - Business	5,355.17
<b>Total Other Current Assets</b>	5,355.17
<b>Total Current Assets</b>	239,903.78
<b>Fixed Assets</b>	
Accumulated Depreciation	-92,774.95
Building	222,745.00
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,301.39
<b>Total Fixed Assets</b>	187,066.85
<b>TOTAL ASSETS</b>	<b>426,970.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	14.59
<b>Total Accounts Payable</b>	14.59
<b>Other Current Liabilities</b>	
Accrued PTO	2,186.10
Due to Maple Leaf	25,000.00
2100 · Payroll Liabilities	2,857.45
<b>Total Other Current Liabilities</b>	30,053.55
<b>Total Current Liabilities</b>	30,068.14
<b>Long Term Liabilities</b>	
UMB Building Loan	88,933.79
<b>Total Long Term Liabilities</b>	88,933.79
<b>Total Liabilities</b>	119,001.93
<b>Equity</b>	
3900 · Retained Earnings	260,079.73
Net Income	47,888.97
<b>Total Equity</b>	307,968.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>426,970.63</b>

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

	May 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Directory	6,000.00
Economic Development contract	9,310.00
Interest incomes	65.80
Maple Leaf income	100.23
<b>Membership dues</b>	
New member	231.00
Renewal	2,145.00
	2,376.00
<b>Total Membership dues</b>	2,376.00
Registration fees	120.00
<b>Sponsorships</b>	
Business After Hours	125.00
Newsletter	98.75
	223.75
<b>Total Sponsorships</b>	223.75
Tenant Agreement	410.00
	410.00
<b>Total Income</b>	18,605.88
<b>Gross Profit</b>	18,605.88
<b>Expense</b>	
Bank & credit card fees	47.76
Car allowance	200.00
Depreciation Expense	667.01
Dues & subscriptions	589.68
Equipment lease	348.59
Food & drinks	127.45
Insurance - business	-75.00
Insurance - health	1,365.57
Interest expense	747.91
Internet & website	99.94
Maple Leaf expense	5.92
Meals & entertainment	211.58
Mileage	27.26
Office supplies	
Office equipment	120.00
Office supplies - Other	138.46
	258.46
<b>Total Office supplies</b>	258.46
Printing	328.09
Professional fees	810.00
Repairs & maintenance	584.88
<b>Salaries &amp; wages</b>	
Payroll taxes	761.97
Salaries & wages - Other	10,903.77
	11,665.74
<b>Total Salaries &amp; wages</b>	11,665.74
Seminars & conferences	255.00
Travel	
Lodging	570.36
	570.36
<b>Total Travel</b>	570.36

9:29 AM  
06/11/18  
Accrual Basis

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

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	<u>May 18</u>
Utilities	906.71
Write Offs	58.00
<b>Total Expense</b>	<u>19,800.91</u>
<b>Net Ordinary Income</b>	<u>-1,195.03</u>
<b>Net Income</b>	<u><u>-1,195.03</u></u>

9:30 AM

08/11/18

Accrual Basis

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

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Directory	6,000.00	6,000.00	0.00	100.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	102,410.00	102,410.00	0.00	100.0%
Interest Incomes	613.92	258.65	355.27	237.4%
Maple Leaf income	53,641.12	46,044.81	7,596.31	116.5%
<b>Membership dues</b>				
New member	8,410.50	4,583.34	3,827.16	183.5%
Renewal	87,697.10	84,279.25	3,417.85	104.1%
<b>Total Membership dues</b>	<b>96,107.60</b>	<b>88,862.59</b>	<b>7,245.01</b>	<b>108.2%</b>
Miscellaneous Income	1,566.00	400.00	1,166.00	391.5%
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	17,690.00	13,000.00	4,690.00	136.1%
Mulligans	800.00	810.00	-10.00	98.8%
Putting contest	255.00	295.00	-40.00	86.4%
Quarterly Luncheon	1,704.00	2,000.00	-296.00	85.2%
Sidewalk Sale	560.00	550.00	10.00	101.8%
Team fee	1,950.00	2,090.00	-140.00	93.3%
Ticket Sales	11,323.00	11,350.00	-27.00	99.8%
Registration fees - Other	3,619.00	3,660.00	-41.00	98.9%
<b>Total Registration fees</b>	<b>38,451.00</b>	<b>34,755.00</b>	<b>3,696.00</b>	<b>110.6%</b>
Returned Checks	5.00			
<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	1,300.00	1,300.00	0.00	100.0%
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	650.00	-525.00	19.2%
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	1,086.25	1,086.25	0.00	100.0%
Quarterly Luncheon Sponsor	625.00	500.00	125.00	125.0%
Trivia Sponsor	0.00	400.00	-400.00	0.0%
Sponsorships - Other	1,313.00	0.00	1,313.00	100.0%
<b>Total Sponsorships</b>	<b>31,835.73</b>	<b>27,471.25</b>	<b>4,364.48</b>	<b>115.9%</b>
Tenant Agreement	4,510.00	4,510.00	0.00	100.0%
<b>Total Income</b>	<b>335,827.25</b>	<b>311,978.85</b>	<b>23,848.40</b>	<b>107.6%</b>
<b>Gross Profit</b>	<b>335,827.25</b>	<b>311,978.85</b>	<b>23,848.40</b>	<b>107.6%</b>
<b>Expense</b>				
Advertising & publicity				
Signs	323.00	1,920.00	-1,597.00	16.8%
Advertising & publicity - Other	3,364.82	3,465.00	-100.18	97.1%
<b>Total Advertising &amp; publicity</b>	<b>3,687.82</b>	<b>5,385.00</b>	<b>-1,697.18</b>	<b>68.5%</b>
Awards & prizes				
Flight prizes	1,800.00	2,400.00	-600.00	75.0%
Awards & prizes - Other	2,898.80	2,932.00	-33.20	98.9%
<b>Total Awards &amp; prizes</b>	<b>4,698.80</b>	<b>5,332.00</b>	<b>-633.20</b>	<b>88.1%</b>

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

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Bank &amp; credit card fees</b>				
Equipment Fees	200.00			
Bank & credit card fees - Other	960.07	413.82	546.25	232.0%
<b>Total Bank &amp; credit card fees</b>	<b>1,160.07</b>	<b>413.82</b>	<b>746.25</b>	<b>280.3%</b>
<b>Car allowance</b>	<b>2,200.00</b>	<b>2,200.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Complimentary sponsorship</b>	<b>-1,033.00</b>	<b>0.00</b>	<b>-1,033.00</b>	<b>100.0%</b>
<b>Contract services</b>	<b>2,186.74</b>	<b>1,070.00</b>	<b>1,116.74</b>	<b>204.4%</b>
<b>Depreciation Expense</b>	<b>7,337.11</b>	<b>7,333.34</b>	<b>3.77</b>	<b>100.1%</b>
<b>Dues &amp; subscriptions</b>	<b>4,052.18</b>	<b>4,400.00</b>	<b>-347.82</b>	<b>92.1%</b>
<b>Equipment lease</b>	<b>2,774.53</b>	<b>2,823.34</b>	<b>-48.81</b>	<b>98.3%</b>
<b>Facility use fees</b>				
Greens/carts	3,500.00	3,500.00	0.00	100.0%
Room & setup fees	6,368.84	10,200.00	-3,831.16	62.4%
Facility use fees - Other	0.00	0.00	0.00	0.0%
<b>Total Facility use fees</b>	<b>9,868.84</b>	<b>13,700.00</b>	<b>-3,831.16</b>	<b>72.0%</b>
<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	12,872.11	272.52	102.1%
Lunches	489.70	1,982.34	-1,492.64	24.7%
Teacher luncheon	364.59	300.00	64.59	121.5%
Food & drinks - Other	190.22	600.00	-409.78	31.7%
<b>Total Food &amp; drinks</b>	<b>14,480.20</b>	<b>15,860.68</b>	<b>-1,380.48</b>	<b>91.3%</b>
<b>Insurance - business</b>	<b>4,242.25</b>	<b>4,800.00</b>	<b>-557.75</b>	<b>88.4%</b>
<b>Insurance - health</b>	<b>14,857.27</b>	<b>15,326.67</b>	<b>-469.40</b>	<b>96.9%</b>
<b>Interest expense</b>	<b>3,297.39</b>	<b>4,308.34</b>	<b>-1,010.95</b>	<b>76.5%</b>
<b>Internet &amp; website</b>	<b>1,699.34</b>	<b>1,833.34</b>	<b>-134.00</b>	<b>92.7%</b>
<b>Maple Leaf expense</b>	<b>30,514.88</b>	<b>38,589.00</b>	<b>-8,074.12</b>	<b>79.1%</b>
<b>Meals &amp; entertainment</b>	<b>4,141.65</b>	<b>4,981.68</b>	<b>-840.03</b>	<b>83.1%</b>
<b>Mileage</b>	<b>1,418.50</b>	<b>962.51</b>	<b>455.99</b>	<b>147.4%</b>
<b>Miscellaneous expense</b>	<b>1,107.00</b>	<b>791.55</b>	<b>315.45</b>	<b>139.9%</b>
<b>Office supplies</b>				
Office equipment	2,927.41	916.68	2,010.73	319.3%
Office supplies - Other	1,816.81	939.17	877.64	193.4%
<b>Total Office supplies</b>	<b>4,744.22</b>	<b>1,855.85</b>	<b>2,888.37</b>	<b>255.6%</b>
<b>Postage &amp; delivery</b>	<b>2,225.00</b>	<b>2,750.00</b>	<b>-525.00</b>	<b>80.9%</b>
<b>Printing</b>				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	4,961.71	5,745.52	-783.81	86.4%
<b>Total Printing</b>	<b>4,961.71</b>	<b>5,745.52</b>	<b>-783.81</b>	<b>86.4%</b>
<b>Professional fees</b>	<b>8,369.00</b>	<b>5,500.00</b>	<b>2,869.00</b>	<b>152.2%</b>
<b>Repairs &amp; maintenance</b>	<b>6,579.59</b>	<b>3,300.00</b>	<b>3,279.59</b>	<b>199.4%</b>
<b>Salaries &amp; wages</b>				
Employer retirement contributio	3,786.81	3,679.50	107.31	102.9%
Payroll taxes	7,381.82	10,466.51	-3,084.69	70.5%
Salaries & wages - Other	112,770.91	114,951.84	-2,180.93	98.1%
<b>Total Salaries &amp; wages</b>	<b>123,939.54</b>	<b>129,097.85</b>	<b>-5,158.31</b>	<b>96.0%</b>
<b>Scholarships</b>	<b>1,250.00</b>	<b>225.00</b>	<b>1,025.00</b>	<b>555.6%</b>
<b>Seminars &amp; conferences</b>	<b>4,203.00</b>	<b>5,350.00</b>	<b>-1,147.00</b>	<b>78.6%</b>
<b>Taxes &amp; licenses</b>	<b>278.28</b>	<b>255.00</b>	<b>23.28</b>	<b>109.1%</b>

9:30 AM  
06/11/18  
Accrual Basis

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

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Travel</b>				
<b>Airfare</b>	972.60	1,200.00	-227.40	81.1%
<b>Lodging</b>	1,855.72	2,833.34	-977.62	65.5%
<b>Travel - Other</b>	88.96	458.34	-369.38	19.4%
<b>Total Travel</b>	<u>2,917.28</u>	<u>4,491.68</u>	<u>-1,574.40</u>	<u>64.9%</u>
<b>Utilities</b>	9,418.84	8,800.00	618.84	107.0%
<b>Write Offs</b>	6,360.25	0.00	6,360.25	100.0%
<b>Total Expense</b>	<u>287,938.28</u>	<u>297,482.17</u>	<u>-9,543.89</u>	<u>96.8%</u>
<b>Net Ordinary Income</b>	<u>47,888.97</u>	<u>14,496.68</u>	<u>33,392.29</u>	<u>330.3%</u>
<b>Net Income</b>	<u>47,888.97</u>	<u>14,496.68</u>	<u>33,392.29</u>	<u>330.3%</u>

**Membership – With 1 new members (JoMo Inspector Pro), and 3 dropped members we finished the month of May down 2 members (440 members, net loss \$231) from April 2018 and up 35 members from the same month in 2017 (net gain \$3946).**

**Ambassadors – Meeting is scheduled for July 11.**

**Maple Leaf – Discussion included changing band buses due to construction, possible animal blessing at the dog show, placing signs in Central Park to direct people to the Car Show at the CMC, addition of pipe and drum corps to the parade, possible helicopter rides, a monthly newsletter update to the schools, and additional marketing for the magic show since the brochures were completed before the contract.**

**Marketing/Expo & Home Show – Meeting is scheduled for 6/19. Will have verbal report.**

**Vision – Workdays scheduled for both Grant Street Restoration and Carthage in Bloom. \$2500 has been received from Carthage Community foundation for Carthage in bloom and \$10,000 has been received from Boylan Foundation for park benches. The Mayor's Christmas tree will have to be replaced. Other projects being discussed include welcome signs and Carthage public parking lots.**

## **Reports for June 21 Board meeting**

### **Banquet**

2019 kick-off scheduled for August 7 (first Tues)

### **Emerging Leaders**

Recent events: Crime Lab Tour at Highway Patrol

“People You Need to Know” with Nate Dally

Next events: Strategic planning meeting on June 28

“People You Need to Know” with Richard Webster on Sept. 12

“Magic under the Maples” on Sept. 25

### **Maple Leaf**

Brochure mailing in the works

Website updated

Vendor applications have slowed as normal, on track with 2017

Contract for Magic Show finalized, will begin marketing soon

Forever flag reorder - 12 ea of the large and medium flags, 50 of the garden flags

# Magic under the Maples

Tuesday, September 25

12:30 - 10:30 p.m. (multiple timeslots available)  
Carthage Senior Center, 404 E. 3rd St.

Carthage Emerging Leaders (CELS) will be partnering with the Carthage Senior Center to host an evening of music and revelry for Carthage area senior citizens.

Contact Mary Jo before September 5th to sign up for one or more times:

12:30-1:30 p.m. setup

7-10 p.m.: greeting, mingling, hosting event

10-10:30 p.m. cleanup

Whether you have 30 minutes, an hour, or the entire afternoon and evening, whatever time you can give would be welcome. Families and kids are welcome!

Admission for the evening will be \$5 (cash only), paid at the door. All proceeds go toward the Center's event-related expenses. Guests are welcome to bring snacks and goodies to share.

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

## ALL-CHAMBER PEOPLE YOU NEED TO KNOW

with Richard Webster, Jr.  
*Jasper County Auditor*

Wednesday, September 12 from 11:30 a.m.-1 p.m.  
Stone's Throw Dinner Theatre, 2466 W. Old 66 Blvd.

ALL Chamber members and the Community are invited to participate in a lunch and learn with this long-time civic leader. *Cost \$12\* includes lunch.*

**RSVPs will be required by 9/4 to attend this luncheon.**

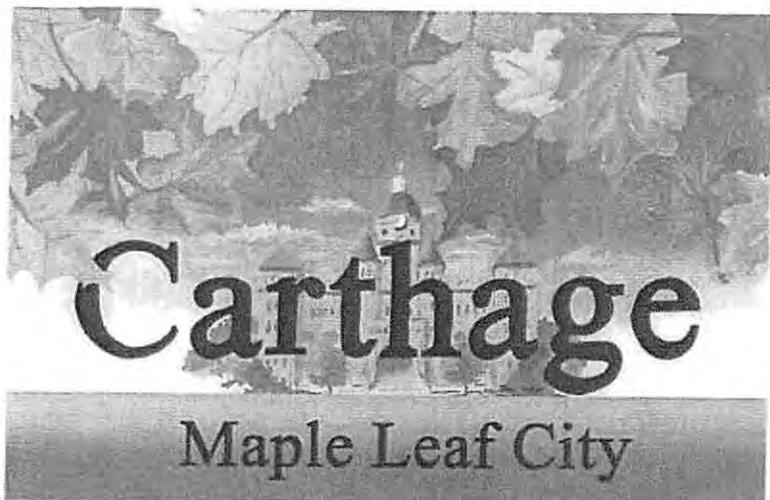
Special  
thanks to:



**CEL**  
**Carthage**  
**Emerging Leaders**

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

\* Cancellations will be refunded ONLY IF cancellation is received more than 24 hours before start of event. Substitutions are allowed.



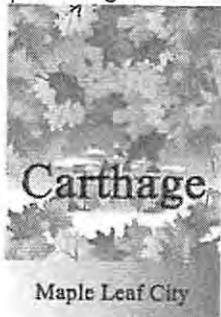
# Maple Leaf "Forever" Flag

This flag represents what Carthage is all about...fall, fun, tradition, and the Maple Leaf Festival! Fly your

flag year-round to celebrate our special city or kick off the Maple Leaf Festival each year by flying your "Forever" Flag. Flags have no year on them so can be used year-round FOREVER!

↑ Horizontal flag

↓ Vertical garden banner



Name or Business Name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Qty	Size (horizontal x vertical)	Price	Total
_____	5 ft x 3 ft <i>ideal for business or home display</i>	\$65 each	item total _____
_____	3 ft x 2 ft <i>ideal for home display</i>	\$40 each	item total _____
_____	12 inches x 18 inches <i>garden banner compatible with most existing hardware</i>	\$15 each	item total _____
			order total _____

Flags are one-sided and ready to hang with grommets (garden banners have sewn sleeve). All orders must be paid for at the time of order. Orders may be paid for with cash, checks, or credit/debit card. Make checks payable to "Carthage Chamber of Commerce" with Maple Leaf Flags in the memo line. All orders will be first-come, first-served.

Mail or deliver completed order form with payment to the Carthage Chamber of Commerce, 402 S. Garrison, Carthage, MO 64836. For more information, call 417-358-2373.

Proceeds will benefit the Maple Leaf Festival today and into the future! Ensure this special, hometown event continues for generations to come...**buy your "Forever" Flag today!**





402 S. Garrison, Carthage, MO 64836  
417-358-2373  
Carthagechamber.com  
nmyers@carthagechamber.com

**Carthage Chamber of Commerce "You Knock Our Socks Off!"  
Chamber Member of the Month Nomination Form**

If you are interested in nominating a business that you feel deserves to be recognized as the "You Knock Our Socks Off" Chamber Member of the Month, please return this nomination form to Neely at [nmyers@carthagechamber.com](mailto:nmyers@carthagechamber.com) or (fax number) 417-358-7479. You may either nominate a fellow business OR yourself! Deadline for nominations is the 2<sup>nd</sup> Friday of each month. Members of the month will be chosen by the Marketing Committee from nominations received by the deadline each month. If your nomination or business is not chosen, your application will remain on file for future consideration. Businesses may not win more than once in a 12 month period. \*Business must be a Chamber member to be eligible to win.

Name of business: \_\_\_\_\_

Contact person/title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Facebook page: \_\_\_\_\_

Please describe the nominee's exceptional achievements/contributions as a business and summarize the reasons that this business knocks your socks off! (Use additional page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us something unusual or interesting about the nominee's business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Nomination must be received on the official nomination form. Email nominations will not be accepted.

**Carthage Area Chamber of Commerce**  
**Missouri Legislation Tracking – 2018** (updated 6/23/18)

**Ethics Reform**

Bill #	Sponsor	Status
HB 1303	Rep. Alferman	Passed House 134-12; Died in Senate
<ul style="list-style-type: none"> <li>• Bans lobbyist expenditures for all state public officials.</li> </ul>		

**Merchandising Practices**

Bill #	Sponsor	Status
SB 832	Sen. Rowden	Passed out Senate Comm on 2/7, debated on floor and died.
<ul style="list-style-type: none"> <li>• Uses the federal standards for lawsuits claiming deceptive merchandising practices.</li> <li>• Limits class action damages and venue shopping for such lawsuits.</li> </ul>		

**Missouri Works & Works Training Reauthorization**

Bill #	Sponsor	Status
HB 1415	Rep. Lauer	Sent to the Governor.
<ul style="list-style-type: none"> <li>• Reauthorizes the programs until 8/28/30 (set to expire 8/28/19).</li> </ul>		

**Municipal Court Costs**

Bill #	Sponsor	Status
SB 553	Sen. Dixon	5/1/18 – Defeated on Senate floor.
<ul style="list-style-type: none"> <li>• Removes requirement that community service alternatives must be offered at no cost to the defendant.</li> <li>• Eliminates limits traffic fine caps.</li> </ul>		

**Municipal Licensing**

Bill #	Sponsor	Status
HB 1587	Rep. Helms	1/30/18 – Passed House Professional Licensing Comm & sent to House Rules
<ul style="list-style-type: none"> <li>• Severely restricts any occupational fees or licensing requirements by political subdivisions.</li> </ul>		

**Prescription Drug Monitoring**

Bill #	Sponsor	Status
HB 1619	Rep. Rehder	1/3/18 – Introduced.
<ul style="list-style-type: none"> <li>• Creates a prescription drug monitoring system.</li> </ul>		

**Prevailing Wage Exemption**

Bill #	Sponsor	Status
HB 1729	Rep. Justus	5/18/18 – Passed and sent to Governor.
<ul style="list-style-type: none"> <li>• Exempts prevailing wage rules for public projects under \$75K.</li> <li>• Exempts competitive bidding for public projects under \$10K.</li> <li>• Makes modifications to the calculation of prevailing wage.</li> </ul>		

### Residential Rentals

Bill #	Sponsor	Status
HB 2457	Rep. Anderson	3/12/18 – Voted out of House General Laws & sent to Rules Comm.
• Prohibits cities from banning residential rentals, but entitles them to all taxes (sales, transient, etc.).		

### Sexual Offenders

Bill #	Sponsor	Status
HB 1743	Rep. Davis	3/27/18 – Passed out of House Crime Prevention Comm.
• Changes how the 1000' distance is measure for sexual offenders living near a school.		

Bill #	Sponsor	Status
HB 2418	Rep. Sommer	2/21/18 – Referred to House Crime Prevention Comm
• Requires lodging establishments to track and post notices of sexual offenders staying in an establishment.		

### Tax Credits

Bill #	Sponsor	Status
SB 590	Sen. Hegeman	3/29/18 – Sent to Governor.
• Reduces historic structures rehabilitation tax credits from \$140M/year to \$90M/year with an additional \$30M available for areas with high poverty rates.		

### Tax Reform

Bill #	Sponsor	Status
HB 2540	Rep. Haahr	5/18/18 – Passed and sent to Governor.
• Reduces income tax rates for individuals and businesses.		
• Changes some deductions for individuals and businesses that reduces the overall budget impact.		

### Tort Reform – Venue & Joinder

Bill #	Sponsor	Status
SB 546	Sen. Munzlinger	Debated on Senate floor on 2/22 & 2/28, but laid over and died.
• Places restrictions on lawsuits for injuries out of state being filed in Missouri (joinder)		
• Places restriction on what county a lawsuit can be filed (venue)		

### Transportation

Bill #	Sponsor	Status
HB 1460	Rep. Evans	5/18/18 – Passed and sent to Secretary of State for the 11/6/18 ballot.
• Increased fuel tax from \$0.17/gallon to \$0.27/gallon in 2 ½ cent increments over 4 years.		
• Funds will be used for roads and highway patrol.		

SS#2 HB 1460 -- STATE REVENUES

Beginning July 1, 2019, this bill increases the fuel tax from \$.17 per gallon to \$.27 per gallon in \$.025 increments over four years. Beginning July 1, 2022, the tax rate of \$.27 applies. The additional revenue generated by the tax increase is used for the actual costs of the State Highway Patrol, subject to appropriation. In addition, the bill authorizes the Department of Agriculture to tax all types of fuel at a substantially equivalent rate by implementing a rule by January 1, 2026. The state auditor will biennially audit funds to ensure their accurate expenditure and provide a report to the General Assembly (Section 142.803, RSMo).

This bill authorizes the "Olympic Dream Freedom Act" which allows a state individual income tax deduction for the value of any prize or award won by a taxpayer in athletic competition in the Olympic, Paralympic, or Special Olympic Games (Section 143.121).

The bill creates the "Emergency State Freight Bottleneck Fund" which is dedicated, subject to appropriation, only to road projects with criteria for such projects specified in the bill (Section 226.145).

The bill contains a referendum clause and the provisions of this bill will become effective upon voter approval.

**CARTHAGE CHAMBER OF COMMERCE**

**RESOLUTION IN SUPPORT OF HB 1460  
TO FUND MISSOURI'S TRANSPORTATION SYSTEM**

WHEREAS, Missouri's transportation infrastructure is a grave concern for the state's business community and for every individual who relies on the safety of our roads and bridges; and

WHEREAS, Missouri's poor transportation conditions are hurting our economy and threatening public safety; and

WHEREAS, the Missouri Chamber of Commerce and Industry's Missouri 2030 Gallup survey revealed that only 37 percent of Missouri's business leaders are satisfied with the state's transportation infrastructure; and

WHEREAS, our transportation system becomes more expensive to fix and more dangerous each year we continue to do nothing; and

WHEREAS, the Missouri Department of Transportation has the nation's seventh-largest highway network to support with funding that ranks 46th in the nation in revenue per mile; and

WHEREAS, Missouri's current 17-cent per gallon fuel tax is one of the lowest in the nation and has not been raised since 1996; and

WHEREAS, over those years the purchasing power of the fuel tax has effectively dropped to 8 cents per gallon due to inflation and vehicles' increased fuel efficiency, the cost of construction materials such as asphalt, concrete and steel have doubled, and labor costs have risen considerably; and

WHEREAS, to address the state's transportation funding shortfall the Missouri General Assembly passed House Bill 1460, which includes implementing a 2.5-cent per gallon fuel tax increase each year for the next four years to go toward public safety as well as road and bridge construction; and

WHEREAS, if passed by Missouri voters, this legislation is estimated to generate \$288 million annually for the State Road Fund and \$128 million annually for local transportation projects;

THEREFORE, BE IT RESOLVED, the Carthage Chamber of Commerce fully supports the fuel tax increase as spelled out in HB 1460 which will appear on the November 2018 ballot.

Signed this 21<sup>st</sup> day of June 2018.

After approval of the Board of Directors of the Carthage Chamber of Commerce.

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Chairman of the Board

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President



## Economic Development Project Activity Tracker May 2018

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

2018 Total Prospects (includes new and existing companies) .....	3
Active Projects .....	10

- Meeting with a local business to look at an available building for possible expansion. The company will continue to keep the current facility and expand into the new building.
- Several discussions and meetings with a local realtor regarding property they represent. Attempting to negotiate a sale to a current business wanting to expand in the community.
- Email and phone conversations with a representative that specializes in Funding Management. This is in relation to the Regional Partnership.
- Attended the Chamber Economic Development Committee.
- Met with Stephanie Howard, CWEP to discuss current economic development projects.
- Met with Alice Wingo, Community Foundation of the Ozarks. Discussion was regarding overall economic trends in Southwest Missouri.
- Met with Holley Goodnight, Carthage Technical Center Director regarding her new position. Our discussion was mainly regarding ideas and programs that can be directly related to supporting our local industries in training for open positions. Conversations and planning will continue as this develops.
- Correspondence and phone discussion with Square One DSM.

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

## **Carthage Chamber of Commerce Political Sponsorship Policy**

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

The Carthage Chamber of Commerce (Chamber) desires to work in partnership with Political Candidates and Legislators that are members of the Chamber.

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

- Pornography
- Gambling/lottery
- Controversial causes

Political Candidates and Legislators will be required to purchase a Business Class Membership Investment of at least the minimum base level to be eligible to purchase or sponsor an event in which they wish to promote their candidacy or position. This policy does not supersede the prohibition of Political Sponsorships as defined in the Maple Leaf Sponsorship Policy approved by the Carthage Chamber of Commerce Board on May 15, 2014.

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

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

Approved: Carthage Chamber of Commerce Board of Directors

DATE: 06/21/2018

## **"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 debarable, 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.