

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, JULY 10, 2018  
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. **Public Comments**  
(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. **Reports/Remarks of Councilmembers**  
(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
16. New Business
17. Mayor's Appointments
18. Resolutions
  1. **Resolution 1840** – A resolution approving the declaration of the Parks Department gang mower frames and reels as surplus to the City's needs and authorizing their disposition. (Public Services)
  2. **Resolution 1841** – A resolution of the Council of the City of Carthage, Missouri authorizing the approval of change order No. 2 for the Central Park sidewalk replacement project and increasing the project budget by an amount not to exceed \$5,000. (Public Services)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
June 26, 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: Mike Daugherty, Alan Snow (via teleconference), Darren Collier, James Harrison, Juan Topete, David Armstrong, Tim Shields, and Ceri Otero. Council Members Brady Beckham and Kirby Newport 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 June 12, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Elizabeth Simmons, Director of McCune-Brooks Healthcare Foundation, discussed the McCune-Brooks Hospital Trust grant application for matching funds to purchase beds for Mercy Hospital Carthage and the Foundation's desire to continue serving the needs of the hospital. The request was made by McCune Brooks Healthcare Foundation not Mercy Hospital Carthage. She requested the council members consider passage of Resolution 1838. Darren Wallace, Carthage Aquatic Team Board Member, discussed the recent swim team event and thanked the council for their continued support of the swim team.

Mr. Collier reported the Budget, Ways and Means Committee was between meetings with the next meeting scheduled for July 9.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. The need for an IT manager and technician were discussed. Ms. Otero made a motion, seconded by Mr. Armstrong, to approved the creation of the IT positions under direction of the City Administrator and their job descriptions. Motion passed. Red-lined employees were discussed with no action taken but additional options will be considered at a future meeting. Investment with MOSIP was discussed with a representative coming to the committee meeting on July 24 for additional discussion.

Mr. Harrison reported the Public Safety Committee met on June 18. Mr. Harrison made a motion, seconded by Mr. Collier, to approve Maple Leaf Cruise Night on October 19, 2018 with Grant and Main Street from 2<sup>nd</sup> to 4<sup>th</sup>, and 3<sup>rd</sup> Street from Grant to Main being closed and vacated with reverse flow of traffic for cars to back into parking spaces. Motion passed. Mr. Harrison made a motion, seconded by Mr. Armstrong, to approve the Day of the Bible 4<sup>th</sup> of July Parade hosted by the Alfa Y Omega Covenant Church beginning

at 10:00 a.m. following the same route as in previous years. Motion passed. Mr. Harrison made a motion, seconded by Mr. Shields, to approve the Annual Bel Aire 4<sup>th</sup> of July Kids Parade with Clinton, Fulton, and Grand Streets being blocked off. Motion passed. Parking on Garrison and Macon was discussed but no action taken at this time. A draft MOU between the Carthage Police Department and the Carthage R-9 School regarding School Resource Officers with no action taken. Mr. Harrison made a motion, seconded by Mr. Collier, to accept the EMPG grant totaling \$32,116.37 covering one-third of 50% of the salaries for Roger Williams, David Myers, and Morgan Housh with additional items covered at 50%. Motion passed.

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

Mr. Daugherty reported the Public Works Committee was between meetings with the next meeting scheduled for July 3.

Special Committee and Board Liaison reports were given by Mr. Topete for the Tree Board and Kellogg Lake Board, Mr. Daugherty for the Chamber of Commerce, Ms. Otero for the Harry S Truman Coordinating Council and the Carthage Humane Society, Mr. Armstrong for the Planning & Zoning, Mr. Collier for the Police & Fire Pension and Carthage water & Electric, and Mr. Harrison for the Jasper County Commissioners' Meeting.

During Council Member reports, Mr. Armstrong discussed the budget, including the EMPG Grant and the practice of borrowing from the Landfill Closure fund which straps future budgets. Mr. Armstrong stated he felt Financial Peace University classes should be offered to all new employees, not just Police Department employees. Mr. Collier discussed controlling reproduction within feral cat colonies. Mr. Topete encouraged council members to educate themselves on ways to handle feral cats. Mr. Daugherty thanked individuals who came to discuss the grant application from the McCune-Brooks Healthcare Foundation. Mr. Harrison apologized to those attending from the McCune-Brooks Healthcare Foundation for not being prepared at the previous council meeting and also expressed his eagerness to see how the feral cat issue is functioning if it is being handled properly.

Fire Chief Roger Williams reported on Mudstock which will be held on June 30, updated individuals on fireworks ordinances, and gave an update on construction progress for Fire Station No. 2.

Parks Director Alan Bull reported on the fireworks display scheduled for July 4 at approximately 9:30 p.m. and the Jasper County Fair beginning July 6.

City Administrator Tom Short reported on the following: recent power outage, the new agenda format, Supreme Court ruling on South Dakota vs. Wayfair, Region M paper shredding event, MML Policy Committee Meeting, meetings with the Police Chief and IT Tech to prepare job descriptions, prevailing wage changes, meetings regarding the

Macon & Garrison intersection, and the city attorney opinion on teleconferencing for council meetings.

The Committee on Claims filed a report in the amount of \$635,975.79 against the following funds: General Revenue \$43,077.92, Public Health \$121,322.66, Public Safety \$6,790.70, Golf Course \$3,420.20, Library \$60,344.00, Fire Protection \$9,989.75, Capital Improvements \$179,216.00, and Payroll \$211,814.56. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, **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 second reading followed by a roll call vote of 6 yeas and 1 nay. The nay vote was cast by Mr. Armstrong. The council bill was approved and numbered Ordinance 18-22.

**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 second reading followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-23.

**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 second reading followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-24.

**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 second reading followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-25.

**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 second reading followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-26.

**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 second reading. Mr. Collier made a motion, seconded by Mr. Shields, to amend C.B. 18-28 to add Section 3 to the C.B. allowing for an amendment to the Capital Improvements Fund. C.B. 18-28 was placed on second reading as amended followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-27.

**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 second reading followed by a roll call vote of 7 yeas and 0 nays. The council bill was approved and numbered Ordinance 18-28.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to approve Resolution 1837, a Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. Resolution passed.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve Resolution 1838, a Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund. Votes were as follows: Aye: Daugherty, Collier, Topete, Shields and Otero. Nay: Armstrong. Mr. Harrison abstained. Resolution failed.

Mr. Collier made a motion, seconded by Mr. Harrison, to approve 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. Resolution passed.

During closing remarks, Mayor Rife stated he felt there had been a disservice to the city regarding the voting for Resolution 1838, Mr. Topete noted KFC is now open, Mr. Armstrong discussed his attendance at the British Car Show and Mr. Shields reiterated that he felt there was a discredit to the citizens.

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

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Dan Rife, Mayor

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Traci Cox, City Clerk

***OLD  
BUSINESS***

***NEW  
BUSINESS***

***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

**RESOLUTION NO. 1840**

**A RESOLUTION APPROVING THE DECLARATION OF THE PARKS DEPARTMENT GANG MOWER FRAMES AND REELS AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THEIR DISPOSITION.**

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

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

**WHEREAS**, City's Park Administrator has submitted items of said obsolete or surplus materials to the respective City Council Standing Committee for review and consideration of declaring such items as surplus or obsolete.

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

That three (3) Reel Mower Frames and twenty-one (21) Reel Units are determined and declared to be obsolete and surplus to the City's needs and are authorized for disposition through the City's sealed bidding process.

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

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

**ATTEST:**

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

Sponsored by: Public Services Committee

**RESOLUTION NO. 1841**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI AUTHORIZING THE APPROVAL OF CHANGE ORDER NO. 2 FOR THE CENTRAL PARK SIDEWALK REPLACEMENT PROJECT AND INCREASING THE PROJECT BUDGET BY AN AMOUNT NOT TO EXCEED \$5,000.**

**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 No. 2 is hereby approved.

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

**Attest:**

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

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

Sponsored by Public Services Committee



CHANGE ORDER NO. 2

A.T. Urban Development  
6891 State Hwy. 125 South  
Chadwick, MO 65629

Central Park Sidewalk Replacement  
Carthage, Missouri  
7/2/2018

Dear Sirs:

This Change Order is issued to authorize a change in the scope of contractual obligations and to revise the contract price in accordance thereof.

**Park Accessibility Improvements**

Item No.	Item Description	Unit	Qty.	Unit Price	Extended Total
CO2-1	Removal of existing curb and walk	LS	2	\$ 500.00	\$ 1,000.00
CO2-2	Excavate & recompact subgrade (6" depth)	SY	1544	\$ 8.00	\$ 12,352.00
CO2-3	Compacted aggregate base (4" thick)	SY	1544	\$ 8.00	\$ 12,352.00
CO2-4	Concrete sidewalk (4" thick)	SY	1544	\$ 46.00	\$ 71,024.00
CO2-5	Concrete curb ramp	EA	2	\$ 400.00	\$ 800.00
CO2-6	Truncated domes	SF	32	\$ 30.00	\$ 960.00
CO2-7	Finish grade, seed and mulch	AC	0.4	\$ 10,000.00	\$ 4,000.00
CO2-8	Remove and relocate sign	EA	1	\$ 400.00	\$ 400.00

Total ADD, per Change Order No. 2 \$ 102,888.00

Change Order Number 1, Net ADD \$ 7,416.00

Original Contract Amount \$ 29,002.00

Revised Contract Amount, per Change Order #2 \$ 139,306.00

ACCEPTED BY ENGINEER:  
Anderson Engineering

Jason Eckhart, Vice President

By: Jason Eckhart

Date: 7/2/18

ACCEPTED BY OWNER:  
City of Carthage, MO

Dan Rife, Mayor

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

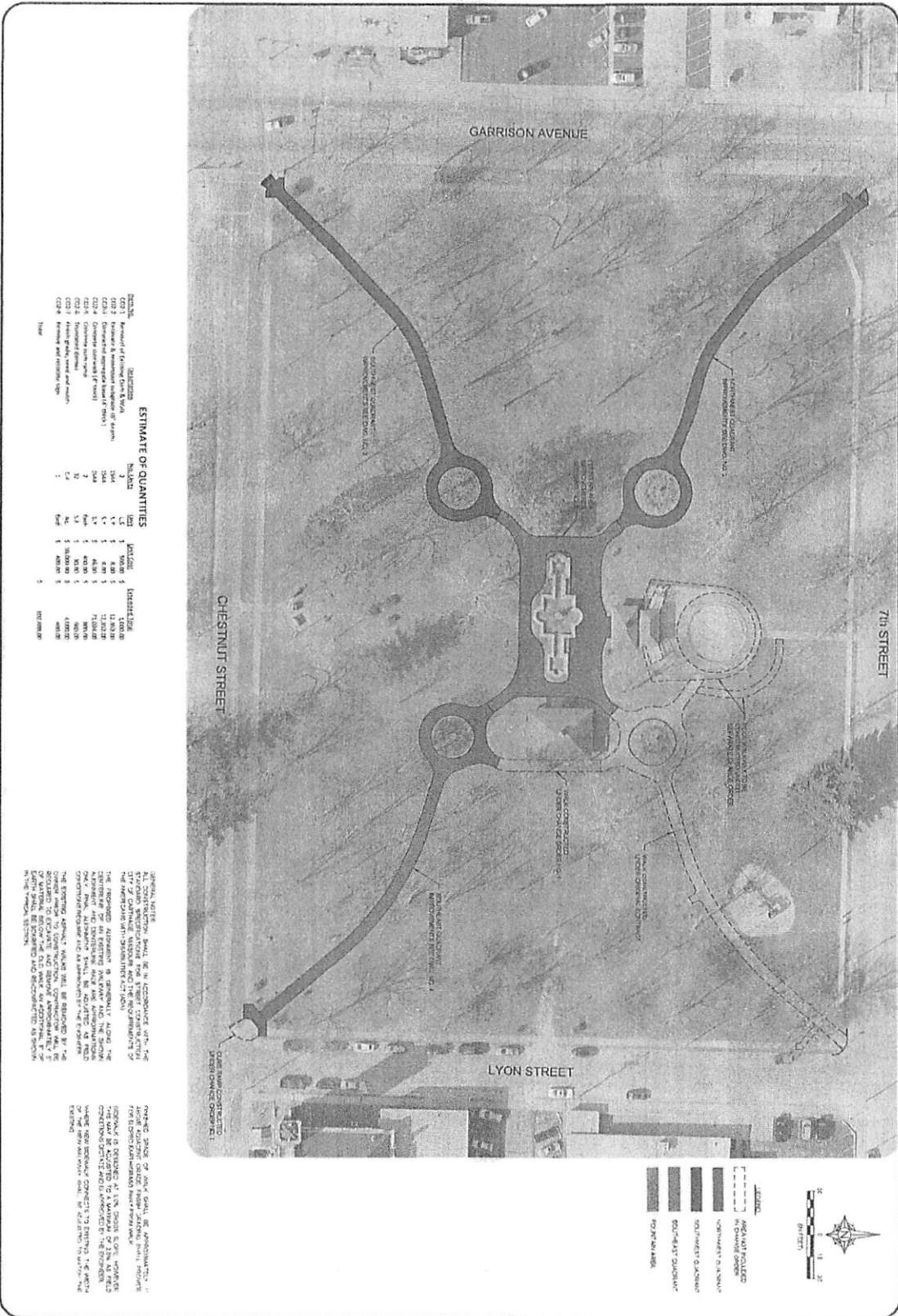
Date: \_\_\_\_\_

ACCEPTED BY CONTRACTOR:  
A.T. Urban Development, Inc.

Printed Name: Rachel Smith

By: Rachel Smith

Date: 7-02-18



NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF CARTHAGE GENERAL ORDINANCES AND RESOLUTIONS.
2. THE PROPOSED SIDEWALKS SHALL BE CONSTRUCTED TO THE CENTERLINE OF THE ADJACENT PROPERTY.
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NOTES:

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2. THE PROPOSED SIDEWALKS SHALL BE CONSTRUCTED TO THE CENTERLINE OF THE ADJACENT PROPERTY.
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10. THE PROPOSED SIDEWALKS SHALL BE CONSTRUCTED TO THE CENTERLINE OF THE ADJACENT PROPERTY.

REVISIONS

NO.	DESCRIPTION	BY	DATE
1			

**CHANGE ORDER NO. 2**  
**GENERAL PLAN**  
**SIDEWALK REPLACEMENT**  
**PARK ACCESSIBILITY IMPROVEMENTS**  
**CENTRAL PARK**  
**CARTHAGE, MISSOURI**

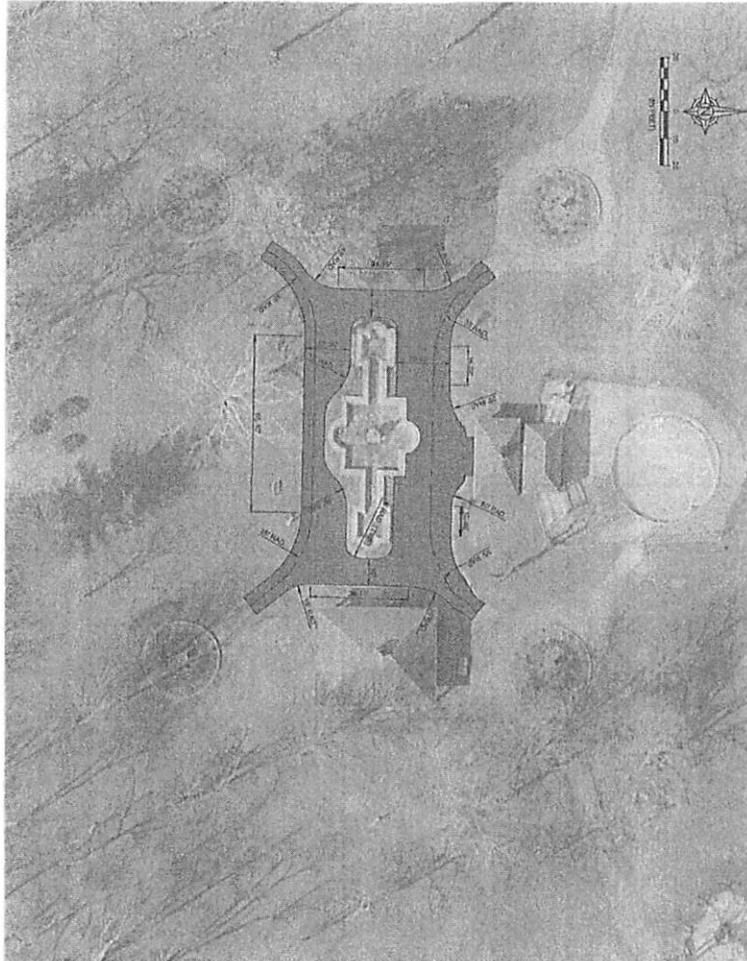
NO.	DESCRIPTION	BY	DATE	FIELD NO.	DATE











1. FOUNTAIN CONCRETE SHALL BE 28,000 PSI STRENGTH CONCRETE WITH 4% AIR ENTRAINMENT. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE.

**SIDEWALK DETAIL @ FOUNTAIN**

1. SIDEWALK SHALL BE 4" THICK CONCRETE WITH 4% AIR ENTRAINMENT. THE SIDEWALK SHALL BE FINISHED WITH POLISHED CONCRETE. THE SIDEWALK SHALL BE FINISHED WITH POLISHED CONCRETE.

**ESTIMATE OF QUANTITIES**

NO.	DESCRIPTION	UNIT	QUANTITY	ESTIMATE PRICE	TOTAL
001	Excavation of existing concrete and earth	CY	1.0	100.00	100.00
002	Formwork for concrete (per sq ft)	SF	100.0	100.00	100.00
003	Concrete (per cu yd)	CY	1.0	100.00	100.00
004	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
005	Formwork (per sq ft)	SF	100.0	100.00	100.00
006	Concrete (per cu yd)	CY	1.0	100.00	100.00
007	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
008	Formwork (per sq ft)	SF	100.0	100.00	100.00
009	Concrete (per cu yd)	CY	1.0	100.00	100.00
010	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
011	Formwork (per sq ft)	SF	100.0	100.00	100.00
012	Concrete (per cu yd)	CY	1.0	100.00	100.00
013	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
014	Formwork (per sq ft)	SF	100.0	100.00	100.00
015	Concrete (per cu yd)	CY	1.0	100.00	100.00
016	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
017	Formwork (per sq ft)	SF	100.0	100.00	100.00
018	Concrete (per cu yd)	CY	1.0	100.00	100.00
019	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
020	Formwork (per sq ft)	SF	100.0	100.00	100.00
021	Concrete (per cu yd)	CY	1.0	100.00	100.00
022	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
023	Formwork (per sq ft)	SF	100.0	100.00	100.00
024	Concrete (per cu yd)	CY	1.0	100.00	100.00
025	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
026	Formwork (per sq ft)	SF	100.0	100.00	100.00
027	Concrete (per cu yd)	CY	1.0	100.00	100.00
028	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
029	Formwork (per sq ft)	SF	100.0	100.00	100.00
030	Concrete (per cu yd)	CY	1.0	100.00	100.00
031	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
032	Formwork (per sq ft)	SF	100.0	100.00	100.00
033	Concrete (per cu yd)	CY	1.0	100.00	100.00
034	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
035	Formwork (per sq ft)	SF	100.0	100.00	100.00
036	Concrete (per cu yd)	CY	1.0	100.00	100.00
037	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
038	Formwork (per sq ft)	SF	100.0	100.00	100.00
039	Concrete (per cu yd)	CY	1.0	100.00	100.00
040	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
041	Formwork (per sq ft)	SF	100.0	100.00	100.00
042	Concrete (per cu yd)	CY	1.0	100.00	100.00
043	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
044	Formwork (per sq ft)	SF	100.0	100.00	100.00
045	Concrete (per cu yd)	CY	1.0	100.00	100.00
046	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
047	Formwork (per sq ft)	SF	100.0	100.00	100.00
048	Concrete (per cu yd)	CY	1.0	100.00	100.00
049	Reinforcing steel (per lb)	LB	100.0	100.00	100.00
050	Formwork (per sq ft)	SF	100.0	100.00	100.00

CONCRETE SHALL BE 28,000 PSI STRENGTH CONCRETE WITH 4% AIR ENTRAINMENT. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE. THE FOUNTAIN SHALL BE FINISHED WITH POLISHED CONCRETE.

THE EXISTING SIDEWALK SHALL BE REMOVED AND REPLACED WITH 4" THICK CONCRETE WITH 4% AIR ENTRAINMENT. THE SIDEWALK SHALL BE FINISHED WITH POLISHED CONCRETE. THE SIDEWALK SHALL BE FINISHED WITH POLISHED CONCRETE.

REINFORCING STEEL SHALL BE 60,000 PSI YIELD STRENGTH STEEL. THE REINFORCING STEEL SHALL BE FINISHED WITH POLISHED CONCRETE. THE REINFORCING STEEL SHALL BE FINISHED WITH POLISHED CONCRETE.

SHEET NUMBER  
**5**  
OF CO-2

CHANGE ORDER NO. 2  
FOUNTAIN AREA  
SIDEWALK REPLACEMENT  
PARK ACCESSIBILITY IMPROVEMENTS  
CENTRAL PARK  
CARTHAGE, MISSOURI

NO.	DESCRIPTION	BY	DATE	PREPARED BY	CHECKED BY	DATE	APPROVED BY



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

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, JUNE 26, 2018  
CITY HALL COUNCIL CHAMBERS**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, Brady Beckham and David Armstrong. Kirby Newport 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 12:07 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the June 12, 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. Beckham.

**NEW BUSINESS:**

**Consider and discuss reclassification of IT Tech Position.**

Mr. Short explained the process of consolidating IT requests to one department with the creation of an IT Department that would be a function of Administration under the direction of the City Administrator. Amon Henady, current IT Technician, would be promoted to IT Manager and a new employee would be hired to fill the IT Technician position. New job descriptions were created for both positions. The job descriptions were amended to remove "Experience in law enforcement field preferred" under Experience, Education and Training and "at place of residence" for telephone requirements under Licenses and Certificates. Mr. Armstrong made a motion to approve the amended job descriptions. Motion passed 3-0.

**Consider and discuss salaries of "red-lined" employees.**

Mr. Short discussed the need to give exemplary employees who have reached the top step of their grade a merit increase for retention purposes. No action was taken at this time, but Mr. Short will continue to look at options to reward those employees.

**Staff Reports:**

Ms. Cox reported on a recent meeting with Jason Glidden from MOSIP discussing investment options. Committee members agreed to proceed with MOSIP investments. The possibility of accepting bids for an employee health insurance broker who could initiate a wellness program for the city is being discussed. Mr. Short reported staff would be meeting with Beimdiek Insurance Agency the week of July 9 to discuss a wellness program and employee health insurance.

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 2:08 PM. Motion carried 3-0.

Traci Cox  
City Clerk

## PUBLIC SERVICES COMMITTEE

July 2, 2018  
Park Department Office  
521 Robert Ellis Young Drive

Public Services Committee Members Present; Brady Beckham, James Harrison and Mike Daugherty and Juan Topete.

Staff Present; Tom Short and Alan Bull.

Non-Members Present; Lorie Neubert, Mark Peterson, Ceri Otero, and Tyler Wornell from the Joplin Globe.

At 5:31 P.M. Mr. Beckham called the meeting to order.

**Mr. Daugherty moved to approve minutes from the May 7, 2018 meeting. Motion carried.**

Citizen participation:

Mr. Bull states the Steadley Grant was awarded to the City for \$10,000 to do a study for a new Pro Shop. It has been completed and we now have a conception of what a new Pro Shop would entail. Proposed additions include; new snack shop, new area for cart storage, and a much larger Pro Shop. It would also include a community room that would accommodate up to 200 people allowing for much larger golfing events. Mr. Peterson stated that he was waiting on a cost estimate from Crossland Construction. Mr. Short would also like a cost estimate for operating expenses.

Old Business:

NONE

NEW BUSINESS:

1. Consider and discuss a possible Aquatic Center – Mr. Bull reports that Jonathan Roberts of the Fair Acres Family YMCA has a \$25,000.00 grant from Steadley to do a feasibility study of a new aquatic center. Mr. Roberts is working on putting together a committee of people to visit other aquatic centers in the area to get ideas. Mr. Beckham states that he would be willing to be a part of that group. Mr. Beckham would also like an idea of operational costs. Mr. Short states it is important to have a City representative on the committee. Mr. Harrison mentioned the closing of some local aquatic centers. Lamar and Ewert Park in Joplin.

2. Park mower bids- Mr. Bull reported on various bids for a new mower at Fair Acres with many bids not meeting specs and his recommendation was to accept a bid from Race Brothers for a Cub Cadet mower. Mr. Bull also states the advantages of purchasing locally, such as distance traveled to purchase parts and keeping our business in Carthage.

**Mr. Harrison moved to accept the bid of the Cub Cadet mower from Race Brothers. Motion carried.**

3. Change order for Central Park concrete work- Mr. Bull reports the Central Park sidewalk project is exceeding the original budget. An additional \$4306.00 is needed to cover the difference.

**Mr. Harrison moved to allocate the additional funding to cover the difference not to exceed \$140,000 for total project. Motion carried.**

4. Consider and discuss future parks work session- Mr. Beckham suggested an open forum work session where Mr. Bull and Mr. Short would answer some questions about Parks operations. How much does the City subsidize the Golf Course, and Pool? Cost versus value of services etc... Mr. Beckham would like to possibly add in an additional 30 minutes to the next meeting to address some questions.

## STAFF REPORTS

### City Administrator-Tom Short

Mr. Short reported on golf revenue and rounds. Discussed trying some different marketing strategies for getting people to play the course.

### Park Administrator-Alan Bull

Mr. Bull reported the need to have some reel mowers declared surplus.

Mr. Bull also presented to the committee a proposal made by Brad Clark for future use of the old high school soccer field at Fair Acres.

**Mr. Harrison made a motion to declare the gang mowers as surplus. Motion carried.**

**Mr. Daugherty moved for adjournment. Motion carried.**

**Meeting adjourned at 6:55 P.M.**

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

# Carthage Chamber of Commerce Board of Directors

Thursday, June 21, 2018 at 7:30 a.m.

## Members present:

Steve Willis, Chair  
Roy Mason, Vice Chair  
Brian Schmidt, Treasurer  
Paul Eckels  
Dr. Jon Haffner  
Rodney Hinds  
Elizabeth Simmons  
Scott Watson

## Members absent:

Kimberly Fullerton  
Robert Goar  
Tina Hallmark  
John Lenahan  
Chuck Bryant, ex-officio  
Tom Flanigan, ex-officio  
Tom Short, ex-officio  
Gregg Wolf, ex-officio

## Liaisons present:

Jim Benton, liaison  
Mike Daugherty, liaison

## Liaisons absent:

Wendi Douglas, liaison

## Staff present:

Mark Elliff, Pres/Sec  
Mary Jo Little  
Neely Myers

Quorum being present, Board Chair Willis began the meeting at 7:35 a.m.

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

May financial reports: Elliff reviewed the monthly summary. 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. She discussed the possible loss of a long-time member, as well as some current prospects.

Ambassadors: Next meeting July 11.

Economic Development: Elliff reported a follow-up meeting was scheduled with Anderson Engineering and MoDOT on the proposed industrial park, and Howard added a meeting was also scheduled with Olsson Associates.

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

Maple Leaf: Little reviewed her written report in the Board packet, highlighting the magic show added for 2018; there were no questions. Elliff asked for members' input on a suggestion to incorporate a prayer and blessing to the Dog Show. Members present discussed and recommended that it be done separately from the sanctioned event.

Marketing/Expo: There were no questions regarding the written report in the Board packet. Mason added that with three smaller events having been cancelled for 2018, committee members were brainstorming a new, spring event and welcomed ideas. The 2019 Business Expo & Home Show had been scheduled for March 8-9. Myers encouraged nominations for the monthly "You Knock Our Socks Off!" award.

Public Policy: Elliff referred to the written report in the Board packet; there were no questions. Members discussed state House Bill 1460 related to transportation funding but no action was taken.

CVB: Willis reported the CVB had received and reviewed bids for the Carthage Way Finding Sign program and would be resending the bid request to include prevailing wage. A decision is expected in late July or August.

Ministerial Alliance: Benton shared that the Alliance provides gas vouchers as needed through the Crisis Center and encouraged members to refer individuals to the Center. He reported they average six vouchers per month.

Vision Carthage: Myers reviewed the written report in the Board packet, highlighting recent work done by the Carthage in Bloom committee. She added that she would be enabling the VC Facebook page to accept donations electronically.

Chairman's report: Willis had nothing new to report but thanked the members, ex-officios, and liaisons for their regular attendance of Board meetings.

President's report: There were no questions regarding the written report in the Board packet. Elliff added that the Chamber was moving forward with replacement of the existing wireless internet and analog phone service with fiber internet and voice-over-IP phone service, for a total monthly savings of over \$100. He commented that he continues to work with regional partnership staff to reevaluate that organization and that he would be attending a state ED summit with representatives from Leggett & Platt and Mercy. He mentioned the August ballot measure Proposition A regarding right-to-work; more details to come.

City of Carthage: Daugherty reported that the City had declined a funding request from the McCune-Brooks Hospital Trust and that the 2018-19 budget was being finalized.

Jasper County: No report.

Old Business: None.

New Business: Elliff presented a proposed policy regarding political sponsorships. Hinds moved to adopt the policy, Mason seconded the motion, and the motion carried unanimously. Elliff then presented City Council Bill 18-24 authorizing the FY18-19 ED contract. Mason moved to accept the contract once approved by the Council and authorize Willis and Elliff to sign the contract, Schmidt seconded the motion, and the motion passed unanimously. Willis then presented proposed new titles for all staff. Watson moved to adopt the new titles, Mason seconded the motion, and the motion carried unanimously. Elliff then presented the updated proposed budget for FY18-19, highlighting several notable changes from the initial proposal. Members discussed; staff will evaluate a dues adjustment and will present their findings at the July meeting.

Strategic Planning: None.

Upcoming events:

1. 6/27 .... Habitat for Humanity ribbon cutting, 2 p.m.
2. 6/28 .... Emerging Leaders strategic planning meeting at Mother Road, 3 p.m.
3. 7/9 ..... Monday Member Meet-up at Chamber office, 2 p.m.
4. 7/18 .... Quarterly Luncheon at Oak Pointe, 11:30 a.m.
5. 8/6 ..... New Teachers Breakfast at High School, 7:30 a.m.

There being no need for a closed session, no additional reports, and no further business, Schmidt moved to adjourn at 8:45 a.m., Mason seconded the motion, and the motion carried unanimously.

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

**CWEP  
BOARD MEETING MINUTES**

June 28, 2018

The Carthage Water & Electric Plant Board met in regular session June 27, 2018, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

**Board:**

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

**Staff:**

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

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

**ADDITIONS/CHANGES TO THE AGENDA:**

At the beginning of the meeting, General Manager Bryant recognized and thanked the electric and water crews who just finished working long hours to repair and restore services to the community. Electric crews worked into the night to repair storm damage and water crews were called out around midnight and worked all night to repair a large main break. Board members expressed gratitude to the employees for their hard work and dedication.

**APPROVAL OF MINUTES:**

A motion by Beimdiek and seconded by Schmidt to approve the minutes of the regular meeting of April 19, 2018, as presented passed unanimously.

**APPROVAL OF DISBURSEMENTS:**

A motion by Ross and seconded by Beimdiek to approve disbursements for April in the amount of \$2,577,799.03 passed unanimously.

A motion by Schmidt and seconded by Beimdiek to approve disbursements for May in the amount of \$3,309,357.68 passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent reviewed financials for April which showed a consolidated net income of \$(87,635) compared to a budget of \$70,525. A motion by Beimdiek and seconded by Ross to approve the April financial statements passed unanimously.

CFO Nugent reviewed financials for May which showed a consolidated net income of \$107,734 compared to budget of \$23,041. A motion by Beimdiek and seconded by Schmidt to approve the May financial statements passed unanimously.

**COMMITTEE REPORTS:** None.

**CITIZEN'S PARTICIPATION PERIOD:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**CONSIDERATION OF BIDS FOR BULK LIME**

General Manager Bryant reviewed bids received for bulk lime for the water treatment facility. The following bids were received:

- U.S. Lime Company: \$180.00 per ton, which includes freight and fuel surcharge
- Mississippi Lime: \$217.65 per ton

A motion by Ross and seconded by Schmidt to accept the bid of U.S. Lime at a delivered cost of \$180 per ton passed unanimously.

**CONSIDERATION OF BIDS FOR VACUUM TRUCK**

General Manager Bryant reviewed bids received for a dual engine fan combination industrial vacuum truck from VAC-CON.

A motion by Schmidt and seconded by Beimdiek to accept the bid of Vac-Con in the amount of \$394,260.00 passed unanimously.

**CONSIDERATION OF BIDS FOR CURED IN PLACE LINING**

General Manager Bryant reviewed the current repair and rehabilitation contract CWEP currently has with Visu-Sewer, as well as CWEP's annual collection system rehabilitation efforts, and requested the Board approve work to install cured-in-place-pipe (CIPP) at a cost of \$313,765.28, which includes labor, material, and equipment.

A motion by Ross and seconded by Beimdiek to approve the proposal of Visu-Sewer for cured-in-place-pipe at a cost of \$313,765.28 passed unanimously.

**CONSIDERATION OF BIDS FOR POWER PLANT CATALYST PROJECT**

General Manager Bryant reviewed bids from qualified companies to design and install diesel catalysts on five of CWEP's engines. CWEP received proposals from the following:

- Exline, Inc.: \$1,191,079.05
- Farabee Mechanical: \$1,348,259.75
- Fairbanks-Morse: Declined

Bryant noted Farabee's proposal included the cost of performing the 3-year recertification tests, as well as a guarantee the engines will pass the tests. A motion by Beimdiek and seconded by Schmidt to approve the bid of Farabee Mechanical at a cost of \$1,348,259.75 passed unanimously.

**MISCELLANEOUS AND STAFF REPORTS**

CFO Nugent praised the work of staff in conducting inventory counts in preparation for the auditors' arrival at the end of the week. She also updated the Board on the status of the lease-purchase application she is working through for the catalyst purchase.

General Counsel Ludwig reviewed the major legislative activity from the 2018 session and updated the Board on the status of the SPP RE dissolution.

Director of IT and Broadband Services Peterson discussed updates to CWEP's wireless services as well as the progress of fiber deployment.

Director of Water Services Choate noted the recent water loss and advised the Board of the possibility of having someone conduct leak detection tests to try to pinpoint the source.

Director of Business and Economic Development Howard thanked industry personnel who attended the power breakfast on May 23<sup>rd</sup>.

Customer Relations Manager Milliken noted the success of the first annual tower-to-tower 5k, which raised over \$1200 for charity.

General Manager Bryant concluded the staff reports by discussing CWEP's focus for the next fiscal year, which includes AMI infrastructure assessment and planning, the growing options involving renewables, and continued emphasis on disaster planning and preparation.

**BOARD MEMBER COMMENTS:** None

At 4:34 p.m. a motion by Ross and seconded by Beimdiek to close a portion of the meeting into closed session pursuant to Section 610.021(3) of the Sunshine Law passed unanimously.

At 5:15 p.m. the meeting reconvened in option session. A motion by Ross and seconded by Beimdiek to amend the contract of General Manager Bryant passed unanimously.

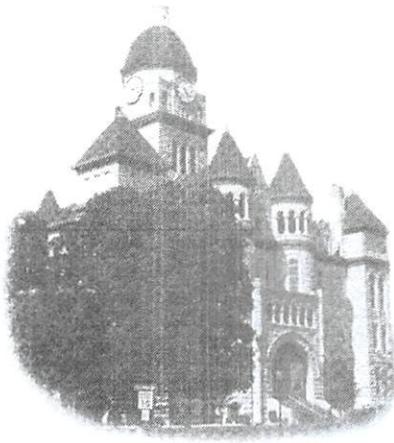
At 5:16 p.m. the meeting adjourned.

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President – Pat Goff

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Secretary – Danny Lambeth



# Carthage Police Dept.

310 W. 4th STREET  
CARTHAGE, MISSOURI 64836

PHONE 417-237-7200

FAX 417-237-7205

**EMERGENCY 9-1-1**

**"A LAWFUL SOCIETY IS A MATTER OF INDIVIDUAL RESPONSIBILITY."**

Carthage Police/Fire Pension Meeting

June 19, 2018

Committee Members in attendance: David Myers, Jason Martin, Jeff Steffen, and Bill Hawkins.

Also in attendance were Traci Cox, Kristi Montague, Darrin Collier, and William Cashman.

The Police / Fire Pension Board are comprised of two citizens, Neel Baucom Chair and Kristi Montague, and two members from the Police Department (Jeff Steffen and Bill Hawkins) along with two members from the Fire Department (David Myers and Jason Martin). The representative from the council was Darrin Collier.

A Quorum was present.

- A discussion was held about adding a cost of living to the retirement plan to make it more in line with other plans. A motion was made and approved to talk to Cottonwood LLC about the cost.
- A motion was made and approved to move the plan to request the council approval of a 60/40 split of stocks vs fixed income. We are currently close to this anyway and it was about to get reset back to 50/50.
- William Cashman, the portfolio manager gave a portfolio overview. As of 05/31/2018 the market value of the portfolio is \$7,341,760. This is up from \$7,323,151 the previous year at this time.
- Training was held after the meeting.

The meeting was adjourned.

Lt. Jeff Steffen

***AGENDAS  
STANDING  
COMMITTEES***

PUBLIC SERVICES COMMITTEE  
MONDAY JULY 2, 2018  
5:30 P.M.  
PARK DEPARTMENT OFFICE  
521 ROBERT ELLIS YOUNG DRIVE

**Old Business**

1. Consideration and approval of minutes from previous meeting

**CITIZENS PARTICIPATION**

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

2. Consider and discuss possible pro shop construction.

**New Business**

1. Consider and discuss efforts regarding a community aquatic center.
2. Consider and discuss park mower bids.
3. Consider and discuss possible change order on concrete work in Central Park.
4. Consider and discuss future parks work session.

Staff reports

Other Business

ADJOURNMENT

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

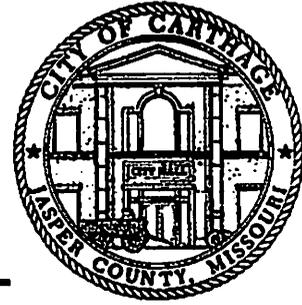
Posted: \_\_\_\_\_

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

# PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7<sup>th</sup> Carthage MO 64836  
Tele: (417) 237-7010 Fax: (417) 237-7011  
Email: [pwd@carthagemo.gov](mailto:pwd@carthagemo.gov)

*"America's Maple Leaf City"*



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## AGENDA TUESDAY EVENING

July 3, 2018 - 5:30 P.M.  
PUBLIC WORKS COMMITTEE

**Public Works Committee Meeting has been cancelled.**

*Persons with disabilities who need special assistance - Call 417-237-7010 (voice)  
or 1-800-735-2466 (TDD via Relay Missouri) at least 48 hours prior to meeting date.*

Meeting is normally held the first Tuesday of each month  
Public Works Department, 623 E. 7<sup>th</sup> St.

**--NOTICE OF MEETING--**  
**BUDGET WAYS & MEANS COMMITTEE**  
**MONDAY, JULY 09, 2018**  
**5:30 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**  
**326 GRANT ST., CARTHAGE, MISSOURI**  
**--TENTATIVE AGENDA--**

**CITIZENS PARTICIPATION**

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

**OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting.

**NEW BUSINESS.**

1. Consider and discuss recommendation of Police RMS software proposals.
2. Consider and discuss changes to Police and Firemen's pension Investment policy.
3. Consider and discuss City Investment Policy.
4. Staff Reports.
5. Other Business.

**ADJOURNMENT**

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

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

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

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 10, 2018

5:30 PM

Carthage City Hall

Agenda

**Old Business**

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

**Citizens Participation**

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

**New Business**

1. Staff Reports

**Adjournment**

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

Posted \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***



## AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet June 27, 2018, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

### ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: April 19, 2018

APPROVAL OF DISBURSEMENTS: April - \$2,577,799.03  
May - \$3,309,357.68

FINANCIAL STATEMENT: April & May

COMMITTEE REPORTS:

CITIZENS PARTICIPATION PERIOD

OLD BUSINESS: None.

NEW BUSINESS:

1. CONSIDERATION OF BIDS FOR BULK LIME
2. CONSIDERATION OF BIDS FOR VACUUM TRUCK
3. CONSIDERATION OF BIDS FOR CURED IN PLACE LINING
4. CONSIDERATION OF BIDS FOR POWER PLANT CATALYST PROJECT

MISCELLANEOUS

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

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

**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  
JULY 3, 2018  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

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

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

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

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

NOTICE POSTED JUNE 29, 2018 AT 4:00 P.M.

(RSMO 610.020)

# CITY OF CARTHAGE

Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: 7/16/2018

Place: City Hall Chambers  
326 Grant St.

Time: 5:15 pm



### To Consider the following items:

1. Requested by: Jaime Cordova (from 6/18/2018 Agenda)

Request type: Certificate of Appropriateness

Project Location: 310 Howard

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

2. Requested by: Michael Samuelson (from 6/18/2018 Agenda)

Request type: Certificate of Appropriateness

Project Location: 1203 Grand

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 (from 6/18/2018 Agenda)

Request type: Certificate of Appropriateness

Project Location: 511 Lyon

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

4. Requested by: Randy & Stephanie Evans

Request type: Certificate of Appropriateness

Project Location: 1215 S Garrison

Reason for Hearing: Request the installation of exterior signage on existing pole. 2 (opposing) 3' X 5' Metal

5. Requested by: Heather McLemore

Request type: Special Use Permit

Project Location: 412 E 13th St

Reason for Hearing: Operation of a Day Care Center

### 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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**CARTHAGE**  
PUBLIC LIBRARY

612 S. Garrison Avenue  
Carthage, Missouri 64836  
Ph 417.237.7040  
Fx 417.237.7041  
[carthage.lib.mo.us](http://carthage.lib.mo.us)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, July 10, 2018 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM  
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message  
Reorganization of the Board of Trustees

Council Liaison's Report

Committee Reports  
Building Committee  
Roof update

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

New Business  
Update Library Policy

Payment of Bills

Adjournment

# ***CORRESPONDENCE***

## BID TABULATION FOR FAIR ACRES MOWER

Bids opened June 28, 2018

2:00 P.M.

### BIDDER

### BID AMOUNT

Spring River Services 222 N River Carthage, MO 64836	Eagle HP 3572 Classic 3572	\$10,981.40 \$10,531.00
Ron Schiltz Auto Sales 703 W 12 <sup>th</sup> Street Lamar, MO 64759	Bad Boy Outlaw XP72	\$8,850.00
Race Brothers 2309 Fairlawn Drive Carthage, MO 64836	Cub Cadet Pro-Z 972L	\$8,894.00

Bid Committee; Alan Bull, Brian Bradley and Coby Fullerton

Amount budgeted, \$9,500.00

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INTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
OFFICE

# MEMO

---

**To:** City Council  
**From:** Dan Rife, Mayor  
**Subject:** Emergency Purchase  
**Date:** July 2, 2018

Pursuant to Part J of the City of Carthage's Purchasing Policy Manual, I have waived the customary purchasing procedures and authorized an emergency purchase from CES Technologies, LLC, 2415B Fairlawn Drive, Carthage, MO 64836, in an amount not to exceed \$4,885.30, for the purchase and installation of ten (10) 200 watt/26,000 lumen/5,000K waterproof LED stadium pole lights, with a life expectancy of 55,000 hours, for the Adult Softball Field at Municipal Park.

The purchase is required due to unforeseen circumstances and delay would seriously hinder the effective delivery of Municipal services and could present a threat to the health or welfare of the citizens of Carthage or City employees.

As provided by section J, I hereby advise the Council of the situation necessitating the emergency purchase and the procedures used (three written quotes) to secure this purchase. Funds for this replacement will come from the Park/Storm water Fund's budget.



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

Xc: City Council  
Traci Cox, City Clerk  
Alan Bull, Parks Administrator

**Alan Bull**

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**From:** "Brenda Reed" <cestechologies901@gmail.com>  
**Date:** Friday, June 08, 2018 2:43 PM  
**To:** <a.bull@carthagemo.gov>  
**Subject:** Electrical Proposal

Good Afternoon Alan: below is our proposal for the electrical work for the softball fields as you and Chad discussed yesterday. Please read over and let us know if you have any questions or need any further information. Thanks and have a great weekend!

**CES TECHNOLOGIES LLC**

2415B Fairlawn Drive  
Carthage MO 64836  
Office: (417) 359-8606  
Cell: (417) 825-8227  
Email: [cestechologies901@gmail.com](mailto:cestechologies901@gmail.com)  
[Like Us On Facebook](#)

June 8, 2018

City of Carthage  
521 Robert Ellis Young Drive  
Carthage MO 64836

Attn: Alan Bull

Subject: ELECTRICAL PROPOSAL #62018B

Dear Alan:

We are pleased to submit our proposal to you for the electrical work to be performed for the adult softball field located at Municipal Park in Carthage MO. Our proposal price includes labor and materials for the following scope of work:

1. Demo of existing pole lights at adult softball field.
2. We will purchase and install ten (10) 200 watt / 26,000 lumens / 5000K waterproof LED stadium pole lights. These fixtures have a 55,000 hour life expectancy.

**OUR TOTAL PROPOSAL PRICE FOR THE ABOVE WORK IS \$4,885.30**

**Special Notes:**

- Our total proposal price includes us providing a bucket truck for installation of new LED lights.
- The new LED light fixtures come with a 5-year warranty for fixture and/or parts only. Please Note: warranty will cover replacement of fixture due to malfunction of fixture itself; however, labor costs for replacing any malfunctioned part and/or fixture will not be covered under warranty. We will only warranty our labor costs if the malfunction of the fixture and/or part was due to the original installation.
- If you choose to have us dispose of the existing fixtures once they are removed from the poles then there will extra costs added to our original proposal price. If you choose to have us dispose of the fixtures, please contact us prior to start of project so extra costs can be finalized.

6/25/2018

**COMPANY POLICIES:**

1. Our total proposal price includes the above work only. Any additional work or changes performed will only be done with a signed "Additional Work Authorization" or "Change Order".
2. Certificate of Insurance will be submitted upon request.
3. Our total proposal price is good for thirty (30) days from date of proposal.
4. If we are awarded this project; half of the total proposal price of \$2,442.65 is due before start of project and final balance of \$2,442.65 is due at completion of project.

We truly appreciate the opportunity to quote this project for you. Please feel free to contact us with any questions you may have regarding our proposal.

Respectfully Submitted,

Chad Reed

- As noted above, all of our invoices are due upon receipt. By your accepting of our proposal with your signature means you agree to pay our total invoice amount in full at completion of project. If payment in full is not received by our office at time of completion and we have to proceed with collections thru our attorney then you (the owner) will be responsible for any and all costs incurred to our attorney and/or Courts.

Southwest Industrial Electric, LLC  
 DBA: Norbury Electric  
 6576 County Rd 120  
 Carthage MO 64836

417-358-4388  
 www.norburyelectric.com  
 norburyelectric@yahoo.com

Date	Estimate #
6/25/2018	414
Project	

Parks Department  
 ATTN Alan Bull

Description	Qty	Rate	Total
Install (10) Night falcon C70 LED fixtures. This quote includes the demo of the existing fixtures. This quote does not include any re-working of the service, if CWEP requires anything. We assume the existing circuitry will be to code and adequate for installation. this quote also assumes the poles are in good enough shape to install the fixtures without requiring additional brackets or support.		7,540.00	7,540.00
<b>Total</b>			\$7,540.00

Heidlage Electric LLC

427 Lyon St.  
Carthage, MO 64836

# Estimate

Date	Estimate #
6/28/2018	407

Name / Address
Carthage Parks and Recreation 521 Robert Ellis Young Dr Carthage MO 64836

Project
Softball Field

Description	Total
Heidlage Electric will remove all lights on poles at the adult softball field. Will install 10 LED fixtures with a 31,686 lumen output per fixture. Will install new switches next to panel with breaker protection. Labor and Material	16,598.33
<b>Total</b>	<b>\$16,598.33</b>

CITY OF CARTHAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2018

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
110-GENERAL REVENUE	8,587,691.00	567,265.19	8,627,733.86	100.47 (	40,042.86)
121-PUBLIC HEALTH	170,800.00	10,494.17	240,416.90	140.76 (	69,616.90)
122-LANDFILL CLOSURE	318,975.00	80.53	945.72	0.30	318,029.28
123-LODGING TAX	104,800.00	9,096.53	108,110.92	103.16 (	3,310.92)
124-CIVIC ENHANCEMENT	41,000.00	6.46	41,635.01	101.55 (	635.01)
125-STORMWATER	0.00	0.74	8.66	0.00 (	8.66)
126-PUBLIC SAFETY GRANT	26,344.30	10,928.80	35,323.80	134.09 (	8,979.50)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,138,106.00	87,978.40	1,105,160.40	97.11	32,945.60
129-TIF & CID SPECIAL TAX	12,030.00	3.69	11,536.97	95.90	493.03
130-INMATE SECURITY FUND	3,500.00	358.17	4,146.35	118.47 (	646.35)
131-FIRE PROTECTION TAX	555,796.00	44,022.31	551,806.13	99.28	3,989.87
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	549,050.00	58,337.25	526,523.67	95.90	22,526.33
161-CAPITAL IMPROVEMENTS	1,962,146.94	88,219.96	1,929,092.01	98.32	33,054.93
162-PARKS & RECREATION	185,550.00	1,341.59	251,222.36	135.39 (	65,672.36)
163-MYERS PARK	250.00	47.67	248,109.33	9,243.73 (	247,859.33)
164-JUDICIAL EDUCATION FU	1,700.00	178.01	2,044.83	120.28 (	344.83)
175-Public Fac/Bond Fund	0.00	338.39	3,973.97	0.00 (	3,973.97)
221-ECONOMIC DEVELOPMENT	217,354.00	0.39	217,317.93	99.98	36.07
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	52,482.36	827,437.58	0.00 (	827,437.58)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,875,093.24</b>	<b>931,180.61</b>	<b>14,732,546.40</b>	<b>106.18 (</b>	<b>857,453.16)</b>
	=====	=====	=====	=====	=====

} Unaudited Funds

CITY OF CARTHAGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2018

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>					
110-GENERAL REVENUE	9,454,359.00	757,233.43	8,222,685.73	86.97	1,231,673.27
121-PUBLIC HEALTH	170,072.00	16,807.67	128,016.40	75.27	42,055.60
122-LANDFILL CLOSURE	927,635.00	0.00	0.00	0.00	927,635.00
123-LODGING TAX	102,000.00	8,333.33	100,824.96	98.85	1,175.04
124-CIVIC ENHANCEMENT	41,000.00	0.00	30,517.49	74.43	10,482.51
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	35,319.30	14,805.20	33,149.50	93.86	2,169.80
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,404,895.00	35,664.39	867,919.32	61.78	536,975.68
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	3,900.00	0.00	0.00	0.00	3,900.00
131-FIRE PROTECTION TAX	722,429.00	9,989.75	349,147.45	48.33	373,281.55
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	580,801.00	57,273.86	566,814.89	97.59	13,986.11
161-CAPITAL IMPROVEMENTS	3,123,063.94	482,171.00	1,568,166.33	50.21	1,554,897.61
162-PARKS & RECREATION	184,000.00	0.00	184,000.00	100.00	0.00
163-MYERS PARK	320,000.00	0.00	0.00	0.00	320,000.00
164-JUDICIAL EDUCATION FU	1,700.00	674.75	1,342.91	78.99	357.09
175-Public Fac/Bond Fund	0.00	0.00	0.00	0.00	0.00
221-ECONOMIC DEVELOPMENT	217,314.00	0.00	215,814.00	99.31	1,500.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	87,336.38	533,296.40	0.00	( 533,296.40)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL EXPENDITURES</b>	<u>17,288,488.24</u>	<u>1,470,289.76</u>	<u>12,801,695.38</u>	<u>74.05</u>	<u>4,486,792.86</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 3,413,395.00)	( 539,109.15)	1,930,851.02		( 5,344,246.02)

*Unaudited  
Funds*

\*\*\* END OF REPORT \*\*\*

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

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

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

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

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

May			
Type of Incident	District	City	Total
Residential Structure Fire	0	1	1
Commercial Structure Fire	0	1	1
Vehicle Fire	2	2	4
Natural Cover Fire	0	4	4
Motor Vehicle Accident	11	7	18
Medical Call	17	82	99
Hazardous Materials	1	5	6
Automatic/Mutual Aid	4	0	4
Miscellaneous	16	22	38
<b>Total Month to Date:</b>	<b>51</b>	<b>124</b>	<b>175</b>
<b>Total Year to Date:</b>	<b>300</b>	<b>554</b>	<b>854</b>
<b>Previous Month to Date:</b>	<b>288</b>	<b>544</b>	<b>832</b>
<b>Previous Year to Date:</b>	<b>896</b>	<b>1630</b>	<b>2526</b>

June			
Type of Incident	District	City	Total
Residential Structure Fire	1	1	2
Commercial Structure Fire	0	0	0
Vehicle Fire	2	1	3
Natural Cover Fire	3	3	6
Motor Vehicle Accident	14	8	22
Medical Call	19	59	78
Hazardous Materials	1	8	9
Automatic/Mutual Aid	3	0	3
Miscellaneous	14	32	46
<b>Total Month to Date:</b>	<b>57</b>	<b>112</b>	<b>169</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>1241</b>	<b>2286</b>	<b>3527</b>

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

July			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>1586</b>	<b>2942</b>	<b>4528</b>

August			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>1931</b>	<b>3598</b>	<b>5529</b>

September			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>2276</b>	<b>4254</b>	<b>6530</b>

October			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>2621</b>	<b>4910</b>	<b>7531</b>

November			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>2966</b>	<b>5566</b>	<b>8532</b>

December			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
<b>Total Month to Date:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year to Date:</b>	<b>357</b>	<b>666</b>	<b>1023</b>
<b>Previous Month to Date:</b>	<b>345</b>	<b>656</b>	<b>1001</b>
<b>Previous Year to Date:</b>	<b>3311</b>	<b>6222</b>	<b>9533</b>

2018 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	8	8	16
Commercial Structure Fire	0	2	2
Vehicle Fire	9	5	14
Natural Cover Fire	38	17	55
Motor Vehicle Accident	56	37	93
Medical Call	124	406	530
Hazardous Materials	4	21	25
Automatic/Mutual Aid	22	22	44
Miscellaneous	96	148	244
<b>Total:</b>	<b>357</b>	<b>666</b>	<b>1023</b>



**CONGREGATION OF THE MOTHER OF THE REDEEMER**  
**U.S. ASSUMPTION PROVINCE**

1900 Grand Ave. - Carthage, Missouri 64836 - (417) 358-7787 - Fax (417) 358-9508

June 26, 2018

The Honorable Dan Rife  
Mayor of Carthage  
603 E. 3rd Street  
Carthage, MO 64836

Dear Mayor Rife:

On behalf of Reverend Bernardine Tan Dang, C.R.M<sup>\*</sup>, the Director of the 41<sup>st</sup> Marian Days and the entire C.R.M. Community, I am very happy to announce that we, Priests and Brothers of the Congregation of the Mother of the Redeemer - U.S. Assumption Province, once again, will host the 41<sup>st</sup> Marian Days on August 2-5, 2018.

Similarly with the previous years, the main activities of this festive gathering include liturgical celebrations, conferences, processions, entertainments, and other cultural events to foster a deeper understanding of the Vietnamese cultures. I sincerely invite you and all the People of the City of Carthage to join us in this joyful festival.

In a grateful way, I wish to invite you, together with all the members of the City Council, Staff, and their spouses to join us in a Pre-Marian Days Friendship Dinner, which will be held at our C.R.M. Cafeteria, 1900 Grand Avenue, at 6:00 p.m., on Thursday, July 19, 2018.

This Friendship Dinner is an opportunity for us to show our deep appreciation for you and all members of the City Council, Staff, representing the people of Carthage who support us in making the past 40 Marian Days spiritually successful and peaceful celebrations. This is also an opportunity for us to address and discuss some of our concerns regarding the coming Marian Days. To prepare for this friendly gathering, I kindly ask you for the names of those who will attend the dinner by July 16, 2018.

As a customary, we would like to ask for your permissions and assistances regarding the following requests:

1. To spray our grounds for mosquitoes and insects: For the health and safety of the pilgrims, we would like to have this done twice at any time during the week before the actual celebration.
2. To provide sufficient security for the participants. With the recent incidents happening throughout the United States, if it is appropriate, we would like to discuss more about the issue of security.

3. To approve of an Open-Air Entertainment Program scheduling around 9:00 p.m. to 12:00 a.m. on Friday, August 3 and Saturday, August 4, 2018.
4. To provide assistances and planning traffic control for the Solemn Procession scheduling between 5:00 p.m. to 7:00 p.m. on Saturday evening of August 4, 2018, and allow the use of firecrackers in the ceremony at the end of the Solemn Procession, as we have done in the past years.

As a meaningful tradition from the past many years, we kindly ask you, as Mayor of Carthage, to proclaim this celebration as Marian Days in the City of Carthage and call upon all citizens of Carthage to welcome visitors with warmth and hospitality. I would like to ask you for a *Certificate of this Proclamation*. As I have mentioned, this year's Marian Days is to be held from August 2-5, 2018.

I am looking forward to welcoming you and all the City Council Members, Staff and their spouses, as well as to receive your favorable reply.

With high personal regards and best wishes, Dear Mayor Rife, I am,

Sincerely yours,



(Very Rev.) Louis M. Minh Nhien, C.R.M  
Provincial Minister

cc: Mr. Tom Short - City Administrator  
Chief Greg Dagnan - Carthage Police Department  
Rev. Bernardine M. Tan Dang, C.R.M - Director of the Marian Days 2018

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• Recently, the Holy See in Rome asked us to have a new Marian Title (Redemptoris Matris - Mother of the Redeemer). Therefore, our new name is the Congregation of the Mother of the Redeemer and in Latin is Congregatio Redemptoris Matris - C.R.M.

## **"Rosenberg's Rules of Order"**

*(Simple Rules of Parliamentary Procedure for the 21st Century)*

### **Introduction**

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

### **The Basic Format for an Agenda Item Discussion**

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

**First**, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

**Fifth**, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

**Sixth**, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

**Seventh**, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

#### **Motions in General**

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move . . . ." So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

#### **The Three Basic Motions**

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

#### **Multiple Motions Before the Body**

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

**First**, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

**Second**, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

#### **To Debate or Not to Debate**

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

#### **Majority and Super-Majority Votes**

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

**Motion to close nominations.** When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

#### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

#### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

#### **Special Notes About Public Input**

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.