

1. No Agenda

There is no agenda available for this meeting. Please review the minutes.

1.I. Minutes

Documents:

[CITY COUNCIL MINUTES 01-26-2021.PDF](#)

1.I.i. Meeting Materials

Documents:

[COUNCIL PACKET 01-26-2021.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 26, 2021
COUNCIL CHAMBERS
6:30 P.M.**

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
 1. **C.B. 21-01** – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth. (Public Works)
 2. **C.B. 21-02** – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri. (Public Works)
16. New Business

1. **C.B. 21-03** – An Ordinance to amend Division 5 – Civil War Museum, Section 2-495 – Composition; appointment, of the Code of Carthage. (Mayor)
2. **C.B. 21-04** – An Ordinance of the City Council of the City of Carthage, Missouri acknowledging the Tax Abatement granted by the County Commission of Jasper County, Missouri for a project located in the Carthage/Jasper County Enhanced Enterprise Zone. (Enhanced Enterprise Zone)
3. **C.B. 21-05** – An Ordinance to amend Section 2.4 local limits in the Waste Water Pretreatment Ordinance 15-38 and industrial surcharge rates as approved by the CWEP Board. (CWEP)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1917** – A Resolution of the Council of the City of Carthage, Missouri expressing support of the City's application for funds through MoDOT's Transportation Alternatives (TAP) Program and authorizing the submission of an application relating to the proposed Carthage Sidewalk Improvements Project, River Street – from Fairview to Airport Drive. (Staff)
2. **Resolution 1918** – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of a 2000 Chevrolet 3500 Parks Department Pick-up Truck (VIN #1QCQC34R7YR170928; Asset #776). (Public Service)
3. **Resolution 1919** – A Resolution of the City Council of the City of Carthage approving a recommendation of the Public Works Committee granting an Administrative Lot Split for property located west of Hazel Avenue and North of George E Phelps Boulevard consisting of approximately 107 acres. (Public Works)

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
JANUARY 12, 2021

The Carthage City Council met in regular session on the above date in City Hall Council Chambers at 6:30 P.M. 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: Craig Diggs, Ed Barlow, Juan Topete, David Armstrong, Ceri Otero, and Alan Snow. Council Members James Harrison, Ray West, Mike Daugherty and Seth Thompson were absent. City Administrator Tom Short and City Attorney Nate Dally were also present.

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

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

Mr. Snow reported the Budget Ways & Means meeting scheduled for January 11 was cancelled due to lack of quorum.

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

Mr. Snow reported the Public Safety Committee is between meetings with the next meeting scheduled for January 18.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for January 19.

Mr. Armstrong reported the Public Works Committee met January 5. A plat for a new subdivision, Katie's 1st Addition, located south and east of the intersection at Robertson and St. Louis was approved and is being presented in C.B. 21-01.

Special Committee and Board Liaison reports were given by Ms. Otero for GRO 3.0 and Carthage Humane Society and Mr. Armstrong for the Civil War Museum.

Police Chief Greg Dagnan discussed the Police Department's end-of-the-year report, noting services were down due to Covid restrictions and crime was up.

Fire Chief Roger Williams reported the new fire engine is operational again.

Parks and Recreation Director Mark Peterson encouraged council members to take the survey related to the Parks Master Plan.

The Committee on Claims filed a report in the amount of \$950,573.34 against the following funds: General Revenue \$66,785.44, Public Health \$166,163.99, Lodging \$5637.05, Public Safety \$735.00, Parks/Stormwater \$17,137.75, Fire Protection \$30,614.79, Golf \$6,241.12, Capital Improvements \$69,279.56, Parks & Recreation \$1,114.46, Public Facilities \$15,959.00, Tax Distribution \$91,407.00, Library \$65,000.00 and Payroll \$414,498.18. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 20-56 – An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-01.

C.B. 20-57 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for Specified Funds (General) was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-02.

Under new business, C.B. 21-01 – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth was placed on first reading with no action taken.

C.B. 21-02 – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri was placed on first reading. Mr. Armstrong made a motion, seconded by Mr. Snow, to amend the June 1 completion date to allow six (6) months for final completion. Motion carried.

During closing comments, Mr. Diggs thanked those who attended the meeting.

Mr. Snow made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:02 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 21-01

ORDINANCE NO. _____

An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth.

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

SECTION I. The final plat of the Katie's 1st Addition, an Addition to the City of Carthage, Jasper County, Missouri, which is attached hereto and incorporated herein, as recommended by the Public Works Committee of the City of Carthage, is hereby accepted by the Council of the City of Carthage.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

AN ADDITION TO THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI.

Sponsored by: Public Works Committee

COUNCIL BILL NO. 21-02

ORDINANCE NO. _____

An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr Russell Smith Way in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Memorandum of Understanding with Schreiber Foods Inc. detailing the agreement to improve Hazel Street as well as the cost share of the roundabout at Fir Road and Dr. Russell Smith Way, a copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: Upon the Completion of the improvements to Hazel Avenue as outlined in the Memorandum of Understanding, Section 23-172(d) Truck Routes shall be amended to add Hazel Avenue from West George E Phelps Blvd to West Fir Road (HH Highway).

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

PASSED AND APPROVED THIS _____ DAY OF ___, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
SCHREIBER FOODS INC.,
A WISCONSIN CORPORATION,
AND THE CITY OF CARTHAGE, MISSOURI,
A MUNICIPAL CORPORATION**

THIS MEMORANDUM OF UNDERSTANDING (this "**MOU**") is agreed to and entered into this ___ day of _____ 2021 (the "**Effective Date**"), by and between Schreiber Foods, Inc., a Wisconsin corporation, hereinafter referred to as "**Schreiber**", and the City of Carthage, a Municipal Corporation, hereinafter referred to as "**City**".

WHEREAS, Schreiber desires to expand its operations in the City of Carthage, and has contracted or anticipates contracting with Hazel 49, LLC or such other developer as Schreiber may engage (the "**Developer**") for the Developer to develop and construct a new facility with an approximately 420,000 rentable square foot manufacturing and distribution building (the "**New Facility**") for Schreiber on property adjacent to Hazel Avenue near Myers Park; and

WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel Avenue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

WHEREAS, the City and Schreiber have reached an agreement for cost sharing of the projects to be completed to accommodate the operations at this New Facility.

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

1. Hazel Avenue Improvements.

- a.** The City will make the following improvements to Hazel Avenue from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road),

all as more particularly described on Exhibit A-1 attached hereto (collectively, the "**Phase I Improvements**"):

- i. Widening from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road) approximately 420' to existing curb and gutter on west side of Hazel Avenue.
 - ii. Overlay from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road).
 - iii. Stormwater, utility relocations.
 - iv. Curb and Gutter installation.
- b. The Phase I Improvements are estimated to cost four hundred forty-four thousand nine hundred thirty eight dollars and 39 cents (\$444,938.39) (as shown on Exhibit A-2 attached hereto). The City will pay for the Phase I Improvements with its own funds without reimbursement from Schreiber, its assignee, or any other third party. Moreover, if the City, in its sole discretion, elects to perform additional improvements to Hazel Avenue at any point thereof, the City acknowledges that neither Hazel 49, Schreiber, nor any other third party has any obligation to pay for or reimburse the City for any portion of the cost of such additional improvements.
- c. The City shall complete the Phase I Improvements no later than June 30, 2021.
- d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel Avenue Surface before the Phase I Improvements are performed to the relevant portions of Hazel Avenue.
- e. The City's construction of the Phase I Improvements shall not interfere with the Developer's development or construction of the New Facility.

2. **Roundabout Improvements.**

- a. The City shall complete the Roundabout Improvements at its own initial expense, subject to the reimbursement in Section 2.b below.
- b. Schreiber will reimburse the City six hundred fifty-five thousand and no/100 dollars (\$655,000.00) (the "**Roundabout Reimbursement Amount**") as an agreed to amount to be used to offset the City's project cost of the Roundabout Improvements at the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). The City shall be solely responsible for all costs to complete the Roundabout Improvements in excess of the Roundabout Reimbursement Amount without further reimbursement from Hazel 49, Schreiber, or any other third party.
- c. Schreiber shall pay the Roundabout Reimbursement Amount to the City as follows:
 - i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars (\$218,333.33).
 - ii. Such installments shall be due and payable as follows:
 1. The first installment shall be due and payable on or before April 1, 2021;
 2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

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WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel Avenue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

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 - ii. Overlay from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road).
 - iii. Stormwater, utility relocations.
 - iv. Curb and Gutter installation.
 - b. The Phase I Improvements are estimated to cost four hundred forty-four thousand nine hundred thirty eight dollars and 39 cents (\$444,938.39) (as shown on Exhibit A-2 attached hereto). The City will pay for the Phase I Improvements with its own funds without reimbursement from Schreiber, its assignee, or any other third party. Moreover, if the City, in its sole discretion, elects to perform additional improvements to Hazel Avenue at any point thereof, the City acknowledges that neither Hazel 49, Schreiber, nor any other third party has any obligation to pay for or reimburse the City for any portion of the cost of such additional improvements.
 - c. The City shall complete the Phase I Improvements no later than six (6) months after the annexation of the property. (deleted June 30, 2021.)
 - d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel Avenue Surface before the Phase I Improvements are performed to the relevant portions of Hazel Avenue.
 - e. The City's construction of the Phase I Improvements shall not interfere with the Developer's development or construction of the New Facility.
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WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel A venue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

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 - c. The City shall complete the Phase I Improvements no later than six (6) months after the annexation of the property.
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 - i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars (\$218,333.33).
 - ii. Such installments shall be due and payable as follows:
 1. The first installment shall be due and payable on or before April 1, 2021;
 2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

3. The third installment shall be due and payable within thirty (30) days following the City's substantial completion of the Roundabout Improvements and the City's delivery of notice thereof to Schreiber.

Notwithstanding the foregoing, in no event shall any installment payment from Schreiber become due or payable prior to the City's substantial completion of the Phase I Improvements.

3. **Access to New Facility.** The City hereby confirms that there shall be no restriction or reduction on access, traffic volume or traffic type to and from the New Facility regardless of whether the Phase I Improvements or the Roundabout Improvements are complete. For clarification (and without limiting the foregoing), there shall be no restriction or reduction on access, traffic volume or traffic type even during the period of time before and during the construction of the Phase I Improvements and the Roundabout Improvements.
4. **Assignment.**
 - a. The City acknowledges that Schreiber may sell its interest in the New Facility or the real property upon which the New Facility is or will be located, and Schreiber may assign all of its rights and obligations hereunder to any successor to Schreiber's interest in the New Facility or such property, provided, however, Schreiber will remain an intended third party beneficiary of this MOU and entitled to enforce the provisions hereof so long as Schreiber continues to lease or occupy the New Facility.
 - b. If Schreiber assigns this MOU and its assignee fails to pay any installment of the Roundabout Reimbursement Amount as and when due under Section 2 above, and such failure continues for fifteen (15) days after City gives notice thereof to Schreiber and its assignee, Schreiber Foods, Inc. (as distinguished from any assignee hereunder) shall be obligated to make such installment payment to the City.
5. **Amendments.** Any change in this MOU, whether by modification or supplementation, must be accomplished by a formal amendment signed and approved by the duly authorized representatives of the City and Schreiber.

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

SCHREIBER:

CITY:

SCHREIBER FOODS, INC.,
a Wisconsin corporation

CITY OF CARTHAGE, MISSOURI

By: _____

By: _____

Name: _____

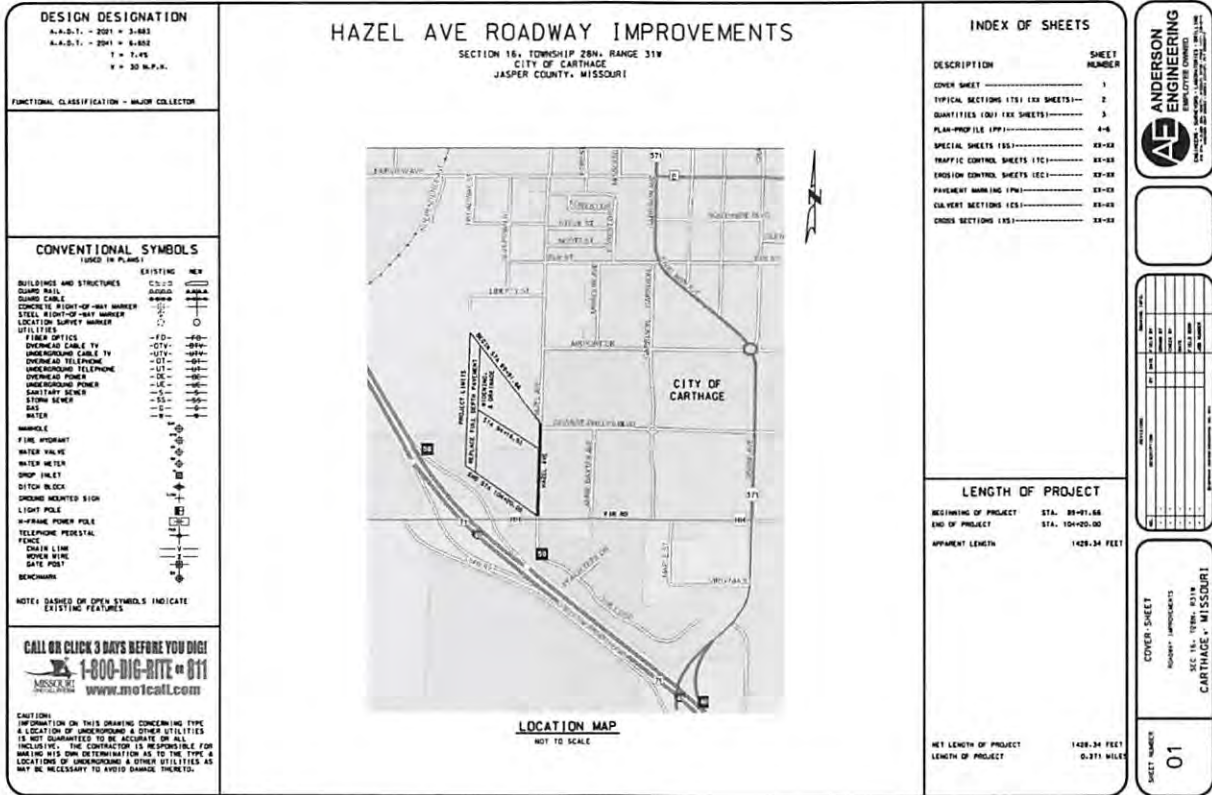
Name: Dan Rife

Title: _____

Title: Mayor

Exhibit A-1

PHASE I IMPROVEMENTS



SHEET NUMBER
02

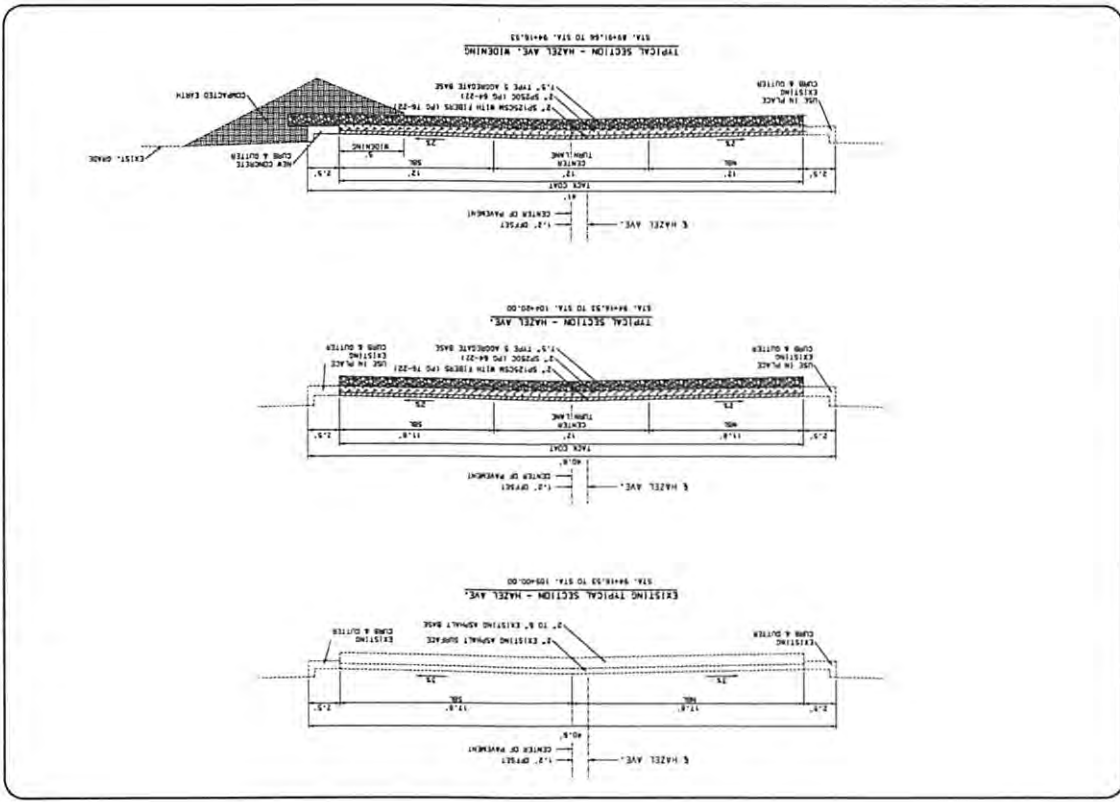
TYPICAL SECTION
HAZEL AVE. WIDENING
CARTHAGE, MISSOURI

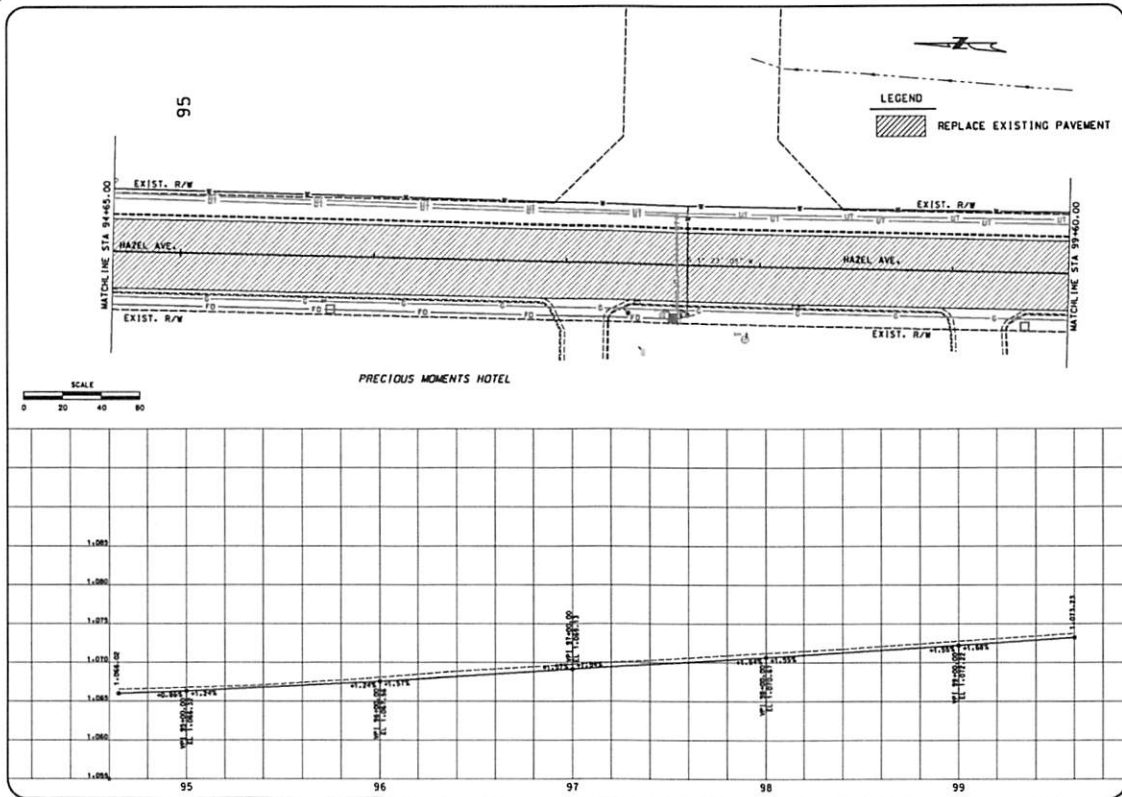
NO.	DESCRIPTION	DATE	BY	CHECKED
1	DESIGNED			
2	DRAWN			
3	CHECKED			
4	APPROVED			



**ANDERSON
ENGINEERING**
INCORPORATED
ENGINEERS AND ARCHITECTS
1000 N. 10TH ST., SUITE 100
CARTHAGE, MISSOURI 64836

1" = 4' SCALE, 1" EQUALS 20' HORIZ. DIST. 1" EQUALS 4' VERT. DIST.





NO.	DATE	BY	CHKD.	APP'D.	DESCRIPTION
1					
2					
3					
4					
5					

PLAN SHEET
 HAZEL AVE. - PRESENT IMPROVEMENTS
 SEC. 14, T24N, R11W
 CARROLL, MISSOURI

SHEET NUMBER
05

IF A FIELD TO PRESENT OR FUTURE SHEET IT HAS BEEN EXISTENTIALLY MADE AND SHOWN.

EXHIBIT A-2

PHASE I IMPROVEMENTS ESTIMATE



Updated with SMAA

7/28/2020

Hazel Street Improvements
Phase 1 - Fir Road to George Phelps Blvd.

Description	Accur.	Unit	Quantity	Unit Cost	Extended Total
Removal of Improvements	1	L.S.	1.0	\$ 1,000.00	\$ 1,000.00
Class A Excavation	1	C.Y.	0.0	\$ 15.00	\$ -
Embankment in place	1	C.Y.	520.0	\$ 18.00	\$ 9,360.00
Class 3 Excavation	1	C.Y.	225.5	\$ 18.00	\$ 4,058.17
Linear Grading Class 1	0.1	STA	14.3	\$ 1,200.00	\$ 17,160.00
Type 5 Aggregate Base (7.5" thick)	1	S.Y.	5746.0	\$ 8.00	\$ 45,968.00
BITUMINOUS PAVEMENT MIXTURE PG64-22 (BASE), 2-in Depth	0.1	Tons	610.0	\$ 60.00	\$ 36,600.00
ASPHALTIC CONCRETE MIXTURE PG 76-22 (SP125BSM MIX), 2-in Depth	0.1	Tons	616.9	\$ 85.00	\$ 52,436.50
Tack Coat (0.10 gal/sy)	1	Gal.	283.0	\$ 3.00	\$ 849.00
Pipe Collar, Type A	1	Each	1.0	\$ 1,000.00	\$ 1,000.00
Concrete Curb & Gutter (2.5', 6" Carthage Standard)	1	L.F.	286.0	\$ 35.00	\$ 10,010.00
Subgrade Compaction (6" Depth) (Pavement Repair)	1	S.Y.	5746.0	\$ 4.00	\$ 22,984.00
Full Depth Pavement Repair Saw Cut	1	L.F.	68.0	\$ 2.00	\$ 136.00
Curb Inlet (4' x 8' precast box)	1	Each	2.0	\$ 3,500.00	\$ 7,000.00
Traffic Control	1	L.S.	1.0	\$ 10,000.00	\$ 10,000.00
Mobilization (5%)	1	L.S.	1.0	\$ 20,000.00	\$ 20,000.00
Preformed Thermoplastic Pavement Marking, Left/Right Arrow	1	Each	5.0	\$ 250.00	\$ 1,250.00
4" White Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3057.0	\$ 1.00	\$ 3,057.00
4" Yellow Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3610.0	\$ 1.00	\$ 3,610.00
Cold Milling (> 3")	1	S.Y.	5415.0	\$ 7.00	\$ 37,905.00
18 In. Pipe Group A (18" RCP)	1	L.F.	327.0	\$ 60.00	\$ 19,620.00
Seeding - Cool Season Mixtures	0.1	Acre	0.1	\$ 7,500.00	\$ 750.00
Erosion Control	1	L.S.	1.0	\$ 5,000.00	\$ 5,000.00
Relocation of Utilities	1	L.S.	1.0	\$ 10,000.00	\$ 10,000.00

Estimated Construction Cost				\$ 319,753.67
Contingencies (15%)				\$ 47,963.05
Engineering (13%)				\$ 47,803.17
Construction Administration & Inspection (8%)				\$ 29,417.34
Total Estimated Project Cost				\$ 444,937.24

***NEW
BUSINESS***

COUNCIL BILL NO. 21-03

ORDINANCE NO. _____

An Ordinance to amend Division 5 – Civil War Museum, Section 2-495 - Composition; appointment, of the Code of Carthage.

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

SECTION I: Division 5 – Civil War Museum, Section 2-495 – Composition; appointment, of the Code of Carthage is hereby repealed and the following enacted in lieu thereof:

Sec. 2-495. - Composition; appointment.

The board shall consist of seven (7) members appointed by the mayor with the approval of the council. The members shall serve a term of three (3) years with terms expiring on December 1 of each year. The terms of no more than three (3) of said members shall expire in any given year.

SECTION II: This Ordinance shall take effect and be in force effective _____, 2021.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI ACKNOWLEDGING THE TAX ABATEMENT GRANTED BY THE COUNTY COMMISSION OF JASPER COUNTY, MISSOURI FOR A PROJECT LOCATED IN THE CARTHAGE/JASPER COUNTY ENHANCED ENTERPRISE ZONE

WHEREAS, Jasper County, Missouri (the "County") and the City of Carthage, Missouri (the "City") created the Carthage-Jasper County Enhanced Enterprise Zone (the "Zone") pursuant to Sections 135.950 to 135.973, inclusive, of the Revised Statutes of Missouri, as amended (the "EEZ Act"); and

WHEREAS, Schreiber Foods, Incorporated, a Wisconsin corporation (the "Company"), and Hazel 49, LLC, (the "Developer") as landlord and developer, have proposed to invest capital for the construction of new warehouse space for the storage and handling of raw materials and ingredients used in the production process for finished goods (the "Project") within a portion of the Zone located within the County; and

WHEREAS, in its Notice of Intent requesting tax abatement under the EEZ Act, the Company represented that it expects to invest, in conjunction with the Developer, approximately \$52,380,815 in the Project, with \$46,180,815 expected to be spent on the construction or improvement of buildings qualifying for tax abatement under the EEZ Act, with the balance of the improvements being spent on acquisition of land, equipment, vehicles, information technology and other tenant improvements, and expects to create 16 new full-time jobs with an average hourly wage of approximately \$26.51; and

WHEREAS, based on the foregoing, the City understands that the County intends to grant tax abatement, as provided in the EEZ Act, to the Developer for the Project to be leased to the Company to incentivize the construction of the Project within the Zone so as to create jobs and foster the development of property within the Zone; and

WHEREAS, the City desires to acknowledge the tax abatement granted by the County under the EEZ Act and further desires to express its intent to accept the tax abatement, as applied to general ad valorem taxes imposed by the City, if the Project is annexed into the City; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, AS FOLLOWS:

Section 1. Enhanced Enterprise Zone Tax Abatement. Subject to the provisions of this Ordinance and the requirements of the EEZ Act, the City acknowledges, recognizes and expresses its intent to accept the abatement from general ad valorem real property taxes imposed by the City as described in the Performance Agreement (the "Agreement") to be signed among the County, the Developer and the Company.

Section 2. Execution of Agreement. The Mayor is hereby authorized to execute such documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized to attest to and affix the seal of the City to such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section 3. Further Authority. The officers of the City, including the Mayor and City Clerk, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Ordinance.

Section 4. Effective Date. This Ordinance shall take effect and be in full force immediately after its passage by the City Council and approval by the Mayor.

PASSED and **APPROVED** by the City Council and the Mayor of the City of Carthage, Missouri, this ____ day of February, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Enhanced Enterprise Zoning Board

ENHANCED ENTERPRISE ZONE BOARD

Monday, January 18, 2021

10:00 A.M.

VIA <https://global.gotomeeting.com/join/144056573>

-- AGENDA--

OLD BUSINESS

NEW BUSINESS

1. Consider and discuss a Resolution recommending the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (Schreiber Foods, Inc. and Hazel 49 LLC.).

ADJOURNMENT

TO: CARTHAGE/JASPER COUNTY ENHANCED ENTERPRISE ZONE BOARD

FROM: SID DOUGLAS AND SARAH SMITH, GILMORE & BELL, P.C.

**RE: RESOLUTION RECOMMENDING TAX ABATEMENT FOR REAL PROPERTY
IN THE ENHANCED ENTERPRISE ZONE**

EXECUTIVE SUMMARY:

This Resolution recommends that the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (the "Project").

BACKGROUND:

Potential Redeveloper: Schreiber Foods, Inc. and Hazel 49, LLC.

The City Ordinance governing the granting of tax abatement in the Carthage/Jasper County Enhanced Enterprise Zone provides for tax abatement upon the recommendation of the Enhanced Enterprise Zone Board and an ordinance by the City Council or an order by the County Commission of Jasper County.

Hazel 49, LLC (Developer), wishes to construct manufacturing facilities to provide for the investment of capital for new warehouse space for the storage and handling of raw materials and ingredients to be used in the production process for finished goods to be leased by Schreiber Foods, Inc. (Company). The Developer and Company expect to invest more than \$45,000,000 for building improvements. Additionally, the Company expects and commits to create 16 new jobs providing for wages that equals or exceeds 120% of the county average wage within twelve (12) months of completion of the project. The Company expects the average wage of the new jobs to be \$26.51 an hour, which is 136% of the Jasper County Average Wage.

REQUESTED ACTION:

Recommend to the County Commission of Jasper County and the Carthage City Council that the property to be developed for the Project be granted four (4) years of 100% ad valorem tax abatement and a subsequent six (6) years of 75% ad valorem tax abatement on improvements associated with the development of manufacturing facilities with the creation of 16 new jobs with wages at least 120% of the County Average Wage according to the Enhanced Enterprise Zone Tax Abatement Matrix.

NOW, THEREFORE, be it resolved by the Carthage/Jasper County Enhanced Enterprise Zone Board as follows:

1. The Carthage/Jasper County Enhanced Enterprise Zone Board (the "EEZ Board") hereby recommends to the County Commission of Jasper County and the Carthage City Council that the ad valorem taxes on improvements to the real property for the Project be abated for a period of four (4) years at 100%, followed by a period of six (6) years at 75%, conditioned upon the creation of 16 jobs paying wages in excess of 120% of the County Average Wage according to the Enhanced Enterprise Zone Tax Abatement Matrix.
2. The Executive Director and other officers and staff members of the EEZ Board are hereby authorized to and directed to take such other actions as may be necessary and proper to carry out the intent of this Resolution.

ADOPTED THIS _____ day of _____, 2021

CARTHAGE/JASPER COUNTY
ENHANCED ENTERPRISE ZONE BOARD

By: _____
Title: Chair

**Jasper County, Missouri
City of Carthage, Missouri
Carthage Jasper County Enhanced Enterprise Zone**

(Schreiber Foods)

**COST BENEFIT ANALYSIS
PLAN FOR INDUSTRIAL DEVELOPMENT PROJECT**

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This information is provided based on the factual information and assumptions provided to Gilmore & Bell, P.C. by a party to or a representative of a party to the proposed transaction. This information is intended to provide factual information only and is provided in conjunction with our legal representation. It is not intended as financial advice or a financial recommendation to any party. Gilmore & Bell, P.C. is not a financial advisor or a "municipal advisor" as defined in the Securities Exchange Act of 1934, as amended.

Project Assumptions

♦ Initial year taxes assessed	2022
♦ Investment in real property improvements	\$ 46,180,815
♦ Bi-annual growth rate of appraised value of real property	2.0%
♦ Assessed value as a percentage of appraised value (real)	32.0%
♦ Assessed value of real property	\$ 14,777,861
♦ Terms of abatement:	
Real property	
Years 1 to 4	100%
Years 6 to 10	75%

Summary of Cost Benefit Analysis

Taxing Jurisdiction	Tax Rate	Tax Revenue for		Value of
		Real Property Without Abatement	Real Property With Abatement	
State of Missouri	0.0300	\$ 46,604	\$ 7,129	\$ 39,476
Jasper County	0.1061	164,823	25,211	139,612
Dev. Disability Resource Board	0.0870	135,152	20,673	114,479
Mental Health	0.0870	135,152	20,673	114,479
Carthage R-9 School District	3.9800	6,182,821	945,724	5,237,096
Carthage Road District	0.2431	377,649	57,765	319,884
City of Carthage	0.7614	1,182,814	180,923	1,001,891
Surtax	1.0200	1,584,542	242,372	1,342,170
	6.3146	\$ 9,809,558	\$ 1,500,470	\$ 8,309,088

**Projected Tax Revenues Without Abatement
(Real Property)**

Estimated Assessed Value of Real Property		\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952	
Taxing Jurisdiction	Tax Rate per \$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
State of Missouri	0.0300	\$ 4,433	\$ 4,522	\$ 4,522	\$ 4,612	\$ 4,612	\$ 4,705	\$ 4,705	\$ 4,799	\$ 4,799	\$ 4,895	\$ 46,604
Jasper County	0.1061	15,679	15,993	15,993	16,313	16,313	16,639	16,639	16,972	16,972	17,311	164,823
Dev. Disability Resource Board	0.0870	12,857	13,114	13,114	13,376	13,376	13,644	13,644	13,917	13,917	14,195	135,152
Mental Health	0.0870	12,857	13,114	13,114	13,376	13,376	13,644	13,644	13,917	13,917	14,195	135,152
Carthage R-9 School District	3.9800	588,159	599,922	599,922	611,920	611,920	624,159	624,159	636,642	636,642	649,375	6,182,821
Carthage Road District	0.2431	35,925	36,643	36,643	37,376	37,376	38,124	38,124	38,886	38,886	39,664	377,649
City of Carthage	0.7614	112,519	114,769	114,769	117,064	117,064	119,406	119,406	121,794	121,794	124,230	1,182,814
Surtax	1.0200	150,734	153,749	153,749	156,824	156,824	159,960	159,960	163,160	163,160	166,423	1,584,542
	6.3146	\$ 933,163	\$ 951,826	\$ 951,826	\$ 970,863	\$ 970,863	\$ 990,280	\$ 990,280	\$ 1,010,085	\$ 1,010,085	\$ 1,030,287	\$9,809,558

**Projected PILOT Amount
(Real Property)**

Estimated Assessed Value of Real Property		\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952	
Percent Taxes Assessed		0%	0%	0%	0%	25%	25%	25%	25%	25%	25%	
	Tax Rate per											
	\$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
State of Missouri	0.0300	\$ -	\$ -	\$ -	\$ -	\$ 1,153	\$ 1,176	\$ 1,176	\$ 1,200	\$ 1,200	\$ 1,224	\$ 7,129
Jasper County	0.1061	-	-	-	-	4,078	4,160	4,160	4,243	4,243	4,328	25,211
Dev. Disability Resource Board	0.0870	-	-	-	-	3,344	3,411	3,411	3,479	3,479	3,549	20,673
Mental Health	0.0870	-	-	-	-	3,344	3,411	3,411	3,479	3,479	3,549	20,673
Carthage R-9 School District	3.9800	-	-	-	-	152,980	156,040	156,040	159,161	159,161	162,344	945,724
Carthage Road District	0.2431	-	-	-	-	9,344	9,531	9,531	9,722	9,722	9,916	57,765
City of Carthage	0.7614	-	-	-	-	29,266	29,851	29,851	30,448	30,448	31,057	180,923
Surtax	1.0200	-	-	-	-	39,206	39,990	39,990	40,790	40,790	41,606	242,372
	6.3146	\$ -	\$ -	\$ -	\$ -	\$ 242,716	\$ 247,570	\$ 247,570	\$ 252,521	\$ 252,521	\$ 257,572	\$1,500,470

**Projected Tax Abatement
(Real Property)**

Estimated Assessed Value of Real Property	\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952		
Abatement Percentage	100%	100%	100%	100%	75%	75%	75%	75%	75%	75%		
Taxing Jurisdiction	Tax Rate per \$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
State of Missouri	0.0300	\$ 4,433	\$ 4,522	\$ 4,522	\$ 4,612	\$ 3,459	\$ 3,529	\$ 3,529	\$ 3,599	\$ 3,599	\$ 3,671	\$ 39,476
Jasper County	0.1061	15,679	15,993	15,993	16,313	12,235	12,479	12,479	12,729	12,729	12,983	139,612
Dev. Disability Resource Board	0.0870	12,857	13,114	13,114	13,376	10,032	10,233	10,233	10,437	10,437	10,646	114,479
Mental Health	0.0870	12,857	13,114	13,114	13,376	10,032	10,233	10,233	10,437	10,437	10,646	114,479
Carthage R-9 School District	3.9800	588,159	599,922	599,922	611,920	458,940	468,119	468,119	477,482	477,482	487,031	5,237,096
Carthage Road District	0.2431	35,925	36,643	36,643	37,376	28,032	28,593	28,593	29,165	29,165	29,748	319,884
City of Carthage	0.7614	112,519	114,769	114,769	117,064	87,798	89,554	89,554	91,345	91,345	93,172	1,001,891
Surtax	1.0200	150,734	153,749	153,749	156,824	117,618	119,970	119,970	122,370	122,370	124,817	1,342,170
	6.3146	\$ 933,163	\$ 951,826	\$ 951,826	\$ 970,863	\$ 728,147	\$ 742,710	\$ 742,710	\$ 757,564	\$ 757,564	\$ 772,715	\$8,309,088

An Ordinance to amend Section 2.4 local limits in the Waste Water Pretreatment Ordinance 15-38 and industrial surcharge rates as approved by the CWEP Board.

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

SECTION I: Section 2.4 of CB 15-38 Local Limits is hereby repealed and the following enacted in lieu thereof:

2.4 LOCAL LIMITS

- A. CW&EP is authorized to establish Local Limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against Pass Through and Interference. ~~No person shall discharge wastewater containing in excess of the Daily Maximum Limits listed in this Section.~~ CW&EP will develop the permit limitations for all users that meet the definition of S.I.U. as defined by City Ordinance. The sum total of each permitted Local Limit shall not exceed the mass in the table below. The Table of Total Mass Allowable is as follows:

Total Mass Allowable (lbs) from S.I.U.'s per Day

Pollutant	Max. Allowable Industrial Load (lb/day)
BOD(5)	7,624
TSS	12,217

Permit limits developed by CW&EP shall apply at the point where the wastewater is discharged to the POTW. CW&EP may impose concentration-based limitations in addition to mass limitations.

Local limits are subject to change as local environmental conditions change. All changes to Local Limits shall be approved by the Missouri Department of Natural Resources.

- C. The City and/or CW&EP may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits, to implement Local Limits and the requirements of Section 2.1.

SECTION II: Surcharge rate changes are hereby authorized for Extra Strength Surcharges effective upon passing, as requested by the Carthage Water & Electric Plant Board as follows:

EXTRA STRENGTH SURCHARGES:			
Current Rates:			
BOD Surcharge	\$	0.00157	Per 100 cf-mg/l in excess of 275 mg/l
	\$	0.00210	Per 1,000 gal-mg/l in excess of 275 mg/l
	\$	0.251	Per lb BOD
TSS Surcharge	\$	0.00146	Per 100 cf-mg/l in excess of 325 mg/l
	\$	0.00195	Per 1,000 gal-mg/l in excess of 325 mg/l
	\$	0.234	Per lb TSS
FOG Surcharge	\$	0.01000	Per 100 cf-mg/l in excess of 100 mg/l
	\$	0.01333	Per 1,000 gal-mg/l in excess of 100 mg/l
	\$	1.600	Per lb FOG
Proposed Rates:			
BOD Surcharge	\$	0.00304	Per 100 cf-mg/l in excess of 275 mg/l
	\$	0.00405	Per 1,000 gal-mg/l in excess of 275 mg/l
	\$	0.486	Per lb BOD
TSS Surcharge	\$	0.00152	Per 100 cf-mg/l in excess of 325 mg/l
	\$	0.00202	Per 1,000 gal-mg/l in excess of 325 mg/l
	\$	0.243	Per lb TSS
FOG Surcharge	\$	0.01086	Per 100 cf-mg/l in excess of 100 mg/l
	\$	0.01449	Per 1,000 gal-mg/l in excess of 100 mg/l
	\$	1.738	Per lb FOG

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: CWEP Board

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1917

A RESOLUTION OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI EXPRESSING SUPPORT OF THE CITY'S APPLICATION FOR FUNDS THROUGH MoDOT'S TRANSPORTATION ALTERNATIVES (TAP) PROGRAM AND AUTHORIZING THE SUBMISSION OF AN APPLICATION RELATING TO THE PROPOSED CARTHAGE SIDEWALK IMPROVEMENTS PROJECT, RIVER STREET-FROM FAIRVIEW TO AIRPORT DR.

WHEREAS, the Transportation Alternatives Program (TAP) was authorized under Section 1122 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and was reauthorized under the Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, the federally funded TAP provides opportunities to expand transportation choices and enhance the transportation experience through categories of activities related to the surface transportation system; and

WHEREAS, the TAP focuses on non-traditional transportation projects where projects must relate to the surface transportation systems and be eligible under one or more of the four eligible TAP Project Activities; and

WHEREAS, projects are limited to eligible project sponsors and projects from non-urban areas with populations of 5,000 or less and urban areas with populations of 5,001 to 200,000 that are outside 2010 U.S. Census Urbanized Area boundaries with populations over 200,000.

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

Section 1: At a regular meeting of the City Council held on January 26, 2021, the Council endorsed the submittal of the Transportation Alternatives Program Application for the proposed Carthage Sidewalk Improvements Project, River Street-from Fairview to Airport Dr.

Section 2: The Council further acknowledges the TAP proceeds could include 80% of the project costs, and the City of Carthage would be responsible for any remaining costs.

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

(SEAL)

By: _____

Dan Rife, Mayor

Attest:

Traci Cox, City Clerk

Sponsored by: Staff

CERTIFICATE

I, the undersigned City Clerk of the City of Carthage hereby certify that the above foregoing is a true and correct copy of the Resolution Expressing Support of The City of Carthage's Application for Funds Through MoDOT's Transportation Alternatives Program and Authoring the Submission of an Application Relating to the proposed Carthage Citywide Sidewalk Improvements Project, Phase 4, as the same appears of record in my office and as it was adopted and approved by the City Council of the City of Carthage, Missouri.

Said Resolution has not been altered, amended or repealed as of this 26th day of January, 2021.

(SEAL)

Traci Cox, City Clerk

RESOLUTION NO. 1918

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF A 2000 CHEVROLET 3500 PARKS DEPARTMENT PICK-UP TRUCK (VIN # 1QCQC34R7YR170928; ASSET #776).

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

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

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

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

That the aforesaid **2000 Chevrolet 3500 Parks Department Truck (VIN # 1QCQC34R7YR170928; ASSET #776)** is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via competitive sealed bids.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Public Services Committee

RESOLUTION NO. 1919

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARTHAGE APPROVING A RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE GRANTING AN ADMINISTRATIVE LOT SPLIT FOR PROPERTY LOCATED WEST OF HAZEL AVENUE AND NORTH OF GEORGE E PHELPS BOULEVARD CONSISTING OF APPROXIMATELY 107 ACRES.

WHEREAS, Article II Section 22 of the Code of Carthage provides for the approval of plats for subdivisions in the City of Carthage; and

WHEREAS, Section 22-21 provides for exemptions from the full provisions of the article with approval by the Mayor and City Council; and

WHEREAS, city staff reviewed the application and the proposed land split map for completeness and accuracy; and

WHEREAS, staff presented its recommendation to the Public Works Committee at its regularly scheduled meeting of February 4, 2020 for action and recommendation to the City Council; and

WHEREAS, on February 4, 2020 the Public Works Committee considered and discussed the staff recommendation and voted unanimously in favor of recommending said administrative lot split to the City Council.

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

That pursuant to Section 22-21 (d) of the Code of Carthage, the administrative lot split located west of Hazel Avenue and north of George E. Phelps Boulevard consisting of approximately 107 acres, Carthage, Missouri as recommended by the City's Public Works Committee is hereby approved as submitted (attached), contingent upon annexation of said property as previously approved by the City council.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

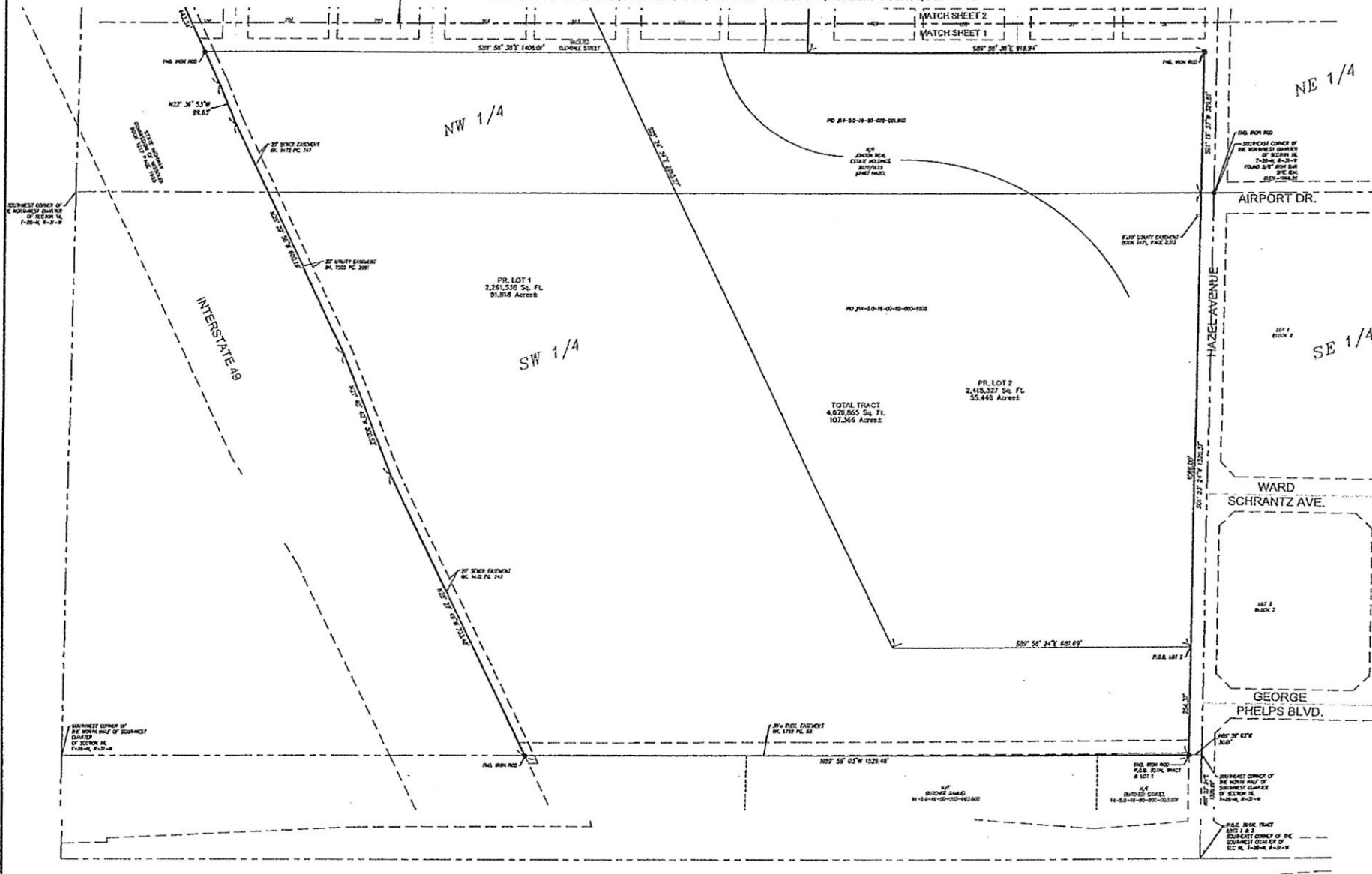
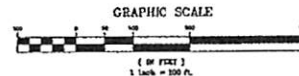
Traci Cox, City Clerk

Sponsored by: Public Works Committee

PREPARED FOR
LAMAR JOHNSON COLLABORATIVE
2159 INHERSLEY DR.
ST. LOUIS, MO. 63114
PHONE: (314) 428-1010

RECORD PLAT

A TRACT OF LAND BEING PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 AND PART OF THE NORTHWEST 1/4 OF SECTION 16, AND ALL OF LOTS 174 THRU 187, 189-227, 247-280, 304-309, LYING EAST OF INTERSTATE 49 AND ALL OF VACATED STREETS AND ALLEYS LAYING ADJACENT TO SAID LOTS, EXCEPT THE EAST 1/2 OF THE ALLEY LYING ON THE WEST SIDE OF SOUTHSIDE ADDITION TO THE CITY OF CARTHAGE AND BEING LOCATED IN TOWNSHIP 28 NORTH, RANGE 31 WEST CITY OF CARTHAGE, JASPER COUNTY, MISSOURI



PREPARED BY:
STUDIO 5

RECORD PLAT
SCHREIBER FOOD

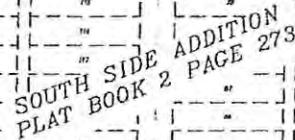
REVISIONS
REV. 1
11-20-06

DATE: 11-20-06
DRAWN: J. J. P.
CHECKED: J. J. P.
APPROVED: J. J. P.
RECO: J. J. P.
SHE: J. J. P.

A TRACT OF LAND BEING PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 AND PART OF THE NORTH-WEST 1/4 OF SECTION 16, AND ALL OF LOTS 174 THRU 187, 189-227, 247-280, 304-309, LYING EAST OF INTERSTATE 49 AND ALL OF VACATED STREETS AND ALLEYS ADJACENT TO SAID LOTS, EXCEPT THE EAST 1/2 OF THE ALLEY LYING ON THE WEST SIDE OF LOT 188 OF SOUTHSIDE ADDITION TO THE CITY OF CARTHAGE AND BEING LOCATED IN TOWNSHIP 28 NORTH, RANGE 31 WEST JASPER COUNTY, MISSOURI

Containing 2,415,327 square feet or 55,446 acres, Expts of Insa.

Let 1

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WOLF: SHE

TOTAL TRACT

A tract of land as described in Book 2077, Page 1123 and Book 2426, Page 286 of the office of the recorder of deeds in Jasper County, Missouri, being part of the North Half of the Southwest Quarter and part of the Northwest Quarter of Section 16, Township 28 North, Range 31 West; and all of Lots numbered 174 thru 187 inclusive, and Lots 189 thru 227 inclusive, and Lots 247 thru 280 inclusive, and lots 304 thru 309 inclusive lying east of Interstate 49, together with all of the vacated streets and alleys lying adjacent to said lots, except the east half of the alley lying on the west side of lot 188, all in South Side Addition to the City of Carthage, as recorded in Plat Book 2, Page 273 of the above said records, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east lines thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16; thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide, said point also being the POINT OF BEGINNING of the herein described tract; thence continuing along last said south line North 89 degrees 59 minutes 03 seconds West, 1,529.48 feet to a found 5 / 8 " iron bar, located on the east right-of-way line of Interstate 49, variable width; thence along said right-of-way line the following courses and distances: North 25 degrees 27 minutes 49 seconds West, 733.48 feet; North 21 degrees 40 minutes 40 seconds West, 300.52 feet; North 25 degrees 29 minutes 56 seconds West, 600.19 feet; North 22 degrees 36 minutes 53 seconds West, 99.63 feet to a found iron rod and North 25 degrees 29 minutes 12 seconds West, 443.34 feet to an existing right-of-way marker located on the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said southeastern right- of- way and said curve with an arc length of 935.21 feet and a chord which bears North 46 degrees 47 minutes 10 seconds East, 931.18 feet to its intersection with the direct northwesterly prolongation of the south right-of-way line of Elk Street, 60 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of above said Jasper County records, (Elk Street now vacated); thence along said prolongation line and said south line of vacated Elk Street, South 89 degrees 51 minutes 50 seconds East, 488.72 feet to a found iron rod located at the intersection of the direct southeasterly line of said Elk Street and the centerline of vacated Washington Avenue, 60 feet wide; thence along said centerline, North 01 degree 19 minutes 28 seconds East, 588.32 feet to a found iron rod, located at its intersection with the direct northwestern right-of-way line of vacated South Side Boulevard, 60 feet wide; thence along said prolongation line and said south line of vacated South Side Boulevard, South 89 degrees 51 minutes 51 seconds East, 223.74 feet; thence North 01 degree 19 minutes 01 second East, 30.01 feet to the centerline of said vacated South Side Boulevard; thence along said centerline, South 89 degrees 51 minutes 51 seconds East, 193.73 feet to a found iron rod located on the west right-of-way line of Broadway, 60 feet wide; thence along said west line, South 01 degree 18 minutes 34 seconds West, 819.64 feet to a found iron rod located at the northeast corner of Lot 188 of above said South Side Addition; thence

along the north, line and its western extension, North 89 degrees 58 minutes 17 seconds West, 200.00 feet to a found iron rod located at the centerline of a vacated 20 feet wide alley; thence along said centerline, South 01 degree 18 minutes 34 seconds West, 50.00 feet to a found iron rod located at the its intersection with western extension of the south line of said Lot 188; thence along said extension and the south line said Lot 188, South 89 degrees 58 minutes 17 seconds East, 200.00 feet to a found iron rod located at the southeast corner of said Lot 188, said point also being located on the west line of above said Broadway; thence along said west line, South 01 degree 18 minutes 34 seconds West, 710.14 feet to the south line of vacated Glendale Street, 30 feet wide; thence along said south line, South 89 degrees 58 minutes 38 seconds East, 919.94 feet to a found iron rod located on the west right-of-way line of above said Hazel Avenue; thence along said west right-of-way line South 01 degree 19 minutes 37 seconds West, 329.81 feet to a found iron rod at the intersection of said right-of-way line and the north line of the Southwest Quarter of above said Section 16; thence continuing along last said right-of-way line, South 01 degree 23 minutes 24 seconds West, 1,320.37 feet to the POINT OF BEGINNING. Bearings are based on the Missouri Coordinate System of 1983, West Zone.

Containing 4,676,865 square feet or 107.366 acres, more or less.

Lot 1

Part of tracts of land as described in Book 2077, Page 1123 and Book 2426, Page 286 both of the Office of the Recorder of Deeds in Jasper County, Missouri, located in the east Half of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east lines thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16; thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide, said point also being the POINT OF BEGINNING of the herein described tract; thence continuing along last said south line North 89 degrees 59 minutes 03 seconds West, 1,529.48 feet to a found 5 / 8 " iron bar, located on the east right-of-way line of Interstate 49, variable width; thence along said right-of-way line the following courses and distances: North 25 degrees 27 minutes 49 seconds West, 733.48 feet; North 21 degrees 40 minutes 40 seconds West, 300.52 feet; North 25 degrees 29 minutes 56 seconds West, 600.19 feet; North 22 degrees 36 minutes 53 seconds West, 99.63 feet to a found iron rod and North 25 degrees 29 minutes 12 seconds West, 443.34 feet to an existing right-of-way marker located on the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said southeastern right- of- way and said curve with an arc length of 512.85 and a chord which bears North 50 degrees 56 minutes 54 seconds East, 512.19 feet; thence departing said railroad right-of-way line, the following: South 83 degrees 34 minutes 56 seconds East, 424.29 feet; South 25 degrees 24 minutes 34 seconds East, 2,210.27 feet and South 89 degrees 58 minutes 24 seconds East, 681.69 feet to the west right-of-way line of above said Hazel Avenue; thence along said right-of-way line, South 01 degree 23 minutes 24

seconds West, 254.37 feet to the POINT OF BEGINNING.
Containing 2,261,538.01 square feet or 51.9178 acres, more or less.

Lot 2

Part of tracts of land as described in Book 2077, Page 1123 and Book 2426, Page 286 both of the Office of the Recorder of Deeds in Jasper County, Missouri, located in the east Half of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16 thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide; thence along said right-of-way line North 01 degree 23 minutes 24 seconds East, 254.37 feet to the POINT OF BEGINNING of the herein described tract; thence departing said right-of-way line the following courses and distances: North 89 degrees 58 minutes 24 seconds West, 681.69 feet; North 25 degrees 24 minutes 34 seconds West, 2,210.27 feet and North 83 degrees 34 minutes 56 seconds West, 424.29 feet to the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said right-of-way line and last said curve with an arc length of 422.36 and a chord which bears North 41 degrees 43 minutes 56 seconds East, 421.99 feet to its intersection with the direct northwesterly prolongation of the south right-of-way line of Elk Street, 60 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 152 of above said Jasper County records, (now vacated); thence along said prolongation line and said south line of vacated Elk Street, South 89 degrees 51 minutes 50 seconds East, 488.72 feet to a found iron rod located at the intersection of the direct southeasterly line of said Elk Street and the centerline of vacated Washington Avenue, 60 feet wide; thence along said centerline, North 01 degree 19 minutes 28 seconds East, 588.32 feet to a found iron rod, located at its intersection with the direct northwestern right-of-way line of vacated South Side Boulevard, 60 feet wide; thence along said prolongation line and said south line of vacated South Side Boulevard, South 89 degrees 51 minutes 51 seconds East, 223.74 feet; thence North 01 degree 19 minutes 01 second East, 30.01 feet to the centerline of said vacated South Side Boulevard; thence along said centerline, South 89 degrees 51 minutes 51 seconds East, 193.73 feet to a found iron rod located on the west line of vacated Broadway, 60 feet wide; thence along said west line, South 01 degree 18 minutes 34 seconds West, 819.64 feet to a found iron rod located at the northeast corner of Lot 188 of above said South Side Addition; thence along the north, west and south lines thereof the following courses and distances: ; North 89 degrees 58 minutes 17 seconds West, 200.00 feet to a found iron rod; South 01 degree 18 minutes 34 seconds West, 50.00 feet to a found iron rod and South 89 degrees 58 minutes 17 seconds East, 200.00 feet to a found iron rod located at the southeast corner of said Lot 188, said point also being located on the west line of above said Broadway ; thence along said west line, South 01 degree 18 minutes 34 seconds West, 710.14 feet to the south line of vacated Glendale Street, 30 feet wide; thence along said south line,

South 89 degrees 58 minutes 38 seconds East, 919.94 feet to a found iron rod located on the west right-of-way line of above said Hazel Avenue; thence along said west right-of-way line South 01 degree 19 minutes 37 seconds West, 329.81 feet to a found iron rod at the intersection of said right-of-way line and the north line of the Southwest Quarter of above said Section 16; thence continuing along last said right-of-way line, South 01 degree 23 minutes 24 seconds West, 1,066.00 feet to the POINT OF BEGINNING. Containing 2,415,326.50 square feet or 55.4483 acres, more or less.

MINUTES
STANDING
COMMITTEES

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JANUARY 12, 2021
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Deputy City Clerk Michael Miller, Police Chief Greg Dagnan, and Abi Almandinger.

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the December 22, 2020 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Diggs moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Staff Reports:** Michael Miller reported on availability of possible FFCRA payroll tax credits and gave an update on activities of the Wellness Committee. Mr. Short reported the CARES Act reimbursement requests have been approved by the auditor and payment is pending, Covid antibody testing is reported covered by the employee's health insurance at 100%, and changes to the Police & Fire Pension Fund investment allocation.
2. **Member Reports:** Mr. Armstrong questioned the status of the job description for the new Deputy City Clerk/AR Clerk. The updated job description will be brought to the January 26 meeting. Mr. Armstrong then questioned the status of the audit presentation and which committee it should be handled by. Mr. Short reported the audit will be presented at the January 26 meeting of the Insurance, Audit and Claims Committee.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:28 PM Motion carried 3-0.

Traci Cox

City of Carthage



Public Safety Committee – Minutes

Meeting Date: January 18, 2021

Meeting Location: City Hall

Call to Order: Councilman Snow

Time Called to Order: 5:30pm

Attendance:

Councilman Thompson, Councilman Snow, Chief Dagnan, Chief Williams, Morgan Housh, Craig Diggs, Abi Almandinger, Meagan Milliken, Jeff Pinnell, Ceri Otero

There was not a quorum to make any motions.

OLD BUSINESS

1. Chief Dagnan updated the committee on the Animal Control Ordinance. He handed out handouts that are attached for review. This is the final draft and will be requesting a council bill. There was not a motion made due to lack of quorum. This will be added to the February meeting.

CITIZEN PARTICIPATION

1. Meagan Milliken from Carthage Water & Electric discussed the Tower 2 Tower 5K & Fun Run. CW&E will be hosting the run in honor of Drinking Water Week. This event will take place on Saturday May 8th at 8:00am. This will be ran the same as years past. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview and also River Street and Fairview. There was not a motion made due to lack of quorum. It will be added to next month meeting.

NEW BUSINESS

1. Chief Dagnan handed out a request for council bill for a mutual aid agreement with the City of Carl Junction. The request is attached. This would be for Carthage Police to mutual aid for Carl Junction in the case of an emergency. There was not a motion made due to lack of quorum. It will be added to the next meeting.
2. Chief Dagnan briefly spoke with the committee regarding the High School wanting lights put in on the crosswalk. There was not a motion made due to lack of quorum. It will be added to the February Meeting.

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

3. Staff reports

- Fire Department

- Chief Williams informed the committee that the new Engine is in service.
- Chief Williams informed the committee that bid packets went out today for a couple big ticket items such as breathing air compressor and rescue tools. He is hoping to have all information to present next meeting.
- Chief Williams is working on getting a new Brush truck spec'd out and ready for bids.
- Chief Williams updated the committee on COVID situations at the Station.
- Chief Williams informed the committee that the February meeting is on a holiday.

- Police Department

-

- The CPD received their annual \$10,000 donation from anonymous donor. This will be added to the next meeting.
- Chief Dagnan handed out a handout on the licensing fee structures. This will be discussed in the next meeting. If the committee decides on which way they would like to go, Chief will supply the matching ordinance.
- Jeff Pinnell updated the committee on the take home vehicle program. Attached is the information. They will be purchasing
- 6 cars in 2021 and 6 cars in 2022.
- Chief Dagnan gave a brief update on department calls.

4. Tom Short informed the committee that they will be looking at the Police and Fire Pension funds and are working on budgets and the taxi schedule.

Next Meeting Date: TBD

Next Meeting Location: City Hall

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

PUBLIC SERVICES COMMITTEE

January 19, 2021
Zoom Meeting
5:30 pm

Public Services Committee Members Present; Ceri Otero, Juan Topete, James Harrison

Members Absent; Mike Daugherty

Staff Present; Tom Short, Mark Peterson, and Kailey Williams

Non-Members Present: Craig Diggs

Meeting called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Mrs. Otero made a motion to approve the minutes from the previous meeting. Motion carried.

NEW BUSINESS:

1. **Consider and discuss declaring 2000 Chevy 3500 as surplus.**
Parks has a vehicle transferred to the department in 2011 by Carthage Water and Electric. It has been used as a portable welding vehicle. It requires repairs. The department has converted a trailer used in the same capacity as the truck with all the welding supplies making this a single person job. The converted trailer with welding equipment and supplies is the most efficient way to go.
Mrs. Otero made a motion to accept the 2000 Chevy 3500 for surplus. Motion Carried.

STAFF REPORTS

Beyond Baseball- Mr. Peterson asked for Beyond Baseball to present a more defined proposal that we can work with. They would like to enter into a long-range agreement to use the field and operate Carl Lewton Stadium. They have suggested \$15,000-\$20,000 a year. More details will be provided in upcoming meetings as we work on an agreement in the city's best interest.

Fireworks- Mr. Peterson spoke with Riverside Fireworks about the contract for 2021. We need to decide if we want to stay with the larger show at \$14,950 or go with the smaller

show for \$11,975. Mr. Harrison pointed out that several people noticed that longer show and enjoyed it. Mr. Topete noted he would like to see where the budget is to see what the city can provide while being smart with money. Mr. Peterson is working Carthage Visitors Bureau to make the Fourth an all-weekend long event. More details will be presented at the next meeting.

Masterplan- Organizational and maintenance assessments are moving along well. Partnership Assessments have started. These assessments determine the level of service we provide to the community through us directly or our partnership contracts. The Survey has been distributed through many outlets for the public to engage. The Design Charrette process has started and is available online through the city website.

Golf Course- Numbers look good. Rounds and revenue are above historical averages. We have increased demand for events on the 2021 schedule. Golf course conditions are recognized as excellent, and our event services are recognized as more detailed than our competitors. It is nice to receive all of the requests.

Tom Short- Mr. Short addressed the rounds MTD for December were 24% higher than budgeted. Revenue is looking good as well. This is the highest revenue has been YTD in the last five years. Special use ordinances are still in the process and will not be ready for some time. There are many details to work out and information needed from all departments. Memorial Hall and Civil War Museum numbers have been down. Revenue with Memorial Hall and Civil War Museum is down compared to last year. The 5 Year CIP has been delivered to the department heads to be returned by February 19Th.

Meeting adjourned at 6:05 pm.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

The Carthage Public Library Board of Trustees met Tuesday, December 8, 2020 in the Carthage Public Library, Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:19 pm by Peggy Ralston, President.

Roll Call

Board Members present were: Gary Cole, Peggy Ralston, Carrie Campbell, Kevin Johnson, Justin Baucom and Sandy Swingle. Also present was Library Director Julie Yockey. Board members Miriam Putnam, Donna Maggard Thomason and Eric Putnam were absent.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of November 10, 2020. A motion to approve the minutes was made by Carrie Campbell and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. November 2020 financial report was presented. Discussion included: (1) Parks and Storm Water revenue received in November was ~\$43K. (2) Insurance expense will be over budget for the year ~\$1,600. (3) Children's programming is over budget due to a special grant of \$7K for additional programming. A motion to approve the November 2020 financial report was made by Gary Cole and seconded by Justin Baucom. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) Julie shared videos staff members have made to better explain Library procedures under COVID-19 such as curb-side service. (2) The plan is for the Library to remain closed through the Holidays. Reopening will be revisited at the next board meeting. (3) The Steadley Family Legacy Center dedication is scheduled for December 15, 2020. Attendance is by invitation only and strictly limited. No food will be served. The Steadley Trust Committee is meeting the same day and several members plan to attend the ribbon cutting. (4) MOPERM policy was presented for renewal. The renewal rate is \$28,784.00, which includes a slight increase plus insuring the Steadley Family Legacy Center. Justin Baucom moved to accept the renewal. Gary Cole seconded. Motion passed unanimously.

Youth Services Progress and Services Report

Attached.

President's Message

No report.

Council Liaison's Report

No report.

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

Committee Reports

Building Committee – Gary reported essentially nothing is happening right now. The sidewalk has not been started but the City will give a \$3K allowance. Joplin Roofing came over again. They are only willing to do the membrane extension (see June 2020 minutes) and nothing less – approx. \$40K. Randy Dubry felt that as more than was necessary. He knows where the leaks are and believes they can be fixed for considerably less without voiding the membrane warranty. Randy will present an estimate for consideration.

Budget Committee – Audit reports were made available to board members.

Community Relations – No report.

By-Laws – No report.

Library Gardens – The Tim Giesert memorial tree replacement has been planted. Julie will check on the moving the stone marker.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Peggy Ralston said she had reviewed the bills and they could be paid. Gary Cole made a motion to pay the bills. Sandy Swingle seconded. Motion passed unanimously.

Other New Business

No report.

Closed Session

The Carthage Public Library Board of Trustees met in closed session on Tuesday, December 8, 2020 in the Carthage Public Library Board Room. Gary Cole moved to go into closed session. Justin Baucom seconded. The meeting was called to order at 6:20 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell, Kevin Johnson and Justin Baucom voted in favor of the closed session. Director Julie Yockey was present then subsequently excused herself from the meeting.

Sandy Swingle moved to go out of closed session. Justin Baucom seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell, Kevin Johnson and Justin Baucom voted in favor of adjourning the closed session. Closed session ended December 8, 2020 at 6:38 pm.

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

Adjournment

Gary Cole made a motion to adjourn. Carrie Campbell seconded. Motion passed unanimously. Meeting was adjourned at 6:40 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Johnson", with a long horizontal flourish extending to the right.

Kevin Johnson

Secretary-Treasurer

CWEP BOARD MEETING MINUTES

January 21, 2021

The Carthage Water & Electric Plant Board met in regular session January 21, 2021, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ G. Stephen Beimdiek- President
☒ Danny Lambeth -Vice President
☒ Ron Ross -Secretary
☒ Alan Snow -Liaison

☒ Brian Schmidt - Member
☒ Pat Goff – Member
☒ Neel Baucom - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

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

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Baucom to approve the minutes of the regular meeting of December 17, 2020 as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Goff to approve disbursements for December in the amount of \$3,392,508.78, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for December noting that the net income for the company exceeded budget for the month and year to date by \$141,000 and \$999,000, respectively. Operating revenues for the company exceeded budget and prior year for the month. Expenses were slightly lower than budget for the month. She noted in all departments, a significant variance is in education and training because of COVID related travel constraints. She reported that power and water loss percentages for the month were 12.01% and 12.89%, respectively. The year to date is 1.84% and 2.74% for power and water, respectively.

A motion by Baucom and seconded by Goff to approve December financials passed unanimously.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

RECOMMENDATION FOR VISU-SEWER OF MISSOURI CONTRACT RENEWAL AND PRICE INCREASE REQUEST

General Manager Bryant reported Mr. James Bohn, Vice President of Visu-Sewer, is requesting an Annual Economic Price Adjustment of 1.7% increase for CWEP's manhole repair, rehabilitation, and maintenance services. Bryant explained the increase is based on the US Department of Labor Consumer Price Index for All Urban Consumers. GM Bryant recommends the 1.7% increase be granted to Visu-Sewer.

A motion by Baucom and seconded by Schmidt to grant the 1.7% increase to Visu-Sewer, passed unanimously.

RECOMMENDATION REQUEST TO PURCHASE A NEW KNUCKLE BOOM TRUCK

General Manager Bryant reported a request of approve to proceed with the purchase of a 2021 Kenworth T370 Knuckle Boom truck from MHC Kenworth of Joplin. This Vehicle will meet CWEP's required specifications and will be purchased under a cooperative contract agreement in the amount of \$167,500.00. GM Bryant recommends moving forward with the purchase of this truck to MHC Kenworth of Joplin.

A motion by Goff and seconded by Schmidt to proceed with the purchase of a 2021 Kenworth T370 Knuckle Boom Truck, passed unanimously.

RECOMMENDATION OF CWEP WELL MAINTENANCE SERVICES

General Manger Bryant announced formal bids were received from three established companies for CWEP's well maintenance and repair services. Bids received were from Brotcke Well & Pump, Flynn Drilling Company, and Layne Christensen Company.

Bryant noted after bid evaluations, it was determined that Flynn Drilling Company provided the best offer for CWEP. Flynn Drilling has provided exceptional skills and maintenance and repair services for CWEP in previous years. They are also offering a percentage reduction making their labor and material costs lower.

Bryant recommends awarding the well and maintenance services to Flynn Drilling Company.

A motion by Baucom and seconded by Beimdiek to award the well and maintenance services to Flynn Drilling Company, passed unanimously.

RECOMMENDATION OF A HIGH VOLTAGE BUSHING REPLACEMENT PROJECT

General Manager Bryant noted a formal request was issued seeking qualified contractors to replace high voltage bushing on a substation transformer. Proposals were received from Becker Mitchell Services in the amount of \$23,983.00, SPX Transformer Solutions for \$26,645.00, Delta Star Incorporated for \$32,400.00, and Emerald Transformer submitted two proposal options in the amounts of \$45,496.50 and \$47,337.50. Bryant reported after a thorough assessment, Becker Mitchell Services met all specifications and requirements of CWEP's request and offered the lowest project cost. Bryant recommends awarding this project to Becker Mitchell Services in the amount of \$23,983.00.

A motion by Goff and seconded by Beimdiek to award the High voltage Bushing replacement project to Becker Mitchell Services in the amount of \$23,983.00.

CONSIDERATION OF REVISIONS TO CWEP'S VACATION POLICY

General Counsel Ludwig presented the revisions to CWEP's Vacation Policy to the Board. She explained the proposed vacation leave rates as well as the newly proposed Accrual Method and how these revisions will benefit CWEP employees.

A motion by Baucom and seconded by Schmidt to accept the revisions to CWEP's vacation Policy, passed unanimously.

CONSIDERATION OF REVISIONS TO CWEP'S EMPLOYMENT RULES POLICY

General Counsel Ludwig explained the revisions to CWEP's employment rules policy to the Board. Ludwig noted these changes include revised language to coincide with the vacation policy revisions.

A motion by Schmidt and seconded by Baucom to accept the revisions to CWEP's employment rules policy, passed unanimously.

CONSIDERATION OF REVISIONS TO CWEP'S HOLIDAY POLICY

General Counsel Ludwig presented the revisions to CWEP's Holiday policy to the Board. Ludwig explained the proposed Floating Holiday revisions.

A motion by Ross and seconded by Schmidt to accept the revisions to CWEP's Holiday policy, passed unanimously.

STAFF REPORTS:

General Manager Bryant updated the Board on Butterball and how the changes they are making will affect CWEF's electric, water and wastewater services. Bryant commended the water department for all their hard work in managing all the main breaks through the last several weeks.

CFO Nugent announced the Kiosk is now up and running in the drive thru.

Customer Relations Manager Milliken noted she is planning on doing the Tower to Tower Run. She also reported she has been working on marketing materials for the AMI project and Kiosk.

General Counsel Ludwig reported Kyle and herself have been working really hard on figuring out when the COVID vaccine will become available to employees.

Director of Power Services Emery informed the Board on the Ice Storm that hit Carthage over New Year's causing a large outage, he commended his staff on doing a great job getting majority of customers back on within an hour.

Director of Water Services Choate announced sodium hypochlorite is now being used to disinfect in the Water Treatment Plant.

Director of Business and ED Howard gave an update on the Schreiber development.

Director IT and Broadband Peterson reported the AMI project is still underway.

BOARD MEMBER COMMENTS:

City Liaison Snow announced the City is back to its pre- COVID budget schedule.

President Beimdiek noted his appreciation to City Liaison Snow for being an active participant on the Board.

At 5:11 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING **Public Safety Committee – Agenda** Monday January 18, 2021 5:30 p.m. City Hall

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Animal Control Ordinance Update

CITIZEN PARTICIPATION

1. Annual Tower 2 Tower 5k & 1 mile Fun Run - Meagan Milliken CW&E

NEW BUSINESS

1. Consider and discuss request for Mutual Aid Agreement – Greg Dagnan
2. Consider and discuss lighted crosswalk at High School – Greg Dagnan
3. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

**-NOTICE OF MEETING-
PUBLIC SERVICES COMMITTEE
TUESDAY JANUARY 19TH, 2021
5:30 P.M.
BY VIDEO CONFERENCE

AGENDA**

In response to the Coronavirus pandemic and under the Declaration of Emergency within the City of Carthage, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact Kailey Williams Parks & Recreation Department (417) 237-7035 or k.williams@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the ID# 827 7027 4745 with a password of 274494. This will allow you to listen to the meeting.

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting through this FORM. Residents who do not have internet service may call the Park office at 417-237-7035.)

New Business

1. **Consider and Discuss Declaring 2000 Chevy 3500 as Surplus**

Staff Reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
January 26, 2021
4:30 PM
Carthage City Hall Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage Basic Financial Statements.
2. Consider and Discuss extension of the FFCRA (Covid Leave Policy).
3. Consider and Discuss Deputy City Clerk job description.
4. Consider and Discuss IT Technician I and IT Technician II job descriptions.
5. 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***

--NOTICE OF MEETING--
ENHANCED ENTERPRISE ZONE BOARD

Monday, January 18, 2021

10:00 A.M.

VIA <https://global.gotomeeting.com/join/144056573>

--TENTATIVE AGENDA--

OLD BUSINESS

NEW BUSINESS

1. Consider and discuss a Resolution recommending the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (Schreiber Foods, Inc. and Hazel 49 LLC.).

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: _____

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
JANUARY 19, 2021
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PRAYER
 - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - Jasper County Clerk-2020 Year End Financial Statement
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - Appoint Nancy Bell to the Developmental Disability Resources Board of Jasper County
 - Discuss Insurance Proposal from Southwest Agency
 - Approve CARES Act Grant Applications
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 JANUARY 15, 2021 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet January 21, 2021, 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: December 2020

APPROVAL OF DISBURSEMENTS: December \$3,392,508.78

FINANCIAL STATEMENT: December

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Recommendation for Visu-Sewer of Missouri contract renewal and price increase request
2. Recommendation request to purchase a new knuckle boom truck
3. Recommendation of CWEP well maintenance services
4. Recommendation of a High voltage bushing replacement project
5. Consideration of Revisions to CWEP's Vacation Policy
6. Consideration of Revisions to CWEP's Employment Rules Policy
7. Consideration of Revisions to CWEP's Holiday Policy

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 2/1/2021

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by:

Request type:

Project Location:

Reason for Hearing:

NOTICE:
DUE TO LACK OF BUSINESS
MEETING IS CANCELLED

Commission Members

Voting Members:	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	Mark Elliff	1511 Grand	417-358-3613
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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CARTHAGE TREE BOARD

TUESDAY February 2, 2021

4:00 P.M.

Carthage Parks Department

AGENDA

1. Arbor Day Planning.
2. Plan out events that we have in place for 2021.

Other Business-

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

POSTED:

BY:

CORRESPONDENCE

INTER

OFFICE

MEMO

To: Committee on Insurance/Audit and Claims
From: Tom Short
Subject: FFCRA Policy
Date: January 22, 2021

In late December 2020, Congress passed the Consolidated Appropriations Act (CCA) to further address the economic devastation caused by the coronavirus pandemic. The bill was signed into law on Dec. 27, 2020. One of the many provisions included in the bill—which is more than 5,000 pages long—is that Congress extended the FFCRA tax credit but not its leave provisions. Now, while employers are no longer required to offer FFCRA leave after Dec. 31, 2020, those that elect to continue providing it can reimburse these expenses through March 31, 2021.

The (CAA)allows FFCRA-covered employers to voluntarily extend two types of emergency paid leaves through March 31, 2021 that were originally mandated between April 1, 2020 and December 31, 2020 by the Families First Coronavirus Response Act (FFCRA). These FFCRA leaves are Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA).

Although employers are no longer required to provide paid sick and family leave under the previous guidelines of the FFCRA, employers who voluntarily continue to offer FFCRA qualifying sick and family leave will continue receiving payroll tax credits until March 31, 2021.

It is important to note there is no new or additional allotment of time. Employees who have used all available leave under the FFCRA are not granted additional time off as a result of the December legislation.

The IRS has reiterated that employers may not claim overlapping credits or benefits. While employers may claim a credit for both FFCRA leave and CARES Act wages, they may not claim both credits for the same wages. In other words, wages paid to employees on FFCRA leave are ineligible for a credit under the CARES Act. Similarly, employers cannot claim a CARES Act credit for wages paid by a loan under the new Paycheck Protection Program.

If the City chooses to allow employees to use COVID leave until then, the City can claim tax credits on the quarterly 941 filing. The credits include the employee's wages while on COVID leave, any health insurance premiums paid for the employee while on COVID leave, and the employer's share of Medicare and Social Security taxes paid. To substantiate the claims, the City would have to have the payroll records showing the leave and a written request from the employee

to use COVID leave (attached). The City can also retroactively file an amended Form 941-X for each quarter to claim credits.

As City Departments are still dealing with ramifications of COVID-19, especially issues of quarantine, the following is recommended:

That the CIAC make a motion to the City Council to extend the provisions of the (Temporary) COVID-19 Policy, Adopted August 11, 2020, to March 31, 2021, as provided for by the Consolidated Appropriations Act. The President-elect had stated that more assistance was needed and that his administration plans to work with Congress to introduce additional support for families and employers. Depending on the vaccine rollout and economic fallout, more pandemic legislation (and the extension of existing legislation) may be in the cards in the near future. Likewise, businesses will likely be impacted by new Biden administration policies in the next four years, though nothing will be set in stone until after the president-elect takes office in January 2021. At, and until such time that the Federal Government adopts additional procedures and practices, the City may reassess its position.

TS

Tom Short, City Administrator

COVID-19 LEAVE REQUEST FORM

INSTRUCTIONS: Employees requesting leave related to COVID-19 should complete this form ONLY if you are requesting the leave due to one of the reasons listed below. Requests for any other reason will follow standard procedures. Return this form via email to _____ or via fax to _____.

EMPLOYEE DETAILS:

Name:

Mailing Address:

Email:

Home/Cell Phone:

Supervisor:

REQUEST DETAILS:

- ☐ Quarantined or isolated by order of State/Federal/Local official or medical doctor
- ☐ Confirmed case of COVID-19
- ☐ Suspected case of COVID-19, and seeking a medical diagnosis
- ☐ To care for individual with a confirmed case of COVID-19 or one who is

subject to a quarantine/isolation order by order of State/Federal/Local official

☐ Parent ☐ Spouse ☐ Child ☐

Other If you checked "Other," please explain below:

- ☐ To provide care for a child due to COVID-19 school closure or childcare unavailability

TELEWORK

- ☐ I am available to telework if such work is offered.
- ☐ I am not available to telework if such work is offered.

DATES FOR REQUESTED LEAVE

_____, 2020 through _____, 2020.

SUPPORTING DOCUMENTATION ATTACHED:

- ☐ Copy of State/Federal/Local quarantine or isolation order related to COVID-19
- ☐ Documentation from healthcare provider advising self-quarantine for COVID-19
- ☐ Documentation from healthcare provider on seeking diagnosis for suspected COVID-19
- ☐ Documentation from healthcare provider advising self-quarantine for COVID-19 for individual within your care
- ☐ Documentation of school closing or childcare unavailability

Employer reserves the right to request additional documentation at any time.

EMPLOYEE ACKNOWLEDGMENT

I understand that completion of this form constitutes a request only and is subject to

approval by employer. I certify that the information contained on this form is true and correct to the best of my knowledge. I authorize _____ to obtain and verify any necessary information regarding my request. I understand that providing false information may result in corrective action up to, and including, termination of my employment.

EMPLOYEE SIGNATURE

DATE

DRAFT

Temporary Covid 19 Policy

PURPOSE:

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

FFCRA

The FFCRA does not apply to:

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

The **Families First Coronavirus Response Act (FFCRA or Act)** requires the City to provide employees with the exception of Emergency Responders with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through ~~December~~ March 31, 2020/2021.

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

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

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

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

Qualifying Reasons for Leave:

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

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

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

Duration of Leave:

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

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

Affects on Sick and Personal Leave:

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

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

If after the employee has used paid all leave for reasons #1-4 and 6 above FFCRA and all paid sick leave and paid personal time, they will receive unpaid admin leave thru the end of ~~December~~ March 31, 2020/2021. This unpaid admin leave does not apply to leave for reason #5 above.

How to apply for FFCRA Leave:

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

CURRENT WORK GUIDELINES

Classification of All City Employees

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

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

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

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

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

Workers Compensation

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

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

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

Known Exposure

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

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

Emergency Responders Known Exposure

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

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

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

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

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

Employees at High Risk to Exposures

Employees in high risk categories as designated by the CDC, or who have family members they live with who are at high risk, or who have been exposed to household family members

with flu- like symptoms are strongly encouraged to implement all practical social distancing techniques such as not attending meetings, workplace isolation, sanitation practices, etc. These employees may also be eligible for remote work options and/or use of personal paid leave time and should coordinate appropriately with their department supervisor.

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

DRAFT

CITY OF CARTHAGE JOB DESCRIPTIONS

DEPARTMENT: General Administration
POSITION TITLE: Deputy City Clerk

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Functions as the City Clerk in their absence. This position will perform a variety of general to technical accounting and bookkeeping functions while assisting the City Clerk. The incumbent will promote the City goals and priorities in compliance with all policies and procedures. Work duties also involve accounting for and depositing monies due to the City.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Clerk. Incumbent is expected to demonstrate and exercise considerable independent judgment and knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Serves as an Assistant City Clerk and acts on behalf of the City Clerk when necessary. Assists the City Clerk with clerical duties and special projects as needed.
2. Attend meetings in the absence of the City Clerk and take minutes.
3. Responsible for collection of monies due to the City, the issuance of receipts for payments received, and to maintain cash receipts files.
4. Responsible for processing daily deposits for the General and Court bank accounts and preparing daily reports, including batching reports and spreadsheets.
5. Prepare monthly bank reconciliations for Municipal Building, Court, Court Revolving, and Court Bond checking accounts.
6. Verify and match receipts written by departments to their monthly department reports.
7. Collection of monthly property taxes and preparation of report.
8. Collection and management of lodging tax, cigarette tax, franchise fees, rummage sale permits and dog and cat license.
9. Prepare business license, mail notices of renewal and delinquency.
10. Organizing and filing of documents in vault.
11. Ability to establish and maintain effective working relationships with other employees and to learn aspects of other office employees' duties in order to fill in for or supplement their work.
12. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Knowledge of accounting, bookkeeping, accounts receivable and payable; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing. Extensive knowledge of generally accepted accounting principles, internal control standards, and budgeting practices.

Abilities: Ability to accurately and independently compile statistical and fiscal reports.

Ability to establish and maintain effective working relationships with the City, other officials, and the public. Ability to communicate effectively, both orally and in writing.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: A minimum of three (3) years progressively responsible experience in accounting or bookkeeping or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses which supplement experience are desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee must frequently walk, sit, talk and hear; use hands and fingers to handle and feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision and vision to adjust focus.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____

Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Information Technology
POSITION TITLE: IT Technician 1

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Support information systems that enable city departments to accomplish their respective missions. Working under the IT Administrator, maintain and develop information systems infrastructure that enhances the ability of City officials and employees to provide an appropriate level of service to the citizens of Carthage and its business community, and enhance the capacity and effectiveness of the organization. An IT Technician is expected to contribute measureable value to the IT Department in its mission of managing the City's technology infrastructure, applications, and wireless communications while maintaining an appropriate level of reliable service to the City Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives both specific and general supervision from the IT Administrator. Incumbent is expected to follow department procedures and policies and use careful amounts of independent judgment in the performance of assigned duties. Incumbent is not expected to directly manage staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Support the IT Administrator in his responsibilities for implementing and administering IT activities throughout the City. Administer servers, workstations, routers, phones, and other hardware as needed.
2. Maintain primary responsibility for the IT Help Desk with an emphasis on the Carthage Police Department. Document all activities through the Department's ticketing system.
3. Assume a partial workload of daily routine IT activities as assigned by the IT Administrator and/or discovered by the Department in the future.
4. Maintain inventory and storage of accessories and supplies. Advise IT Administrator of items needing to be purchased. Research potential purchases and make recommendations as needed.
5. Meet regularly with the IT Administrator and other staff to review and provide input for the departmental work plan and ongoing projects.
6. Serve in liaison with other departments, training users as needed in computer usage, network

security, and related domains of knowledge.

7. Maintain an IT office at the CPD headquarters that is open at least 60% of the work week.

8. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; and make other Department employees aware of these.

9. Carry out other duties that are within the scope, spirit and purpose of the job as directed by the IT Administrator.

QUALIFICATIONS REQUIRED:

Knowledge: Requires significant knowledge of and ability to perform installation, configuration, and troubleshooting of Windows-based computers systems on complex data networks; strong communications skills; understanding of mainstream computer hardware, software, and fundamental networking concepts; proficient with various Microsoft Windows operating systems and Office suites.

Abilities: Identify, collect, analyze and process information. Troubleshoot hardware and software problems. Read, interpret, and comprehend technical written materials. Prepare clear and concise reports of work performed/trouble tickets and other written material. Translate user needs into clear problem definition and solutions. Communicate clearly and concisely, both orally and in writing.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education: Bachelor's or equivalent degree from an accredited college or university with major course work in computer science, management information systems, information technology or closely related field or, Experience: one (1) to two (2) years of responsible PC systems, communications, and customer support experience within the current technologies (i.e. client based operating systems such as Windows, and Microsoft networking technologies, Internet/Intranet, and common Microsoft desktop applications); or any equivalent combination of education and experience.

Physical requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee may have to climb or crawl to reach objects that are above or below the typical room height. The employee must occasionally exert or lift objects weighing 50 pounds or more.

Licensing/Certification: A+, MTA, MCSE, etc. are helpful but not required. Possession of or ability to maintain an appropriate valid Missouri drivers' license. Maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work hours will be scheduled through the Administration Department or the IT Department, and will be a period of nine hours with a one-hour lunch break beginning in the morning. IT Department personnel will overlap hours to allow the Department to be on-call for up to 10 or 11 hours per day. Employees will alternate “on-call” weeks.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Employee Name (Printed):

Signed:

Date:

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Information Technology
POSITION TITLE: IT Technician 2

SALARY GRADE: G
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Support information systems that enable city departments to accomplish their respective missions. Working under the IT Administrator, maintain and develop information systems infrastructure that enhances the ability of City officials and employees to provide an appropriate level of service to the citizens of Carthage and its business community, and enhance the capacity and effectiveness of the organization. A 2nd level IT Technician is expected to contribute significant value to the IT Department in its mission of managing the City's technology infrastructure, applications, and wireless communications while maintaining an appropriate level of reliable service to the City Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives both specific and general supervision from the IT Administrator. Incumbent is expected to follow department procedures and policies and use normal amounts of independent judgment in the performance of assigned duties. Incumbent is not expected to directly manage staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Support the IT Administrator in his responsibilities for implementing and administering IT activities throughout the City. Administer servers, workstations, routers, phones, and other hardware as needed.
2. Maintain primary responsibility for the IT Help Desk with an emphasis on the Carthage Police Department. Document all activities through the Department's ticketing system.
3. Assume a partial workload of daily routine IT activities as assigned by the IT Administrator and/or discovered by the Department in the future.
4. Maintain inventory and storage of accessories and supplies. Advise IT Administrator of items needing to be purchased. Research potential purchases and make recommendations as needed.
5. Meet regularly with the IT Administrator and other staff to review and provide input for the departmental work plan and ongoing projects.
6. Serve in liaison with other departments, training users as needed in computer usage, network security, and related domains of knowledge.

7. Maintain an IT office at the CPD headquarters that is open at least 60% of the work week.

8. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; and make other Department employees aware of these.

9. Carry out other duties that are within the scope, spirit and purpose of the job as directed by the IT Administrator.

QUALIFICATIONS REQUIRED:

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Abilities: Identify, collect, analyze and process information. Troubleshoot hardware and software problems. Read, interpret, and comprehend technical written materials. Prepare clear and concise program documentation, user procedures, reports of work performed/trouble tickets and other written material. Translate user needs into clear problem definition and solutions. Communicate clearly and concisely, both orally and in writing.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education: Bachelor's or equivalent degree from an accredited college or university with major course work in computer science, management information systems, information technology or closely related field or, Experience: two (2) or more years of responsible PC systems, communications, and customer support experience within the current technologies (i.e. client based operating systems such as Windows, and Microsoft networking technologies, Internet/Intranet, and common Microsoft desktop applications); or any equivalent combination of education and experience.

Physical requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee may have to climb or crawl to reach objects that are above or below the typical room height. The employee must occasionally exert or lift objects weighing 50 pounds or more.

Licensing/Certification: A+, MTA, MCSE, etc. are helpful but not required. Possession of or ability to maintain an appropriate valid Missouri drivers' license. Maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work hours will be scheduled through the Administration Department or the IT Department, and will be a period of nine hours with a one-hour lunch break beginning in the

morning. Total hours for a week will be 40 hours. IT Department personnel will overlap hours to allow the Department to be open/on-call for up to 10 or 11 hours per day. Employees will alternate “on-call” weeks for afterhours emergencies.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Employee Name (Printed):

Signed:

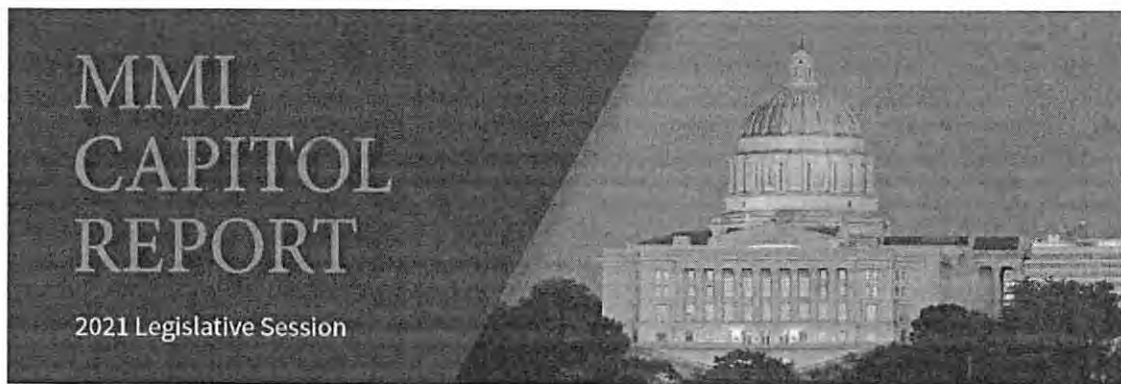
Date:

Tom Short

From: Missouri Municipal League <info@mocities.com>
Sent: Friday, January 22, 2021 8:39 AM
To: Tom Short
Subject: MML Capitol Report: League Leaders Work to Advance Wayfair

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

[View this email in your browser](#)



First Session of the 101st General Assembly *League Leaders Work to Advance Wayfair*

Many of you may have heard that the Missouri Municipal League and the Municipal League of Metro St. Louis have negotiated a compromise on the Wayfair and video franchise fee bills. This is based, in part, off language on video franchise fees proposed by Senators Walsh, Schupp, Williams, and Emery at the end of the 2020 regular session. Since that time, MML and Metro League staff participated in a meeting with the cable lobbyists, the MML President and Vice President, and Senators Dave Schatz and Caleb Rowden. During that meeting, we were told that Senate leadership sees the two issues tied together and there likely would not be a path forward for either issue without a compromise.

To that end, for cities to get Wayfair, we would need to give up some form of current revenue as an offset. Legislative leaders are still trying to come to an agreement at this time on the state offset. In any event, some of the more conservative members are holding up the Wayfair bill until state and local offsets are part of the bill. Working through these issues has been very difficult. This was not an easy decision, nor one that we took lightly.

The risk was high if we chose not to compromise:

- be excluded from the negotiation table and allow a much more damaging video franchise fee reduction bill to progress;
- have the internet use tax (Wayfair) legislation stall in the Senate; and
- hurt our opportunities to pass or defeat other important legislation.

Below is a summary of the video franchise fee language in SB 163 (Senator Cierpiot) and HB 386 (Representative Fitzwater).

SB 163 and HB 386 Summary:

- These bills only apply to state video franchise fees as established by 67.2675 – 67.2714 RSMo and do not affect other municipal gross receipts taxes.
- Starting in August 2023, video franchise fees will be rolled back .5% each year for the next 5 years.
- The video franchise will cap at 2.5% in 2027.
- The two-year delay is intended to allow cities the opportunity to pass a use tax if they have not already.
- The legislation establishes the "Task Force on the Future of Right-Of-Way Management and Taxation". The task force will be charged with improving the current antiquated right-of-way (ROW) fee structures, considering new technologies so that all users of the ROW pay a fair and equitable fee. The task force will consist of 14 members of which four will be municipal offices as well as one member from both the Missouri Municipal League and Municipal League of Metro St. Louis.

Legislative History

Most municipalities have a 5% video franchise fee, some have 3%. For several years, the cable industry has been attempting to eliminate the franchise fee entirely which we were successful in stopping. Last year, the leadership in the House and Senate said we need to come to some type of agreement, or they would pass legislation that we most likely would not like. The cable industry, with the help of then Senator Emery, introduced SB 526 (2020) which would have reduced video franchise fees from 5% of a cable bill to 5% of the first twenty dollars of the bill. This would have reduced municipal video franchise fees by 80%. The cable industry has persuaded legislators that the video franchise fee put them at a competitive disadvantage and that if the legislature passed Wayfair, it would make up for any losses in video franchise fees.

How will SB 163 and HB 386 Benefit Municipalities?

Municipal video franchise fees have been declining for several years. Consumers are

moving away from traditional cable service to new streaming services such as HULU, Netflix, Disney, etc....that do not pay for the use of the ROW. In 2010, there were 105 million cable customers in the United States, while today there are 82 million. This is forecasted to drop below 72 million by 2023. Analysts estimate this exponential decline in cable service will mean streaming services will surpass cable within the next 8 to 10 years. The legislation being proposed this year will allow us to modernize the ROW fee structure, taking into account new technologies. Without this legislation and the ROW task force, municipal revenues will continue to decline.

Please do not hesitate to contact Richard Sheets or Pat Kelly if you have any questions or want to discuss this issue further.

Richard Sheets
rsheets@mocities.com
573-635-9134

Pat Kelly
Pkelly@stlmuni.org
314-252-1800

Senate Committee Tackles COVID Liability

The Senate Committee on Judiciary and Civil and Criminal Jurisprudence held hearings on two separate COVID liability bills ([SB 51](#) & [SB 42](#)) on Tuesday afternoon. [Senate Bill 51](#) establishes protections against liability in COVID-19 related actions. During the bill presentation, the sponsor stated this legislation was not dissimilar to the “good Samaritan” legislation put into place for those seeking to help others. The MO Civil Justice Reform Coalition, Allstate Insurance Company, American Tort Reform Association, MO US Chamber of Commerce, Kansas City Chiefs Football Club, Property Casualty Insurers Association of America, Ameren UE, Hospital Services Group, MO Organization of Defense Lawyers, Missouri Hospital Association, MO Chamber of Commerce and Industry, Associated Industries of MO, Greater St. Louis Chamber of Commerce, Missouri Municipal League, Municipal League of Metro St. Louis, and Signature Medical Group and Surgery Centers provided supporting testimony. The Conservative Americans Club, Missouri Association of Trial Attorneys, and over 300 private citizens provided opposing testimony.

[Senate Bill 42](#) modifies provisions relating to liability for all civil damages resulting from the state of emergency due to COVID-19. The sponsor’s intent with the legislation is to provide protection for health care entities, manufacturers, businesses, and public entities from liability. The MO Civil Justice Reform Coalition, Allstate Insurance Company, American

Tort Reform Association, MO US Chamber of Commerce, Kansas City Chiefs Football Club, Property Casualty Insurers Association of America, Ameren UE, Healthcare Services Group, MO Hospital Association, the Missouri Municipal League, Municipal League of Metro St. Louis, Missouri Chamber of Commerce and Industry, Associated Industries of MO, Leading Age MO, Greater St. Louis Chamber of Commerce, Signature Medical Group and Surgery Centers, and MO Healthcare Association provided supporting testimony. The Conservative Americans Club, MO Association of Trial Attorneys, and over 250 private citizens provided opposing testimony.

[Click here to see a full list of Bills of Municipal Interest.](#)



Important Dates

January 2021

27 – State of the State Address (3:00 pm)

February 2021

2 – State of the Judiciary – (10:30 am)

March 2021

- 1 – Last day to introduce legislation
- 11 – Last day to place consent bills on the calendar
- 12 – Spring break begins upon adjournment
- 22 – Spring break ends and legislature reconvenes (4:00 pm)

April 2021

- 5 – Easter break – no session
- 6 – Legislature reconvenes (4:00 pm)
- 15 – Last day to place consent bills from opposite chamber on the calendar

May 2021

- 7 – Appropriations bills must be truly agreed to and finally passed by 6:00 pm
- 14 – Last day of session (6:00 pm adjournment)

July 2021

- 14 – Deadline for Governor to sign or veto bills

September 2021

- 15 – Veto session (noon)

December 2021

- 1 – Pre-filing of bills for the 2022 legislative session



This email was sent to t.short@carthagemo.gov

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Missouri Municipal League · 1727 Southridge Dr · Jefferson City, MO 65109-2045 · USA



2020 Highlights

This document details the larger accomplishments of the City's IT Department during 2020.

Major Projects

Domain Consolidation --- underway; currently in Planning stage. Pearson-Kelly Technologies is taking lead on planning as of late September, 2020. Like the routing project, this project is a key that will unlock further progress/growth in our network's sophistication, security and usability.

Routing Project --- completed June, 2020. 512 IP addresses that could not communicate¹ were expanded to over 1700 IP addresses with full communication possible between all nodes. Immediate, significant changes to the nature of Help Desk requests were noted.

Security Training --- ongoing, started July 2020, via KnowBe4.com. New employees are enrolled in a special introductory course. All employees will be tasked to complete 2-4 sets of training per year. An "email exposure check" list provided by KnowBe4.com helps us to know if any employee's email address and/or passphrases have been exposed in known "hacks"; they can then be advised to stop using those credentials. We did this for 8 employees this year, including 3 department heads^{2,3}. Between July and December 2020, our "Risk Score" has dropped from 35% to 29.8%, and we'll be working to drop it even further in 2021.

Help Desk --- 484 issues were recorded in 2020. Some issues were not recorded (too early in my tenure for the system to be ready, too minor, etc.) The department's closure rate on recorded issues is well above 70%, and with the inclusion of closed tickets and those in "feedback/testing" status, we resolved approximately 426 (85%) of these issues during calendar year 2020.

Additional Projects

COVID response --- the IT department was consistently involved in assisting the City's response to the 2020 pandemic, including deploying conference phone lines for committees and/or departmental teams and a public COVID telephone hotline, serving as a central hub for Zoom meetings and technical facilitation of video-conferences, moving portions of departments to alternate facilities (and back again), and deploying remote-work software, along with various other duties.

Disaster Planning --- the department is developing approximately 12 disaster response plans for IT emergencies, which are currently in varying stages of readiness.

Inventory --- We have a much better handle on inventory at the end of 2020 than at the beginning.

Most equipment is listed and identifiable as City property by IT personnel. However, the online inventory system does not know about inventory that's currently in service, only about inventory "in stock" in the IT Department storage areas.

IT Department Intranet --- an Intranet site has been developed and serves as point of contact and dissemination of IT information, including an online phone directory and IT inventory. A "front-end" to the Department's Ticketing System allows city employees to report issues via an online form. Radio UID/SN Management is being added to the intranet site as of December 2020.

IT Department Routine Work --- to pave the way forward for increasing the number of personnel in the department and ensure they have work that they can begin immediately upon employment, we've developed lists of routine work with procedural instructions, and an automated system that assigns tickets for routine tasks on a daily, weekly, monthly, etc. Basis.

IT Department Ticketing System --- completed Spring 2020. An in-house 'online' ticketing system is available throughout the city; IT Department personnel and key personnel in other departments have access to see our progress on issues or provide feedback and insight. It is also helpful is "re-solving" recurring issues⁴. Note that while this system was in place almost immediately as of 1/20/2020 (date of Kevin Kinsey's employment), it was not used heavily in the first few months of the year because the issues were so immediate and grave.

Security --- ongoing; a number of security initiatives are underway, including daily scanning of our external IP addresses/boundaries, identification and examination of all interior nodes, monthly walk-around scans of WiFi networks, daily checks of security camera operation, and several other improvements. Our current focus of work in this area is interior network scanning for potential issues.

Server Consolidation --- as of 10/21/2020, only City Hall and CPD have true (large) servers in place; the completion of the routing project means that, most likely, all servers could be moved during any "down-time" such as a weekend, etc. with only a little critical impact to services. (Only three are left to move and only one of these is in heavy use; the 2nd will only impact CPD surveillance cams on premises and the 3rd not much at all)^{5,6}.

WiFi Expansion --- completed Fall 2020. WiFi coverage has been expanded in City Hall, CPD, CFD Station 1, and Memorial Hall. Centralized WiFi management enables faster servicing of changes to network, network monitoring, and more.

NOTES

¹ The previous network setup had two subnets that couldn't communicate with each other. So 254 nodes (computers, phones, printers, etc.) could communicate, but not with the *other* 254 nodes, and huge efforts had been made in the past to try and work around this issue, such as creating large numbers of DHCP reservations and buying extra network cards for some computers to allow them to "sit on" both networks. Since the completion of the project we have the capacity for 1778 nodes with full communication between all of them, and no such workarounds are required.

² There were only 8 employee email addresses found to have been compromised in the last several years.

³ This doesn't necessarily mean that our Department Heads are careless with credentials, but in most cases they have had an established email address for a longer period of time and it's used in many more places on the Internet-at-Large than others employees. There is therefore a greater likelihood that at some point an online provider will lose this data in a compromise/attack and it would be posted on the "darknet". In one case, the EEC was actually for the Department Head's predecessor, but we allowed them to know about it anyway just in case they were still actually using that email address as their username for any online services.

⁴ As an example, a recent network problem at Public Works was solved by Julie Tilley because it had occurred before, and IT simply directed her to the URL of the previous event's ticket. Julie was able to follow the procedure there and fix Zeb's network connection issue.

⁵ Unfortunately two of them appear to have no rack-mountable hardware installed, so this will complicate the moving a little bit.

⁶ Lastly, we have additional server resources not being used at City Hall, so if services can be moved from the machines running at CPD to these servers, the servers at CPD can be EOL'ed.



IT Department 2021 Initiatives

This is a list of Initiatives that are known and will be worked on in 2021; it is not exhaustive, as the Capital and Budget processes tend to expose needs for new projects, and the Department wishes to remain responsive to new situations as they become observable.

Major Projects

Becoming a Department --- we're ending our MSP contract with Pearson-Kelly and investigating hiring an additional technician in the City's IT Department, with a focus on off-loading some routine work from the Department in general and addressing a large & consistent backlog of technical debt that's mostly owed to the Police Department.

"Bring Parks Home" --- a site-to-site VPN will allow computers at the Parks Office (and possibly the Pro Shop) to have access to city servers and intranet.

Domain Consolidation --- underway; Pearson-Kelly Technologies had taken lead on planning as of late September, 2020, but as little had happened and we're ending our MSP contract, the IT Department is now again planning and testing. As of 1/20/21, the new domain is up and "running" with two domain controllers and a few generic servers/machines attached. After a little more testing I propose to begin work in either Memorial Hall or the Public Works Department before the end of January. Like the routing project, this project is a key that will unlock further progress/growth in our network's sophistication, security and usability.

Fire Department Projects --- the planning process is underway for upgrading the Tornado Alarm System's software. Another project, an online "days off" calendar for all employees, was begun in 2020 and is almost ready to implement.

Police Department Projects --- a significant number of initiatives are ongoing at CPD. Contact us for more information.

Public Works Project --- just getting started. As I understand, we'll be working with the Department and ESRI to get GPD-enabled iPads that accurately trace and map water and sewer lines and transfer them to inspection documents.

Software Licensing Budget Consolidation --- the IT Department will be in contact with all departments to determine ongoing software licensing costs on an annual basis. It's unknown whether all department's licensing will be handled by IT for FY22, but it's not outside the realm of possibility at this point.

Security Training --- ongoing, started July 2020, via KnowBe4.com. New employees are enrolled in a special introductory course. All employees will be tasked to complete 2-4 sets of training per year. An “email exposure check” list provided by KnowBe4.com helps us to know if any employee’s email address and/or passphrases have been exposed in known “hacks”; they can then be advised to stop using those credentials. We did this for 8 employees in 2020, including 3 department heads^{1,2}. Between July and December 2020, our “Risk Score” has dropped from 35% to 29.8%, and we’ll be working to drop it even further in 2021.

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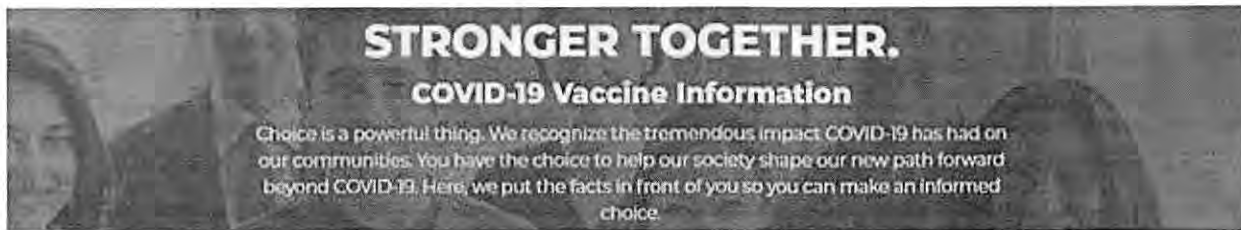
²This doesn’t necessarily mean that our Department Heads are careless with credentials, but in most cases they have had an established email address for a longer period of time and it’s used in many more places on the Internet-at-Large than others employees. There is therefore a greater likelihood that at some point an online provider will lose this data in a compromise/attack and it would be posted on the “darknet”. In one case, the EEC was actually for the Department Head’s predecessor, but we allowed them to know about it anyway just in case they were still actually using that email address as their username for any online services.

Tom Short

From: Email, Mosema <Mosema.Email@sema.dps.mo.gov>
Sent: Tuesday, January 19, 2021 3:18 PM
Subject: COVID-19 Eligibility/Guidance

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

EMDs: The Department of Public Safety would like to share with you the latest information we have received regarding the expansion of the eligibility for COVID-19 vaccinations to include emergency management, and guidance from state leadership.



Dear Missouri Public Safety Partner:

The State of Missouri's COVID-19 vaccination activation plan has now moved into Phase 1B – Tiers 1 and 2. **Since Phase 1B Tier 1 includes first responders and emergency management personnel**, we wanted to share information we have received from our state government partners about what this means. (EMS/EMT/Paramedics were included in Phase 1A and remain eligible for vaccination.)

As you probably know, the limited vaccine supply continues to hamper Missouri and other states' ability to vaccinate citizens. **According to the Missouri Department of Health and Senior Services (DHSS), about 2.5 million Missourians are currently eligible to be vaccinated based on priority phases, but Missouri is still receiving about 70,000-80,000 doses per week (two doses are required to fully vaccinate each person).** DHSS is not expecting the change of administrations in Washington, D.C. to greatly increase the vaccine supply in the immediate future.

Missouri DHSS Director Dr. Randall Williams and other state leaders have made several presentations to groups to explain prioritization and delivery models the state will be using. This link to a Webinar recording of one of their presentations may help explain where things currently stand.

According to DHSS, beyond the Phase 1A population, there will be three ways to receive the vaccine:

1. **The vaccine comes to you.** This is an employer-initiated model. An employer contracts with an approved third-party vaccinator, then the vaccinator schedules the vaccine with employees.
2. **You go to the vaccine.** In this model, you make an appointment with your medical provider or pharmacy, or by contacting your local public health agency.
3. **Community events.** DHSS is currently working on coordinating community events utilizing the Missouri National Guard and will provide information through public announcements and at www.MOStopsCovid.com. Once community events are announced, individuals will need to register online, be screened, and approved according to the phase for which they qualify.

Each of these models depends upon the allocations of vaccines, which are determined by Operation Warp Speed (the incoming Biden administration has announced its intention to rename this public-private partnership formed to facilitate the development, manufacture, and distribution of COVID-19 vaccines, therapeutics and diagnostics).

DHSS has now released an “**Employer Playbook**” that may be helpful for your public safety agencies. It can be accessed directly as a PDF [here](#). Some Missouri agencies have already partnered with local health departments or clinics to have first responders vaccinated in one-day, on-site vaccination events. This employer playbook shares some of those “best practices” and provides guidance that may be helpful, given the very limited vaccine supplies currently available.

Below are websites where you can find helpful information about Missouri’s vaccine distribution process. These sites provide contact information for specific vaccine-related questions and are updated regularly.

- Vaccine distribution phases, instructions, and other information for Missourians can be found at www.MOstopsCovid.com.
- Access an online copy of the [Missouri’s COVID-19 Vaccination Plan](#).
- Business and organization resources for vaccination planning. Can be found at: <https://covidvaccine.mo.gov/priority/>.
- Employer Playbook on COVID-19 can be found at <https://covidvaccine.mo.gov/priority/vaccinating-missouri's-workforce.pdf>.
- A wide variety of information resources can be found at showmestrong.mo.gov.

Yours in Service,

DIANE PETTY | Emergency Management Officer

State Emergency Management Agency
Response Division
State of Missouri, Department of Public Safety
2302 Militia Drive
PO Box 116
Jefferson City, MO 65102
Telephone: (573) 526-9146
Fax: (573) 526-9194

Diane.Petty@sema.dps.mo.gov



**Carthage Public Library
Balance Sheet - Cash basis
December 31, 2020**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 472,862.50
Cash in bank - Community National Bank	1,771.65
Cash in bank - Guaranty Bank	6,577.47
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	669,516.60
Total Current Assets	<u>1,150,988.22</u>

Total Assets	<u>\$ 1,150,988.22</u>
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Liabilities and Net Assets

Current Liabilities

Accrued health insurance	\$ 231.48
Accrued supplemental insurance - AFLAC	1,251.06
Lagers withholding	2,750.26
Insurance proceeds payable	72,339.61
Note payable - Multi purpose building	173,200.00
Total Current Liabilities	<u>249,772.41</u>

Total Liabilities	<u>249,772.41</u>
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Net Assets

Unrestricted Net Assets	718,013.16
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
Carthage Community Foundation	5,000.00
CPL Collection Development Grant	(5,000.00)
CPL Development Foundation	10,451.55
Debbie Putnam - Ebooks	26,639.74
Library Gardens	3,878.47
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant - Local - 2020	20,908.70
Steadley Trust	926.16
Summer Reading Program-Local Funds 02/2020-08/2020	448.67
Summer reading program - MOSL grant	(1,023.00)
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48
Thelma Stanley Foundation Grant	7,012.96
Multi Purpose Building - furnishings and supplies	220,119.58
Mult Purpose Building	(181,117.28)
Operational reserves	195,998.47
Change in net assets	(135,369.00)
Total Net Assets	<u>901,215.81</u>

Total Liabilities and Net Assets	<u>\$ 1,150,988.22</u>
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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020	Monthly	Monthly	2020	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Revenue						
Book sale income	\$ 2.00	\$ 250.00	\$ (248.00)	\$ 2.00	\$ 3,000.00	\$ (2,998.00)
Copier income	0.00	583.34	(583.34)	0.00	7,000.00	(7,000.00)
Donations	8,579.47	0.00	8,579.47	12,014.36	0.00	12,014.36
Donations-restricted	0.00	291.67	(291.67)	218,815.58	3,500.00	215,315.58
Fax income	0.00	83.34	(83.34)	0.00	1,000.00	(1,000.00)
Fine income	49.80	500.00	(450.20)	189.15	6,000.00	(5,810.85)
Interest income	111.10	833.34	(722.24)	1,541.76	10,000.00	(8,458.24)
Non-resident fee income	240.00	666.67	(426.67)	960.00	8,000.00	(7,040.00)
Payment for lost books	12.79	0.00	12.79	90.10	0.00	90.10
State aid	0.00	1,000.00	(1,000.00)	4,537.04	12,000.00	(7,462.96)
Sur tax	0.00	2,471.84	(2,471.84)	0.00	29,662.00	(29,662.00)
Tax income	30,964.63	17,083.34	13,881.29	35,669.66	205,000.00	(169,330.34)
Tax income - Park and storm water	43,542.62	38,966.67	4,575.95	266,794.49	467,600.00	(200,805.51)
Miscellaneous income	20.00	500.00	(480.00)	20.00	6,000.00	(5,980.00)
Other income	29.75	0.00	29.75	71.80	0.00	71.80
Total revenue	<u>83,552.16</u>	<u>63,230.21</u>	<u>20,321.95</u>	<u>540,705.94</u>	<u>758,762.00</u>	<u>(218,056.06)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	52,505.11	41,416.66	(11,088.45)	251,965.33	497,000.00	245,034.67
Lagers	1,440.50	2,000.00	559.50	11,878.60	24,000.00	12,121.40
Insurance - health	1,462.56	1,250.00	(212.56)	6,235.92	15,000.00	8,764.08
Payroll taxes - FICA	4,017.12	3,188.50	(828.62)	19,274.18	38,262.00	18,987.82
Total payroll expenses	59,425.29	47,855.16	(11,570.13)	289,354.03	574,262.00	284,907.97
Employee goodwill	400.00	250.00	(150.00)	1,895.16	3,000.00	1,104.84
Advertising	0.00	125.00	125.00	174.95	1,500.00	1,325.05
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	631.64	2,083.33	1,451.69	9,216.66	25,000.00	15,783.34
Books - children's	278.92	1,083.33	804.41	8,116.96	13,000.00	4,883.04
Contract fees	1,395.24	3,083.33	1,688.09	23,755.13	37,000.00	13,244.87
Dues and travel	96.29	583.33	487.04	1,352.01	7,000.00	5,647.99
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	250.00	250.00	4,760.00	3,000.00	(1,760.00)
Furniture and equipment - multi purpose building	585.00	0.00	(585.00)	2,410.17	0.00	(2,410.17)
Information technology (IT)	377.96	583.33	205.37	2,399.49	7,000.00	4,600.51
Insurance	28,784.00	2,500.00	(26,284.00)	31,600.00	30,000.00	(1,600.00)
Interest expense	157.73	166.66	8.93	1,466.70	2,000.00	533.30
Legal and professional	1,500.00	500.00	(1,000.00)	6,200.00	6,000.00	(200.00)
Multi purpose building	0.00	15,750.00	15,750.00	175,768.71	189,000.00	13,231.29
Periodicals	365.70	375.00	9.30	505.81	4,500.00	3,994.19
Postage	57.49	125.00	67.51	360.39	1,500.00	1,139.61
Programs - adult	1,000.00	500.00	(500.00)	3,064.88	6,000.00	2,935.12
Programs - children	223.96	666.66	442.70	8,911.69	8,000.00	(911.69)
Programs, teens	0.00	166.66	166.66	383.53	2,000.00	1,616.47
Repairs and maintenance	4,012.28	2,916.66	(1,095.62)	20,564.81	35,000.00	14,435.19
Supplies	2,643.50	2,083.33	(560.17)	9,813.28	25,000.00	15,186.72
Supplies - multi purpose building	16,409.93	16,666.66	256.73	50,772.37	200,000.00	149,227.63
Telephone	399.64	500.00	100.36	2,413.85	6,000.00	3,586.15
Utilities	2,987.25	3,333.33	346.08	17,314.36	40,000.00	22,685.64
	62,306.53	54,708.27	(7,598.26)	386,720.91	656,500.00	269,779.09
Total expenses and losses	121,731.82	102,563.43	(19,168.39)	676,074.94	1,230,762.00	554,687.06

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(38,179.66)	(39,333.22)	1,153.56	(135,369.00)	(472,000.00)	336,631.00
Transfers from temporary restricted	16,611.92	39,333.34	(22,721.42)	254,442.72	472,000.00	(217,557.28)
Transfers to temporary restricted	0.00	0.00	0.00	(219,162.48)	0.00	(219,162.48)
Increase/(Decrease) in unrestricted net assets	<u>(21,567.74)</u>	<u>0.12</u>	<u>(21,567.86)</u>	<u>(100,088.76)</u>	<u>0.00</u>	<u>(100,088.76)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			912.98		
Spotlight on Literacy Grant - MOSL - 2020	0.00			1,012.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			3,065.53		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Mult Purpose Building - furnishings and supplies	0.00			13,838.63		
Mult Purpose Building	0.00			185,333.34		
Anne Elliff - Children's Dept	0.00			5,000.00		
CPL Development Foundation	0.00			(272.89)		
CSLP Grant	(201.99)			(201.99)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(932.69)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			(1,452.86)		
Spotlight on Literacy (RTR) - LOCAL Funds-SLT20- CTHG 06/2020-05/2021	0.00			(52.40)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			(5,870.07)		
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	0.00			(1,317.24)		
Summer Reading Program-Local Funds 02/2020- 08/2020	0.00			(259.47)		
Summer reading program - MOSL grant	0.00			1,023.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			(4,434.44)		
Thelma Stanley Foundation Grant	0.00			(410.59)		
Multi Purpose Building - furnishings and supplies	(16,409.93)			(54,170.12)		
Multi Purpose Building	0.00			(174,717.97)		
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CNO-9871	0.00			(6,072.99)		
Anne Elliff - Children's Dept	0.00			(1,800.00)		
Increase/(Decrease) in temporarily restricted net assets	<u>(16,611.92)</u>			<u>(35,280.24)</u>		
Change in net assets	<u><u>\$ (38,179.66)</u></u>			<u><u>\$ (135,369.00)</u></u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and six months ended December 31, 2020

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,451.55	0.00	(272.89)	10,178.66
CLSP Grant	0.00	0.00	(201.99)	(201.99)
Debbie Putnam - Ebooks	26,639.74	0.00	(3,500.00)	23,139.74
Library Gardens	3,878.47	0.00	(932.69)	2,945.78
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35	912.98	0.00	6,159.33
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	0.00	0.00	(1,452.86)	(1,452.86)
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13	0.00	0.00	5,564.13
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	0.00	0.00	(52.40)	(52.40)
Spotlight on Literacy - MOSL -2020	(4,206.00)	1,012.00	0.00	(3,194.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00	0.00	(5,870.07)	(5,870.07)
Spotlight on Literacy Grant - Local - 2020	20,908.70	0.00	0.00	20,908.70
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	0.00	0.00	(1,317.24)	(1,317.24)
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program-Local Funds 02/2020- 08/2020	448.67	0.00	(259.47)	189.20
Summer reading program - MOSL grant	(1,023.00)	0.00	1,023.00	0.00
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48	3,065.53	(4,434.44)	101.57
Thelma Stanley Foundation Grant	7,012.96	10,000.00	(410.59)	16,602.37
Multi Purpose Building - furnishings and supplies	220,119.58	13,838.63	(54,170.12)	179,788.09
Mult Purpose Building	(181,117.28)	185,333.34	(174,717.97)	(170,501.91)
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CNO-9871	0.00	0.00	(6,072.99)	(6,072.99)
Anne Elliff - Children's Dept	0.00	5,000.00	(1,800.00)	3,200.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 318,571.65</u>	<u>\$ 219,162.48</u>	<u>\$ (254,442.72)</u>	<u>\$ 283,291.41</u>

See accountant's compilation report.

CARTHAGE PUBLIC LIBRARY

Expenditures Reimbursed by Grants	Year to Date Ending 12/31/2020				
	Actual Expenses Year to Date	Grant Funded Amount	Actual Expenses w/o Grant Amount	Year to Date Budget	Year to Date Variance
Salaries	251,965.33	7,124.75	244,840.58	\$ 497,000.00	(252,159.42)
Employee Goodwill	1,895.16	-	1,895.16	\$ 3,000.00	(1,104.84)
Lagers	11,878.60	-	11,878.60	\$ 24,000.00	(12,121.40)
Health Insurance	6,235.92	-	6,235.92	\$ 15,000.00	(8,764.08)
Payroll Taxes - FICA	19,274.18	-	19,274.18	\$ 38,262.00	(18,987.82)
Payroll Taxes - Unemployment	-	-	-	\$ -	-
ADA Compliance	-	-	-	\$ -	-
Advertising	174.95	-	174.95	\$ 1,500.00	(1,325.05)
Audio-Visual	-	-	-	\$ 1,500.00	(1,500.00)
Adult Book	9,216.66	3.99	9,212.67	\$ 25,000.00	(15,787.33)
Children Book	8,116.96	1,374.85	6,742.11	\$ 13,000.00	(6,257.89)
Contract Fees	23,755.13	-	23,755.13	\$ 37,000.00	(13,244.87)
Dues and Travel	1,352.01	138.00	1,214.01	\$ 7,000.00	(5,785.99)
Ebook	3,500.00	3,500.00	-	\$ 3,500.00	(3,500.00)
Furniture and Equipment	4,760.00	13,904.13	(9,144.13)	\$ 3,000.00	(12,144.13)
Furniture and Equipment-Multi Purpose Bldg	2,410.17	551.25	1,858.92	\$ -	1,858.92
Information Technology (IT)	2,399.49	-	2,399.49	\$ 7,000.00	(4,600.51)
Insurance	31,600.00	-	31,600.00	\$ 30,000.00	1,600.00
Interest	1,466.70	-	1,466.70	\$ 2,000.00	(533.30)
Legal and Professional	6,200.00	-	6,200.00	\$ 6,000.00	200.00
Multi-Purpose Building	175,768.71	164,938.50	10,830.21	\$ 189,000.00	(178,169.79)
Periodicals	505.81	-	505.81	\$ 4,500.00	(3,994.19)
Postage	360.39	-	360.39	\$ 1,500.00	(1,139.61)
Programs - Adult	3,064.88	1,636.24	1,428.64	\$ 6,000.00	(4,571.36)
Programs - Children	8,911.69	8,680.88	230.81	\$ 8,000.00	(7,769.19)
Programs - Teens	383.53	-	383.53	\$ 2,000.00	(1,616.47)
Repairs and Maintenance	20,564.81	932.69	19,632.12	\$ 35,000.00	(15,367.88)
Supplies	9,813.28	885.07	8,928.21	\$ 25,000.00	(16,071.79)
Supplies - Multi-Purpose Building	50,772.37	50,772.37	-	\$ 200,000.00	(200,000.00)
Telephone	2,413.85	-	2,413.85	\$ 6,000.00	(3,586.15)
Utilities	17,314.36	-	17,314.36	\$ 40,000.00	(22,685.64)
Capital Improvements projects/Assets	-	-	-	\$ -	-
	-	-	-	\$ -	-
Journal Entry	-	-	-	\$ -	-
	\$ 676,074.94	\$ 254,442.72	\$ 421,632.22	\$ 1,230,762.00	\$ (809,129.78)

Director's Progress and Service Report
January 2021, Julie Yockey

It is a New Year and are we ever thankful! It has dawned on me while walking the Library that thanks to wonderful contractors, she is almost fully restored to her original beauty! Honestly, the entire building is gorgeous again. We now hope by the end of January it will all be complete as we are now working to complete the "Punch" lists. We have our new Steadley building which is ready to go, and almost every staff member is free from COVID. To date, I have had two people on staff actually contract the virus, myself being one of those two. It is an exhausting, stressful virus and I am working hard to regain my strength. We have great policy and procedures in place, and to think that not one staff member, family or friend got the virus from me is an awesome feeling.

The sidewalk renovation has begun, HVAC quarterly checkup is complete with a small list of items that need to be attended to, pest control complete and Christmas décor is down and put away. Staff continues to work with our patrons on curbside service which includes, emailing, faxing, copying and internet access. In their spare time they continue to clean and scrub areas of the library as they are completed. Our next biggest task is to move and set up the IT office as soon as the Community Room area is finished. We are ready to see patrons! Yes, the Board will review our Pandemic Policy this evening and make a determination as to when we can open for full or limited services and hours. My recommendation, given the continued rise in positive COVID cases will be to open with limited hours and services and no public events. 90% of other public libraries in Missouri are continuing to use these same guidelines for the time being. Staff is ready, patrons are ready, and I am ready to open our doors!!!!!!

An update will be given this evening from our Building Committee covering all the building issues mentioned above including a roof report.

Have a blessed January and stay tuned for good news!

Julie Yockey, Director

CIRCULATION REPORT for December 2020

New Books/Periodicals	
Adult Books	93
Adult Periodicals	26
YA Books	2
YA Periodicals	0
Juvenile Books	117
Juv Periodicals	3
Totals	241

New Applications	
Adult	11
Juvenile	1
Total	12

AWE Computers	
AWE #1	N/A
AWE #2	N/A
AWE #3 (Bilingual)	N/A
AWE #4 (Bilingual)	N/A
Total	0

Computer Use	
Adult	N/A
Reference/Genealogy	0
Microfilm	3
Juvenile	N/A
Tablets	N/A
AWE	0
Teen Laptops	N/A
Wireless	253
Total	256

Circulation	Adult	YA	Juvenile	Total
Books	297	19	252	568
Periodicals	0	0	0	0
Audio	6	0	4	10
Visual	61	-	-	61
Circulating Electronics	0	-	-	0
eBooks	1,183	166	110	1,459
Totals	1,547	185	366	2,098
In House Use	2	-	-	2
Courier	Lending 244	Borrowing 356		Total 600
Circulation Total				2,700

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
5	0	1	0	6

ENGLISH	Adult	YA	Juvenile	Total
Programs	0	0	10	10
Attendees	0	0	134	134

SPANISH	Adult	Juvenile	Total
Programs	0	0	0
Attendees	0	0	0

	Requests	Filled
ILL Requests Made	0	0
ILL Requests Rec'd	0	0

Curbside	264	In-House Patrons	N/A
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	Adult	YA	Juvenile	Total
Mending	13	0	0	13
Discards	194	32	393	619
Corrective Processing	22	0	1	23

Children's Progress Report
December 2020, Sherri Luce

It was so nice to be able to thank in person, you all and the Steadley Board at our Ribbon Cutting event, December 15th. We can't wait to be able to host programs using the wonderful materials purchased for teaching classes and check-out tools to patrons.

Online Story Times continue to be popular. We reminded patrons of the Story Walk in Central Park early in the month, then posted five English Story Times and five crafts. Most of the craft posts were for patrons to make with materials they would have at home. I felt the extended closure for the holidays might affect the number of kits being picked up beforehand. It's hard to know exactly how many people participate in our online programming. Facebook and Youtube tell us we had 2,107 people reached, with 134 engagements between all posts.

I am currently finishing up details for our Children's Winter Reading Challenge. This challenge is much smaller than our summer program, but families typically enjoy the fun activities involved, such as "Read in a Homemade Fort", and "Read in the Bathtub". This challenge will launch mid-January, and run through February.

We still wait to hear if the Carthage Public Library will once again receive state funding to help with our Summer Program. As I stated last month, overall funds have been greatly reduced, but we are still planning to host a fun, encouraging program. The theme for 2021 is "Tails and Tales". Animals are one of my favorite things to read about in story time, so I'm really looking forward to a fun summer.

"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.

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 26, 2021
COUNCIL CHAMBERS
6:30 P.M.**

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
 1. **C.B. 21-01** – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth. (Public Works)
 2. **C.B. 21-02** – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri. (Public Works)
16. New Business

1. **C.B. 21-03** – An Ordinance to amend Division 5 – Civil War Museum, Section 2-495 – Composition; appointment, of the Code of Carthage. (Mayor)
2. **C.B. 21-04** – An Ordinance of the City Council of the City of Carthage, Missouri acknowledging the Tax Abatement granted by the County Commission of Jasper County, Missouri for a project located in the Carthage/Jasper County Enhanced Enterprise Zone. (Enhanced Enterprise Zone)
3. **C.B. 21-05** – An Ordinance to amend Section 2.4 local limits in the Waste Water Pretreatment Ordinance 15-38 and industrial surcharge rates as approved by the CWEP Board. (CWEP)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1917** – A Resolution of the Council of the City of Carthage, Missouri expressing support of the City's application for funds through MoDOT's Transportation Alternatives (TAP) Program and authorizing the submission of an application relating to the proposed Carthage Sidewalk Improvements Project, River Street – from Fairview to Airport Drive. (Staff)
2. **Resolution 1918** – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of a 2000 Chevrolet 3500 Parks Department Pick-up Truck (VIN #1QCQC34R7YR170928; Asset #776). (Public Service)
3. **Resolution 1919** – A Resolution of the City Council of the City of Carthage approving a recommendation of the Public Works Committee granting an Administrative Lot Split for property located west of Hazel Avenue and North of George E Phelps Boulevard consisting of approximately 107 acres. (Public Works)

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
JANUARY 12, 2021

The Carthage City Council met in regular session on the above date in City Hall Council Chambers at 6:30 P.M. 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: Craig Diggs, Ed Barlow, Juan Topete, David Armstrong, Ceri Otero, and Alan Snow. Council Members James Harrison, Ray West, Mike Daugherty and Seth Thompson were absent. City Administrator Tom Short and City Attorney Nate Dally were also present.

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

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

Mr. Snow reported the Budget Ways & Means meeting scheduled for January 11 was cancelled due to lack of quorum.

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

Mr. Snow reported the Public Safety Committee is between meetings with the next meeting scheduled for January 18.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for January 19.

Mr. Armstrong reported the Public Works Committee met January 5. A plat for a new subdivision, Katie's 1st Addition, located south and east of the intersection at Robertson and St. Louis was approved and is being presented in C.B. 21-01.

Special Committee and Board Liaison reports were given by Ms. Otero for GRO 3.0 and Carthage Humane Society and Mr. Armstrong for the Civil War Museum.

Police Chief Greg Dagnan discussed the Police Department's end-of-the-year report, noting services were down due to Covid restrictions and crime was up.

Fire Chief Roger Williams reported the new fire engine is operational again.

Parks and Recreation Director Mark Peterson encouraged council members to take the survey related to the Parks Master Plan.

The Committee on Claims filed a report in the amount of \$950,573.34 against the following funds: General Revenue \$66,785.44, Public Health \$166,163.99, Lodging \$5637.05, Public Safety \$735.00, Parks/Stormwater \$17,137.75, Fire Protection \$30,614.79, Golf \$6,241.12, Capital Improvements \$69,279.56, Parks & Recreation \$1,114.46, Public Facilities \$15,959.00, Tax Distribution \$91,407.00, Library \$65,000.00 and Payroll \$414,498.18. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 20-56 – An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-01.

C.B. 20-57 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for Specified Funds (General) was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-02.

Under new business, C.B. 21-01 – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth was placed on first reading with no action taken.

C.B. 21-02 – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri was placed on first reading. Mr. Armstrong made a motion, seconded by Mr. Snow, to amend the June 1 completion date to allow six (6) months for final completion. Motion carried.

During closing comments, Mr. Diggs thanked those who attended the meeting.

Mr. Snow made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:02 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 21-01

ORDINANCE NO. _____

An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth.

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

SECTION I. The final plat of the Katie's 1st Addition, an Addition to the City of Carthage, Jasper County, Missouri, which is attached hereto and incorporated herein, as recommended by the Public Works Committee of the City of Carthage, is hereby accepted by the Council of the City of Carthage.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

AN ADDITION TO THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI.

Sponsored by: Public Works Committee

COUNCIL BILL NO. 21-02

ORDINANCE NO. _____

An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr Russell Smith Way in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Memorandum of Understanding with Schreiber Foods Inc. detailing the agreement to improve Hazel Street as well as the cost share of the roundabout at Fir Road and Dr. Russell Smith Way, a copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: Upon the Completion of the improvements to Hazel Avenue as outlined in the Memorandum of Understanding, Section 23-172(d) Truck Routes shall be amended to add Hazel Avenue from West George E Phelps Blvd to West Fir Road (HH Highway).

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

PASSED AND APPROVED THIS _____ DAY OF ___, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Works Committee

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
SCHREIBER FOODS INC.,
A WISCONSIN CORPORATION,
AND THE CITY OF CARTHAGE, MISSOURI,
A MUNICIPAL CORPORATION**

THIS MEMORANDUM OF UNDERSTANDING (this "**MOU**") is agreed to and entered into this ___ day of _____ 2021 (the "**Effective Date**"), by and between Schreiber Foods, Inc., a Wisconsin corporation, hereinafter referred to as "**Schreiber**", and the City of Carthage, a Municipal Corporation, hereinafter referred to as "**City**".

WHEREAS, Schreiber desires to expand its operations in the City of Carthage, and has contracted or anticipates contracting with Hazel 49, LLC or such other developer as Schreiber may engage (the "**Developer**") for the Developer to develop and construct a new facility with an approximately 420,000 rentable square foot manufacturing and distribution building (the "**New Facility**") for Schreiber on property adjacent to Hazel Avenue near Myers Park; and

WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel Avenue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

WHEREAS, the City and Schreiber have reached an agreement for cost sharing of the projects to be completed to accommodate the operations at this New Facility.

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

1. Hazel Avenue Improvements.

- a.** The City will make the following improvements to Hazel Avenue from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road),

all as more particularly described on Exhibit A-1 attached hereto (collectively, the "**Phase I Improvements**"):

- i. Widening from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road) approximately 420' to existing curb and gutter on west side of Hazel Avenue.
 - ii. Overlay from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road).
 - iii. Stormwater, utility relocations.
 - iv. Curb and Gutter installation.
- b. The Phase I Improvements are estimated to cost four hundred forty-four thousand nine hundred thirty eight dollars and 39 cents (\$444,938.39) (as shown on Exhibit A-2 attached hereto). The City will pay for the Phase I Improvements with its own funds without reimbursement from Schreiber, its assignee, or any other third party. Moreover, if the City, in its sole discretion, elects to perform additional improvements to Hazel Avenue at any point thereof, the City acknowledges that neither Hazel 49, Schreiber, nor any other third party has any obligation to pay for or reimburse the City for any portion of the cost of such additional improvements.
- c. The City shall complete the Phase I Improvements no later than June 30, 2021.
- d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel Avenue Surface before the Phase I Improvements are performed to the relevant portions of Hazel Avenue.
- e. The City's construction of the Phase I Improvements shall not interfere with the Developer's development or construction of the New Facility.

2. **Roundabout Improvements.**

- a. The City shall complete the Roundabout Improvements at its own initial expense, subject to the reimbursement in Section 2.b below.
- b. Schreiber will reimburse the City six hundred fifty-five thousand and no/100 dollars (\$655,000.00) (the "**Roundabout Reimbursement Amount**") as an agreed to amount to be used to offset the City's project cost of the Roundabout Improvements at the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). The City shall be solely responsible for all costs to complete the Roundabout Improvements in excess of the Roundabout Reimbursement Amount without further reimbursement from Hazel 49, Schreiber, or any other third party.
- c. Schreiber shall pay the Roundabout Reimbursement Amount to the City as follows:
 - i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars (\$218,333.33).
 - ii. Such installments shall be due and payable as follows:
 1. The first installment shall be due and payable on or before April 1, 2021;
 2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
SCHREIBER FOODS INC.,
A WISCONSIN CORPORATION,
AND THE CITY OF CARTHAGE, MISSOURI,
A MUNICIPAL CORPORATION**

THIS MEMORANDUM OF UNDERSTANDING (this "**MOU**") is agreed to and entered into this ___ day of _____ 2021 (the "**Effective Date**"), by and between Schreiber Foods, Inc., a Wisconsin corporation, hereinafter referred to as "**Schreiber**", and the City of Carthage, a Municipal Corporation, hereinafter referred to as "**City**".

WHEREAS, Schreiber desires to expand its operations in the City of Carthage, and has contracted or anticipates contracting with Hazel 49, LLC or such other developer as Schreiber may engage (the "**Developer**") for the Developer to develop and construct a new facility with an approximately 420,000 rentable square foot manufacturing and distribution building (the "**New Facility**") for Schreiber on property adjacent to Hazel Avenue near Myers Park; and

WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel Avenue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

WHEREAS, the City and Schreiber have reached an agreement for cost sharing of the projects to be completed to accommodate the operations at this New Facility.

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

1. Hazel Avenue Improvements.

- a.** The City will make the following improvements to Hazel Avenue from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road),

all as more particularly described on Exhibit A-1 attached hereto (collectively, the **"Phase I Improvements"**):

- i. Widening from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road) approximately 420' to existing curb and gutter on west side of Hazel Avenue.
 - ii. Overlay from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road).
 - iii. Stormwater, utility relocations.
 - iv. Curb and Gutter installation.
 - b. The Phase I Improvements are estimated to cost four hundred forty-four thousand nine hundred thirty eight dollars and 39 cents (\$444,938.39) (as shown on Exhibit A-2 attached hereto). The City will pay for the Phase I Improvements with its own funds without reimbursement from Schreiber, its assignee, or any other third party. Moreover, if the City, in its sole discretion, elects to perform additional improvements to Hazel Avenue at any point thereof, the City acknowledges that neither Hazel 49, Schreiber, nor any other third party has any obligation to pay for or reimburse the City for any portion of the cost of such additional improvements.
 - c. The City shall complete the Phase I Improvements no later than six (6) months after the annexation of the property. (deleted June 30, 2021.)
 - d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel Avenue Surface before the Phase I Improvements are performed to the relevant portions of Hazel Avenue.
 - e. The City's construction of the Phase I Improvements shall not interfere with the Developer's development or construction of the New Facility.
2. **Roundabout Improvements.**
- a. The City shall complete the Roundabout Improvements at its own initial expense, subject to the reimbursement in Section 2.b below.
 - b. Schreiber will reimburse the City six hundred fifty-five thousand and no/100 dollars (\$655,000.00) (the **"Roundabout Reimbursement Amount"**) as an agreed to amount to be used to offset the City's project cost of the Roundabout Improvements at the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). The City shall be solely responsible for all costs to complete the Roundabout Improvements in excess of the Roundabout Reimbursement Amount without further reimbursement from Hazel 49, Schreiber, or any other third party.
 - c. Schreiber shall pay the Roundabout Reimbursement Amount to the City as follows:
 - i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars (\$218,333.33).
 - ii. Such installments shall be due and payable as follows:
 1. The first installment shall be due and payable on or before April 1, 2021;
 2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
SCHREIBER FOODS INC.,
A WISCONSIN CORPORATION,
AND THE CITY OF CARTHAGE, MISSOURI,
A MUNICIPAL CORPORATION**

THIS MEMORANDUM OF UNDERSTANDING (this "**MOU**") is agreed to and entered into this ___ day of _____ 2021 (the "**Effective Date**"), by and between Schreiber Foods, Inc., a Wisconsin corporation, hereinafter referred to as "**Schreiber**", and the City of Carthage, a Municipal Corporation, hereinafter referred to as "**City**".

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WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel A venue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the "**Roundabout Improvements**") at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars (\$2,687,682.00); and

WHEREAS, the City and Schreiber have reached an agreement for cost sharing of the projects to be completed to accommodate the operations at this New Facility.

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

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all as more particularly described on Exhibit A-1 attached hereto (collectively, the **"Phase I Improvements"**):

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 - c. The City shall complete the Phase I Improvements no later than six (6) months after the annexation of the property.
 - d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel Avenue Surface before the Phase I Improvements are performed to the relevant portions of Hazel Avenue.
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- a. The City shall complete the Roundabout Improvements at its own initial expense, subject to the reimbursement in Section 2.b below.
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 - c. Schreiber shall pay the Roundabout Reimbursement Amount to the City as follows:
 - i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars (\$218,333.33).
 - ii. Such installments shall be due and payable as follows:
 1. The first installment shall be due and payable on or before April 1, 2021;
 2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

3. The third installment shall be due and payable within thirty (30) days following the City's substantial completion of the Roundabout Improvements and the City's delivery of notice thereof to Schreiber.

Notwithstanding the foregoing, in no event shall any installment payment from Schreiber become due or payable prior to the City's substantial completion of the Phase I Improvements.

3. **Access to New Facility.** The City hereby confirms that there shall be no restriction or reduction on access, traffic volume or traffic type to and from the New Facility regardless of whether the Phase I Improvements or the Roundabout Improvements are complete. For clarification (and without limiting the foregoing), there shall be no restriction or reduction on access, traffic volume or traffic type even during the period of time before and during the construction of the Phase I Improvements and the Roundabout Improvements.
4. **Assignment.**
 - a. The City acknowledges that Schreiber may sell its interest in the New Facility or the real property upon which the New Facility is or will be located, and Schreiber may assign all of its rights and obligations hereunder to any successor to Schreiber's interest in the New Facility or such property, provided, however, Schreiber will remain an intended third party beneficiary of this MOU and entitled to enforce the provisions hereof so long as Schreiber continues to lease or occupy the New Facility.
 - b. If Schreiber assigns this MOU and its assignee fails to pay any installment of the Roundabout Reimbursement Amount as and when due under Section 2 above, and such failure continues for fifteen (15) days after City gives notice thereof to Schreiber and its assignee, Schreiber Foods, Inc. (as distinguished from any assignee hereunder) shall be obligated to make such installment payment to the City.
5. **Amendments.** Any change in this MOU, whether by modification or supplementation, must be accomplished by a formal amendment signed and approved by the duly authorized representatives of the City and Schreiber.

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

SCHREIBER:

CITY:

SCHREIBER FOODS, INC.,
a Wisconsin corporation

CITY OF CARTHAGE, MISSOURI

By: _____

By: _____

Name: _____

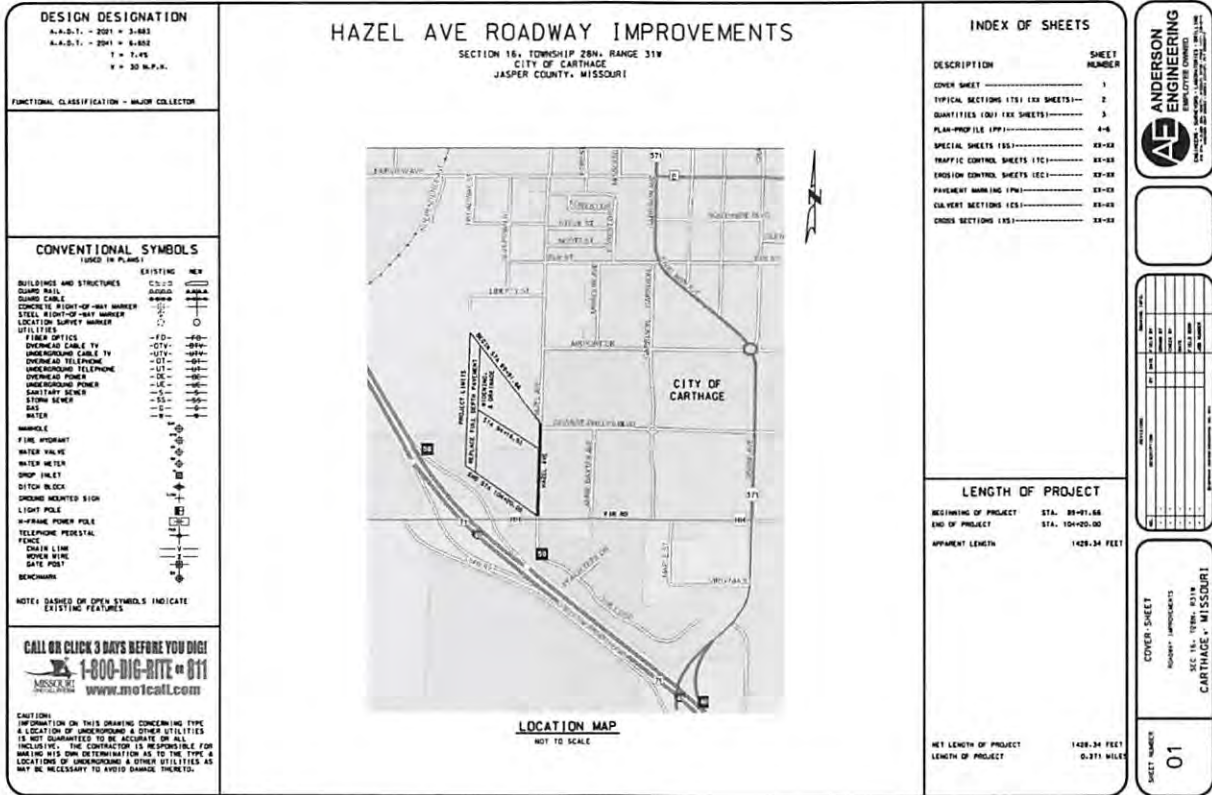
Name: Dan Rife

Title: _____

Title: Mayor

Exhibit A-1

PHASE I IMPROVEMENTS



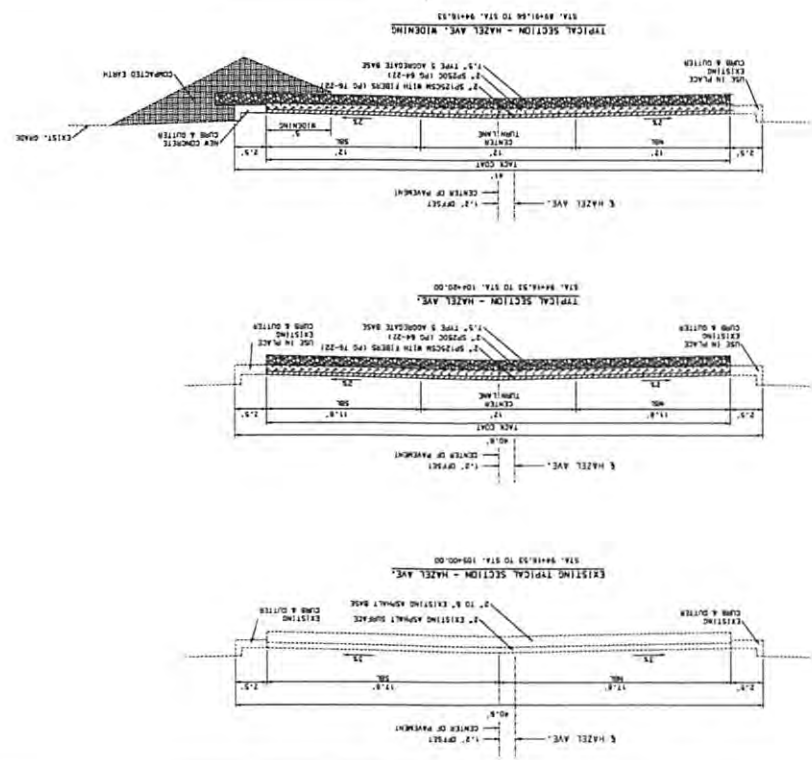
SHEET NUMBER
02

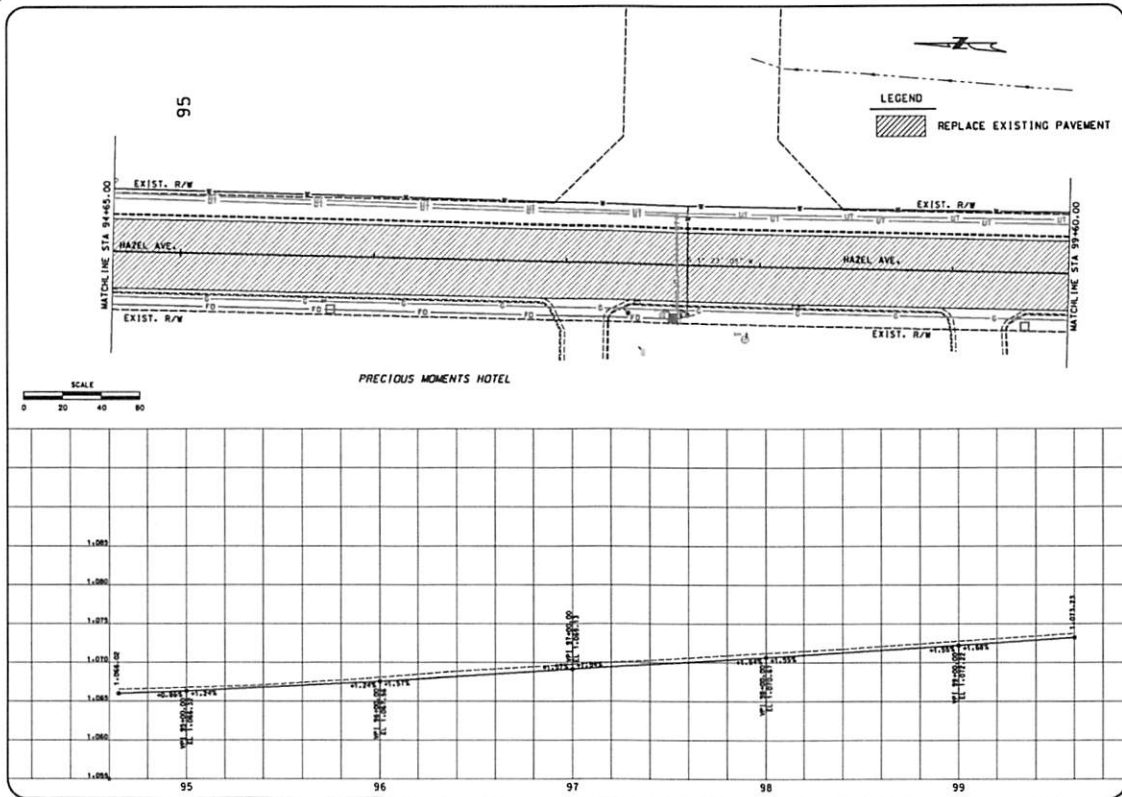
TYPICAL SECTION
HAZEL AVE. IMPROVEMENTS
ST. LOUIS, MISSOURI
CARTWRIGHT, MISSOURI

NO.	DESCRIPTION	DATE	BY	CHECKED
1	DESIGNED	10/1/00	W. J. ANDERSON	
2	CHECKED	10/1/00	W. J. ANDERSON	
3	APPROVED	10/1/00	W. J. ANDERSON	

ANDERSON
ENGINEERING
INCORPORATED
1001 N. 10TH ST.
ST. LOUIS, MO 63104
TEL: 314.241.1000
FAX: 314.241.1001
WWW.ANDERSONENGINEERING.COM

1" = 10' HORIZONTAL
1" = 2' VERTICAL





ANDERSON
ENGINEERING
ENGINEERS ARCHITECTS
1000 N. GARDEN ST. SUITE 200
ST. LOUIS, MO 63102
TEL: 314.433.1111
FAX: 314.433.1112
WWW.AE-ENGINEERING.COM

NO.	DATE	BY	CHKD BY	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

PLAN SHEET
HAZEL AVE. ROADWAY IMPROVEMENTS
SEC. 64, T20N, R11W
CARHAGE, MISSOURI

SHEET NUMBER
05

IF A FIELD TO PRESENT ON THIS SHEET IT HAS BEEN ELECTRONICALLY MOVED THE SITE.

EXHIBIT A-2

PHASE I IMPROVEMENTS ESTIMATE



Updated with SMAA

7/28/2020

Hazel Street Improvements
Phase 1 - Fir Road to George Phelps Blvd.

Description	Accur.	Unit	Quantity	Unit Cost	Extended Total
Removal of Improvements	1	L.S.	1.0	\$ 1,000.00	\$ 1,000.00
Class A Excavation	1	C.Y.	0.0	\$ 15.00	\$ -
Embankment in place	1	C.Y.	520.0	\$ 18.00	\$ 9,360.00
Class 3 Excavation	1	C.Y.	225.5	\$ 18.00	\$ 4,058.17
Linear Grading Class 1	0.1	STA	14.3	\$ 1,200.00	\$ 17,160.00
Type 5 Aggregate Base (7.5" thick)	1	S.Y.	5746.0	\$ 8.00	\$ 45,968.00
BITUMINOUS PAVEMENT MIXTURE PG64-22 (BASE), 2-in Depth	0.1	Tons	610.0	\$ 60.00	\$ 36,600.00
ASPHALTIC CONCRETE MIXTURE PG 76-22 (SP125BSM MIX), 2-in Depth	0.1	Tons	616.9	\$ 85.00	\$ 52,436.50
Tack Coat (0.10 gal/sy)	1	Gal.	283.0	\$ 3.00	\$ 849.00
Pipe Collar, Type A	1	Each	1.0	\$ 1,000.00	\$ 1,000.00
Concrete Curb & Gutter (2.5', 6" Carthage Standard)	1	L.F.	286.0	\$ 35.00	\$ 10,010.00
Subgrade Compaction (6" Depth) (Pavement Repair)	1	S.Y.	5746.0	\$ 4.00	\$ 22,984.00
Full Depth Pavement Repair Saw Cut	1	L.F.	68.0	\$ 2.00	\$ 136.00
Curb Inlet (4' x 8' precast box)	1	Each	2.0	\$ 3,500.00	\$ 7,000.00
Traffic Control	1	L.S.	1.0	\$ 10,000.00	\$ 10,000.00
Mobilization (5%)	1	L.S.	1.0	\$ 20,000.00	\$ 20,000.00
Preformed Thermoplastic Pavement Marking, Left/Right Arrow	1	Each	5.0	\$ 250.00	\$ 1,250.00
4" White Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3057.0	\$ 1.00	\$ 3,057.00
4" Yellow Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3610.0	\$ 1.00	\$ 3,610.00
Cold Milling (> 3")	1	S.Y.	5415.0	\$ 7.00	\$ 37,905.00
18 In. Pipe Group A (18" RCP)	1	L.F.	327.0	\$ 60.00	\$ 19,620.00
Seeding - Cool Season Mixtures	0.1	Acre	0.1	\$ 7,500.00	\$ 750.00
Erosion Control	1	L.S.	1.0	\$ 5,000.00	\$ 5,000.00
Relocation of Utilities	1	L.S.	1.0	\$ 10,000.00	\$ 10,000.00

Estimated Construction Cost				\$ 319,753.67
Contingencies (15%)				\$ 47,963.05
Engineering (13%)				\$ 47,803.17
Construction Administration & Inspection (8%)				\$ 29,417.34
Total Estimated Project Cost				\$ 444,937.24

***NEW
BUSINESS***

COUNCIL BILL NO. 21-03

ORDINANCE NO. _____

An Ordinance to amend Division 5 – Civil War Museum, Section 2-495 - Composition; appointment, of the Code of Carthage.

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

SECTION I: Division 5 – Civil War Museum, Section 2-495 – Composition; appointment, of the Code of Carthage is hereby repealed and the following enacted in lieu thereof:

Sec. 2-495. - Composition; appointment.

The board shall consist of seven (7) members appointed by the mayor with the approval of the council. The members shall serve a term of three (3) years with terms expiring on December 1 of each year. The terms of no more than three (3) of said members shall expire in any given year.

SECTION II: This Ordinance shall take effect and be in force effective _____, 2021.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 21-04

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI ACKNOWLEDGING THE TAX ABATEMENT GRANTED BY THE COUNTY COMMISSION OF JASPER COUNTY, MISSOURI FOR A PROJECT LOCATED IN THE CARTHAGE/JASPER COUNTY ENHANCED ENTERPRISE ZONE

WHEREAS, Jasper County, Missouri (the "County") and the City of Carthage, Missouri (the "City") created the Carthage-Jasper County Enhanced Enterprise Zone (the "Zone") pursuant to Sections 135.950 to 135.973, inclusive, of the Revised Statutes of Missouri, as amended (the "EEZ Act"); and

WHEREAS, Schreiber Foods, Incorporated, a Wisconsin corporation (the "Company"), and Hazel 49, LLC, (the "Developer") as landlord and developer, have proposed to invest capital for the construction of new warehouse space for the storage and handling of raw materials and ingredients used in the production process for finished goods (the "Project") within a portion of the Zone located within the County; and

WHEREAS, in its Notice of Intent requesting tax abatement under the EEZ Act, the Company represented that it expects to invest, in conjunction with the Developer, approximately \$52,380,815 in the Project, with \$46,180,815 expected to be spent on the construction or improvement of buildings qualifying for tax abatement under the EEZ Act, with the balance of the improvements being spent on acquisition of land, equipment, vehicles, information technology and other tenant improvements, and expects to create 16 new full-time jobs with an average hourly wage of approximately \$26.51; and

WHEREAS, based on the foregoing, the City understands that the County intends to grant tax abatement, as provided in the EEZ Act, to the Developer for the Project to be leased to the Company to incentivize the construction of the Project within the Zone so as to create jobs and foster the development of property within the Zone; and

WHEREAS, the City desires to acknowledge the tax abatement granted by the County under the EEZ Act and further desires to express its intent to accept the tax abatement, as applied to general ad valorem taxes imposed by the City, if the Project is annexed into the City; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, AS FOLLOWS:

Section 1. Enhanced Enterprise Zone Tax Abatement. Subject to the provisions of this Ordinance and the requirements of the EEZ Act, the City acknowledges, recognizes and expresses its intent to accept the abatement from general ad valorem real property taxes imposed by the City as described in the Performance Agreement (the "Agreement") to be signed among the County, the Developer and the Company.

Section 2. Execution of Agreement. The Mayor is hereby authorized to execute such documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized to attest to and affix the seal of the City to such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section 3. Further Authority. The officers of the City, including the Mayor and City Clerk, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Ordinance.

Section 4. Effective Date. This Ordinance shall take effect and be in full force immediately after its passage by the City Council and approval by the Mayor.

PASSED and APPROVED by the City Council and the Mayor of the City of Carthage, Missouri, this ____ day of February, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Enhanced Enterprise Zoning Board

ENHANCED ENTERPRISE ZONE BOARD

Monday, January 18, 2021

10:00 A.M.

VIA <https://global.gotomeeting.com/join/144056573>

-- AGENDA--

OLD BUSINESS

NEW BUSINESS

1. Consider and discuss a Resolution recommending the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (Schreiber Foods, Inc. and Hazel 49 LLC.).

ADJOURNMENT

TO: CARTHAGE/JASPER COUNTY ENHANCED ENTERPRISE ZONE BOARD

FROM: SID DOUGLAS AND SARAH SMITH, GILMORE & BELL, P.C.

**RE: RESOLUTION RECOMMENDING TAX ABATEMENT FOR REAL PROPERTY
IN THE ENHANCED ENTERPRISE ZONE**

EXECUTIVE SUMMARY:

This Resolution recommends that the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (the "Project").

BACKGROUND:

Potential Redeveloper: Schreiber Foods, Inc. and Hazel 49, LLC.

The City Ordinance governing the granting of tax abatement in the Carthage/Jasper County Enhanced Enterprise Zone provides for tax abatement upon the recommendation of the Enhanced Enterprise Zone Board and an ordinance by the City Council or an order by the County Commission of Jasper County.

Hazel 49, LLC (Developer), wishes to construct manufacturing facilities to provide for the investment of capital for new warehouse space for the storage and handling of raw materials and ingredients to be used in the production process for finished goods to be leased by Schreiber Foods, Inc. (Company). The Developer and Company expect to invest more than \$45,000,000 for building improvements. Additionally, the Company expects and commits to create 16 new jobs providing for wages that equals or exceeds 120% of the county average wage within twelve (12) months of completion of the project. The Company expects the average wage of the new jobs to be \$26.51 an hour, which is 136% of the Jasper County Average Wage.

REQUESTED ACTION:

Recommend to the County Commission of Jasper County and the Carthage City Council that the property to be developed for the Project be granted four (4) years of 100% ad valorem tax abatement and a subsequent six (6) years of 75% ad valorem tax abatement on improvements associated with the development of manufacturing facilities with the creation of 16 new jobs with wages at least 120% of the County Average Wage according to the Enhanced Enterprise Zone Tax Abatement Matrix.

NOW, THEREFORE, be it resolved by the Carthage/Jasper County Enhanced Enterprise Zone Board as follows:

1. The Carthage/Jasper County Enhanced Enterprise Zone Board (the "EEZ Board") hereby recommends to the County Commission of Jasper County and the Carthage City Council that the ad valorem taxes on improvements to the real property for the Project be abated for a period of four (4) years at 100%, followed by a period of six (6) years at 75%, conditioned upon the creation of 16 jobs paying wages in excess of 120% of the County Average Wage according to the Enhanced Enterprise Zone Tax Abatement Matrix.
2. The Executive Director and other officers and staff members of the EEZ Board are hereby authorized to and directed to take such other actions as may be necessary and proper to carry out the intent of this Resolution.

ADOPTED THIS _____ day of _____, 2021

CARTHAGE/JASPER COUNTY
ENHANCED ENTERPRISE ZONE BOARD

By: _____
Title: Chair

**Jasper County, Missouri
City of Carthage, Missouri
Carthage Jasper County Enhanced Enterprise Zone**

(Schreiber Foods)

**COST BENEFIT ANALYSIS
PLAN FOR INDUSTRIAL DEVELOPMENT PROJECT**

Table of Contents

Project Assumptions	1
Summary of Cost Benefit Analysis	2
Projected Tax Revenues Without Abatement	3
Projected Tax Revenues With Abatement	4
Projected Tax Abatement	5

This information is provided based on the factual information and assumptions provided to Gilmore & Bell, P.C. by a party to or a representative of a party to the proposed transaction. This information is intended to provide factual information only and is provided in conjunction with our legal representation. It is not intended as financial advice or a financial recommendation to any party. Gilmore & Bell, P.C. is not a financial advisor or a "municipal advisor" as defined in the Securities Exchange Act of 1934, as amended.

Project Assumptions

♦ Initial year taxes assessed	2022
♦ Investment in real property improvements	\$ 46,180,815
♦ Bi-annual growth rate of appraised value of real property	2.0%
♦ Assessed value as a percentage of appraised value (real)	32.0%
♦ Assessed value of real property	\$ 14,777,861
♦ Terms of abatement:	
Real property	
Years 1 to 4	100%
Years 6 to 10	75%

Summary of Cost Benefit Analysis

Taxing Jurisdiction	Tax Rate	Tax Revenue for		Tax Revenue for	Value of
		Real Property	Without	Real Property	Abatement
		Abatement	With Abatement		
State of Missouri	0.0300	\$ 46,604	\$ 7,129	\$ 39,476	
Jasper County	0.1061	164,823	25,211	139,612	
Dev. Disability Resource Board	0.0870	135,152	20,673	114,479	
Mental Health	0.0870	135,152	20,673	114,479	
Carthage R-9 School District	3.9800	6,182,821	945,724	5,237,096	
Carthage Road District	0.2431	377,649	57,765	319,884	
City of Carthage	0.7614	1,182,814	180,923	1,001,891	
Surtax	1.0200	1,584,542	242,372	1,342,170	
	6.3146	\$ 9,809,558	\$ 1,500,470	\$ 8,309,088	

**Projected Tax Revenues Without Abatement
(Real Property)**

Estimated Assessed Value of Real Property		\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952		
Taxing Jurisdiction	Tax Rate per \$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	
State of Missouri	0.0300	\$ 4,433	\$ 4,522	\$ 4,522	\$ 4,612	\$ 4,612	\$ 4,705	\$ 4,705	\$ 4,799	\$ 4,799	\$ 4,895	\$ 46,604	
Jasper County	0.1061	15,679	15,993	15,993	16,313	16,313	16,639	16,639	16,972	16,972	17,311	164,823	
Dev. Disability Resource Board	0.0870	12,857	13,114	13,114	13,376	13,376	13,644	13,644	13,917	13,917	14,195	135,152	
Mental Health	0.0870	12,857	13,114	13,114	13,376	13,376	13,644	13,644	13,917	13,917	14,195	135,152	
Carthage R-9 School District	3.9800	588,159	599,922	599,922	611,920	611,920	624,159	624,159	636,642	636,642	649,375	6,182,821	
Carthage Road District	0.2431	35,925	36,643	36,643	37,376	37,376	38,124	38,124	38,886	38,886	39,664	377,649	
City of Carthage	0.7614	112,519	114,769	114,769	117,064	117,064	119,406	119,406	121,794	121,794	124,230	1,182,814	
Surtax	1.0200	150,734	153,749	153,749	156,824	156,824	159,960	159,960	163,160	163,160	166,423	1,584,542	
	6.3146	\$ 933,163	\$ 951,826	\$ 951,826	\$ 970,863	\$ 970,863	\$ 990,280	\$ 990,280	\$ 1,010,085	\$ 1,010,085	\$ 1,030,287	\$9,809,558	

**Projected PILOT Amount
(Real Property)**

Estimated Assessed Value of Real Property		\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952	
Percent Taxes Assessed		0%	0%	0%	0%	25%	25%	25%	25%	25%	25%	
	Tax Rate per											
	\$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
State of Missouri	0.0300	\$ -	\$ -	\$ -	\$ -	\$ 1,153	\$ 1,176	\$ 1,176	\$ 1,200	\$ 1,200	\$ 1,224	\$ 7,129
Jasper County	0.1061	-	-	-	-	4,078	4,160	4,160	4,243	4,243	4,328	25,211
Dev. Disability Resource Board	0.0870	-	-	-	-	3,344	3,411	3,411	3,479	3,479	3,549	20,673
Mental Health	0.0870	-	-	-	-	3,344	3,411	3,411	3,479	3,479	3,549	20,673
Carthage R-9 School District	3.9800	-	-	-	-	152,980	156,040	156,040	159,161	159,161	162,344	945,724
Carthage Road District	0.2431	-	-	-	-	9,344	9,531	9,531	9,722	9,722	9,916	57,765
City of Carthage	0.7614	-	-	-	-	29,266	29,851	29,851	30,448	30,448	31,057	180,923
Surtax	1.0200	-	-	-	-	39,206	39,990	39,990	40,790	40,790	41,606	242,372
	6.3146	\$ -	\$ -	\$ -	\$ -	\$ 242,716	\$ 247,570	\$ 247,570	\$ 252,521	\$ 252,521	\$ 257,572	\$1,500,470

**Projected Tax Abatement
(Real Property)**

Estimated Assessed Value of Real Property	\$14,777,861	\$15,073,418	\$15,073,418	\$15,374,886	\$15,374,886	\$15,682,384	\$15,682,384	\$15,996,032	\$15,996,032	\$16,315,952		
Abatement Percentage	100%	100%	100%	100%	75%	75%	75%	75%	75%	75%		
Taxing Jurisdiction	Tax Rate per \$100	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
State of Missouri	0.0300	\$ 4,433	\$ 4,522	\$ 4,522	\$ 4,612	\$ 3,459	\$ 3,529	\$ 3,529	\$ 3,599	\$ 3,599	\$ 3,671	\$ 39,476
Jasper County	0.1061	15,679	15,993	15,993	16,313	12,235	12,479	12,479	12,729	12,729	12,983	139,612
Dev. Disability Resource Board	0.0870	12,857	13,114	13,114	13,376	10,032	10,233	10,233	10,437	10,437	10,646	114,479
Mental Health	0.0870	12,857	13,114	13,114	13,376	10,032	10,233	10,233	10,437	10,437	10,646	114,479
Carthage R-9 School District	3.9800	588,159	599,922	599,922	611,920	458,940	468,119	468,119	477,482	477,482	487,031	5,237,096
Carthage Road District	0.2431	35,925	36,643	36,643	37,376	28,032	28,593	28,593	29,165	29,165	29,748	319,884
City of Carthage	0.7614	112,519	114,769	114,769	117,064	87,798	89,554	89,554	91,345	91,345	93,172	1,001,891
Surtax	1.0200	150,734	153,749	153,749	156,824	117,618	119,970	119,970	122,370	122,370	124,817	1,342,170
	6.3146	\$ 933,163	\$ 951,826	\$ 951,826	\$ 970,863	\$ 728,147	\$ 742,710	\$ 742,710	\$ 757,564	\$ 757,564	\$ 772,715	\$8,309,088

An Ordinance to amend Section 2.4 local limits in the Waste Water Pretreatment Ordinance 15-38 and industrial surcharge rates as approved by the CWEP Board.

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

SECTION I: Section 2.4 of CB 15-38 Local Limits is hereby repealed and the following enacted in lieu thereof:

2.4 LOCAL LIMITS

- A. CW&EP is authorized to establish Local Limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against Pass Through and Interference. ~~No person shall discharge wastewater containing in excess of the Daily Maximum Limits listed in this Section.~~ CW&EP will develop the permit limitations for all users that meet the definition of S.I.U. as defined by City Ordinance. The sum total of each permitted Local Limit shall not exceed the mass in the table below. The Table of Total Mass Allowable is as follows:

Total Mass Allowable (lbs) from S.I.U.'s per Day

Pollutant	Max. Allowable Industrial Load (lb/day)
BOD(5)	7,624
TSS	12,217

Permit limits developed by CW&EP shall apply at the point where the wastewater is discharged to the POTW. CW&EP may impose concentration-based limitations in addition to mass limitations.

Local limits are subject to change as local environmental conditions change. All changes to Local Limits shall be approved by the Missouri Department of Natural Resources.

- C. The City and/or CW&EP may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits, to implement Local Limits and the requirements of Section 2.1.

SECTION II: Surcharge rate changes are hereby authorized for Extra Strength Surcharges effective upon passing, as requested by the Carthage Water & Electric Plant Board as follows:

EXTRA STRENGTH SURCHARGES:			
Current Rates:			
BOD Surcharge	\$	0.00157	Per 100 cf-mg/l in excess of 275 mg/l
	\$	0.00210	Per 1,000 gal-mg/l in excess of 275 mg/l
	\$	0.251	Per lb BOD
TSS Surcharge	\$	0.00146	Per 100 cf-mg/l in excess of 325 mg/l
	\$	0.00195	Per 1,000 gal-mg/l in excess of 325 mg/l
	\$	0.234	Per lb TSS
FOG Surcharge	\$	0.01000	Per 100 cf-mg/l in excess of 100 mg/l
	\$	0.01333	Per 1,000 gal-mg/l in excess of 100 mg/l
	\$	1.600	Per lb FOG
Proposed Rates:			
BOD Surcharge	\$	0.00304	Per 100 cf-mg/l in excess of 275 mg/l
	\$	0.00405	Per 1,000 gal-mg/l in excess of 275 mg/l
	\$	0.486	Per lb BOD
TSS Surcharge	\$	0.00152	Per 100 cf-mg/l in excess of 325 mg/l
	\$	0.00202	Per 1,000 gal-mg/l in excess of 325 mg/l
	\$	0.243	Per lb TSS
FOG Surcharge	\$	0.01086	Per 100 cf-mg/l in excess of 100 mg/l
	\$	0.01449	Per 1,000 gal-mg/l in excess of 100 mg/l
	\$	1.738	Per lb FOG

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: CWEP Board

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1917

A RESOLUTION OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI EXPRESSING SUPPORT OF THE CITY'S APPLICATION FOR FUNDS THROUGH MoDOT'S TRANSPORTATION ALTERNATIVES (TAP) PROGRAM AND AUTHORIZING THE SUBMISSION OF AN APPLICATION RELATING TO THE PROPOSED CARTHAGE SIDEWALK IMPROVEMENTS PROJECT, RIVER STREET-FROM FAIRVIEW TO AIRPORT DR.

WHEREAS, the Transportation Alternatives Program (TAP) was authorized under Section 1122 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and was reauthorized under the Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, the federally funded TAP provides opportunities to expand transportation choices and enhance the transportation experience through categories of activities related to the surface transportation system; and

WHEREAS, the TAP focuses on non-traditional transportation projects where projects must relate to the surface transportation systems and be eligible under one or more of the four eligible TAP Project Activities; and

WHEREAS, projects are limited to eligible project sponsors and projects from non-urban areas with populations of 5,000 or less and urban areas with populations of 5,001 to 200,000 that are outside 2010 U.S. Census Urbanized Area boundaries with populations over 200,000.

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

Section 1: At a regular meeting of the City Council held on January 26, 2021, the Council endorsed the submittal of the Transportation Alternatives Program Application for the proposed Carthage Sidewalk Improvements Project, River Street-from Fairview to Airport Dr.

Section 2: The Council further acknowledges the TAP proceeds could include 80% of the project costs, and the City of Carthage would be responsible for any remaining costs.

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

(SEAL)

By: _____

Dan Rife, Mayor

Attest:

Traci Cox, City Clerk

Sponsored by: Staff

CERTIFICATE

I, the undersigned City Clerk of the City of Carthage hereby certify that the above foregoing is a true and correct copy of the Resolution Expressing Support of The City of Carthage's Application for Funds Through MoDOT's Transportation Alternatives Program and Authoring the Submission of an Application Relating to the proposed Carthage Citywide Sidewalk Improvements Project, Phase 4, as the same appears of record in my office and as it was adopted and approved by the City Council of the City of Carthage, Missouri.

Said Resolution has not been altered, amended or repealed as of this 26th day of January, 2021.

(SEAL)

Traci Cox, City Clerk

RESOLUTION NO. 1918

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF A 2000 CHEVROLET 3500 PARKS DEPARTMENT PICK-UP TRUCK (VIN # 1QCQC34R7YR170928; ASSET #776).

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

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

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

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

That the aforesaid **2000 Chevrolet 3500 Parks Department Truck (VIN # 1QCQC34R7YR170928; ASSET #776)** is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via competitive sealed bids.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Public Services Committee

RESOLUTION NO. 1919

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARTHAGE APPROVING A RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE GRANTING AN ADMINISTRATIVE LOT SPLIT FOR PROPERTY LOCATED WEST OF HAZEL AVENUE AND NORTH OF GEORGE E PHELPS BOULEVARD CONSISTING OF APPROXIMATELY 107 ACRES.

WHEREAS, Article II Section 22 of the Code of Carthage provides for the approval of plats for subdivisions in the City of Carthage; and

WHEREAS, Section 22-21 provides for exemptions from the full provisions of the article with approval by the Mayor and City Council; and

WHEREAS, city staff reviewed the application and the proposed land split map for completeness and accuracy; and

WHEREAS, staff presented its recommendation to the Public Works Committee at its regularly scheduled meeting of February 4, 2020 for action and recommendation to the City Council; and

WHEREAS, on February 4, 2020 the Public Works Committee considered and discussed the staff recommendation and voted unanimously in favor of recommending said administrative lot split to the City Council.

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

That pursuant to Section 22-21 (d) of the Code of Carthage, the administrative lot split located west of Hazel Avenue and north of George E. Phelps Boulevard consisting of approximately 107 acres, Carthage, Missouri as recommended by the City's Public Works Committee is hereby approved as submitted (attached), contingent upon annexation of said property as previously approved by the City council.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

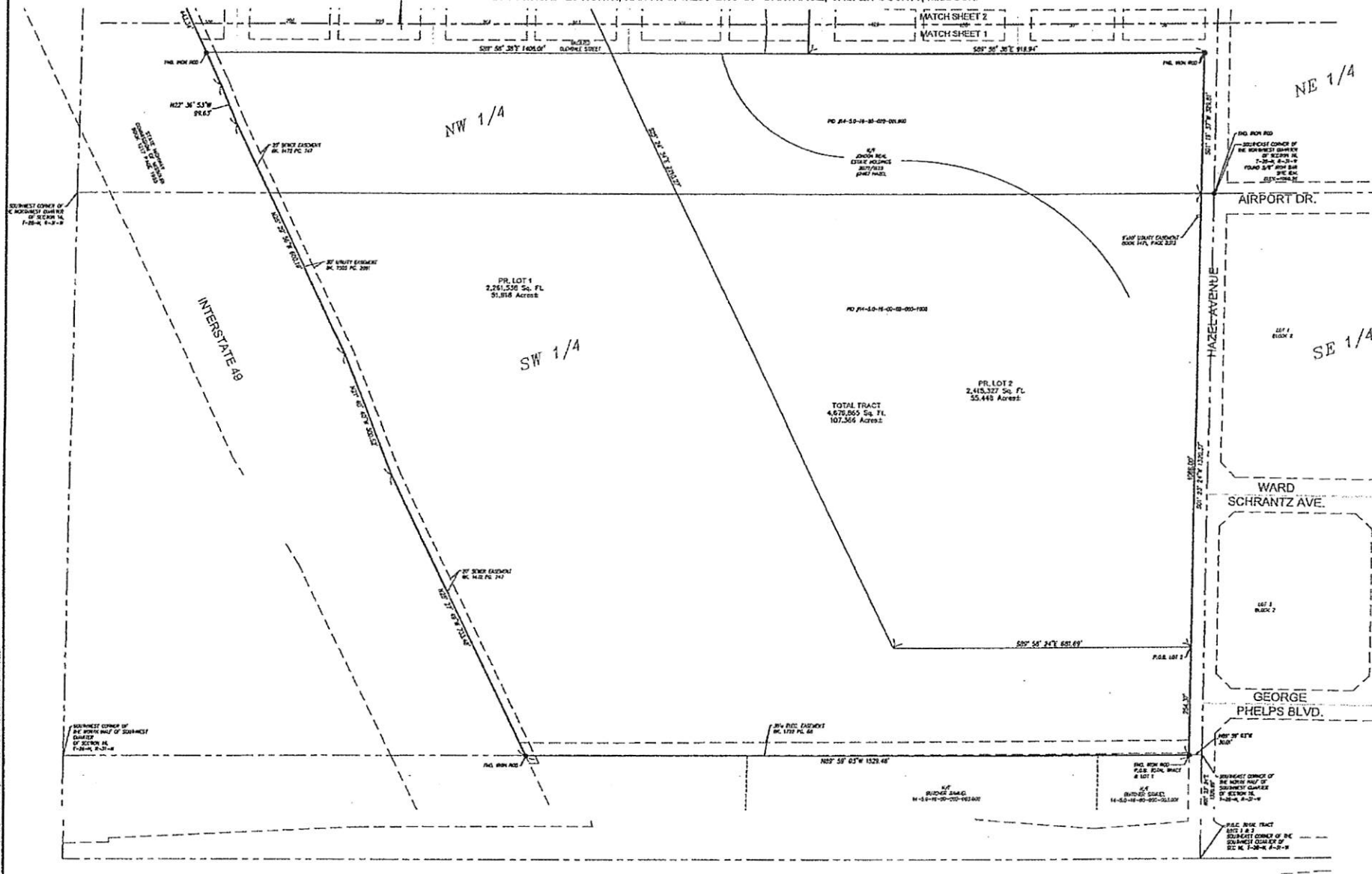
Sponsored by: Public Works Committee

RECORD PLAT

GRAPHIC SCALE

A horizontal scale bar with alternating black and white segments. Above the bar, the numbers 0, 50, 100, and 200 are marked. Below the bar, the text "(IN FEET)" is centered. At the bottom, the text "1 inch = 100 ft." is centered.

(IN FEET)
1 inch = 100 ft.



RECORD PLAT

SCHREIFER FOOD

WINTER & P NO. 12, N. 20 C. 1272 E C. 1272 E	
REV	
1.	WINTER & P C. 1272 E

[illegible]

RECORD PLAT

A TRACT OF LAND BEING PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 AND PART OF THE NORTHWEST 1/4 OF SECTION 16, AND ALL OF LOTS 174 THRU 187, 189-227, 247-280, 304-309, LYING EAST OF INTERSTATE 49 AND ALL OF VACATED STREETS AND ALLEYS LAYING ADJACENT TO SAID LOTS, EXCEPT THE EAST 1/2 OF THE ALLEY LYING ON THE WEST SIDE OF LOT 188 OF SOUTHWEST ADDITION TO THE CITY OF CARHAGE AND BEING LOCATED IN TOWNSHIP 28 NORTH, RANGE 31 WEST JASPER COUNTY, MISSOURI

GRAPHIC SCALE

(IN FEET)
1 inch = 100 ft.

Part of lots of land as described in Book 2077, Page 1122 and Book 2426, Page 286, both of the Office of the Recorder of Deeds in Jasper County, Missouri, being part of the North Half of the Southwest Quarter and part of the Southwest Quarter of Section 16, Township 28 North, Range 31 West, and part of Lots 251 thru 263 inclusive, 271, 273 and 285 and all of Lots 264 thru 269 inclusive, and Lots 284 thru 289 inclusive, Lots 188 thru 227 inclusive, and Lots 247 thru 280 inclusive, and Lots 304 thru 309 inclusive, lying east of Interstate 49, together with all of the vacated streets and alleys lying adjacent to said lots, except the east half of the alley lying on the west side of the lot 188, all of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line of said Section 16, 22.00 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16, thence along the south line of said North Half, North 89 degrees 09 minutes 01 seconds West, 21.21 feet to a found 50' iron pin located on the west right-of-way line of said Avenue, 60 feet wide, thence along said right-of-way line North 91 degrees 25 minutes 24 seconds East, 254.37 feet to the POINT OF BEGINNING of the tract described here, thence according to the following courses and distances: North 89 degrees 09 minutes 24 seconds West, 681.00 feet, North 75 degrees 24 minutes 34 seconds West, 2.2922 feet and North 83 degrees 34 minutes 30 seconds West, 424.28 feet to the southeast corner of the 1500' wide Public Highway, 100 feet wide, said point being located on a curve in the left-hand curve of radius of 422.00 feet, thence along said right-of-way line of the 1500' wide Public Highway, 421.90 feet to the intersection with the street centerline, prolongation of the south right-of-way line of E. Street, 88 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line of said Section 16, North 89 degrees 09 minutes 24 seconds East, 122.59 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16, thence along the south line of said North Half, North 89 degrees 09 minutes 01 seconds West, 21.21 feet to a found 50' iron pin located on the west right-of-way line of said Avenue, 60 feet wide, said point being located on the west right-of-way line of the 1500' wide Public Highway, 100 feet wide, said point being located on a curve in the left-hand curve of radius of 422.00 feet, thence along said right-of-way line of the 1500' wide Public Highway, 421.90 feet to the intersection with the street centerline, prolongation of the south right-of-way line of E. Street, 88 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

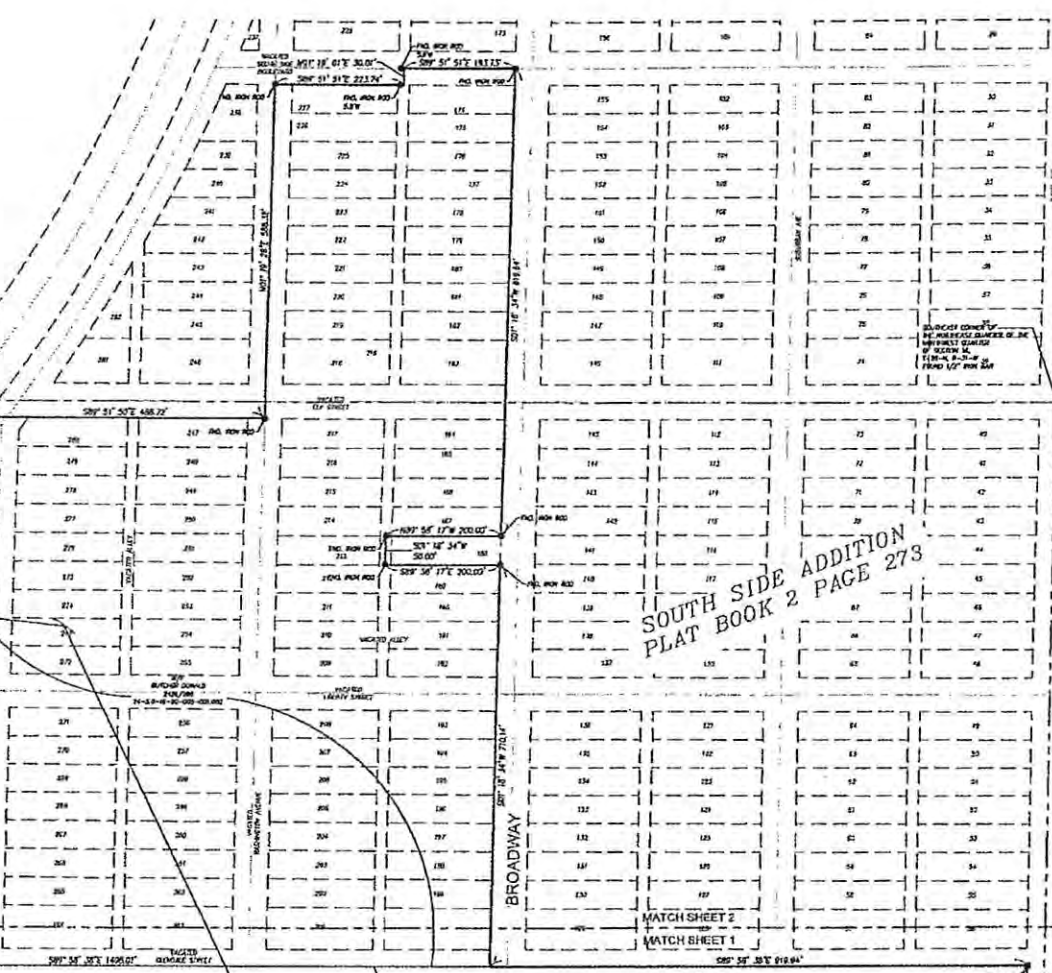
Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line of said Section 16, North 89 degrees 09 minutes 24 seconds East, 122.59 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16, thence along the south line of said North Half, North 89 degrees 09 minutes 01 seconds West, 21.21 feet to a found 50' iron pin located on the west right-of-way line of said Avenue, 60 feet wide, said point being located on the west right-of-way line of the 1500' wide Public Highway, 100 feet wide, said point being located on a curve in the left-hand curve of radius of 422.00 feet, thence along said right-of-way line of the 1500' wide Public Highway, 421.90 feet to the intersection with the street centerline, prolongation of the south right-of-way line of E. Street, 88 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

Lot 1

Part of lots of land as described in Book 2077, Page 1122 and Book 2426, Page 286, both of the Office of the Recorder of Deeds in Jasper County, Missouri, being part of the North Half of the Southwest Quarter and part of the Southwest Quarter of Section 16, Township 28 North, Range 31 West, and part of Lots 251 thru 263 inclusive, 271, 273 and 285 and all of Lots 264 thru 269 inclusive, and Lots 284 thru 289 inclusive, Lots 188 thru 227 inclusive, and Lots 247 thru 280 inclusive, and Lots 304 thru 309 inclusive, lying east of Interstate 49, together with all of the vacated streets and alleys lying adjacent to said lots, except the east half of the alley lying on the west side of the lot 188, all of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line of said Section 16, North 89 degrees 09 minutes 24 seconds East, 122.59 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16, thence along the south line of said North Half, North 89 degrees 09 minutes 01 seconds West, 21.21 feet to a found 50' iron pin located on the west right-of-way line of said Avenue, 60 feet wide, said point being located on the west right-of-way line of the 1500' wide Public Highway, 100 feet wide, said point being located on a curve in the left-hand curve of radius of 422.00 feet, thence along said right-of-way line of the 1500' wide Public Highway, 421.90 feet to the intersection with the street centerline, prolongation of the south right-of-way line of E. Street, 88 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line of said Section 16, North 89 degrees 09 minutes 24 seconds East, 122.59 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16, thence along the south line of said North Half, North 89 degrees 09 minutes 01 seconds West, 21.21 feet to a found 50' iron pin located on the west right-of-way line of said Avenue, 60 feet wide, said point being located on the west right-of-way line of the 1500' wide Public Highway, 100 feet wide, said point being located on a curve in the left-hand curve of radius of 422.00 feet, thence along said right-of-way line of the 1500' wide Public Highway, 421.90 feet to the intersection with the street centerline, prolongation of the south right-of-way line of E. Street, 88 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of the same said section, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carhage, Jasper County, Missouri, being more particularly described as follows:



PREPARED FOR:
SCHREIBER FOODS, INC.
P.O. BOX 19010
GREEN BAY, WI 54307

PREPARED BY:

SCHREIBER FOOD

RECORD PLAT

SCHREIBER FOOD

RECORD PLAT

SCHREIBER FOOD

RECORD PLAT

SCHREIBER FOOD

RECORD PLAT

SCHREIBER FOOD

TOTAL TRACT

A tract of land as described in Book 2077, Page 1123 and Book 2426, Page 286 of the office of the recorder of deeds in Jasper County, Missouri, being part of the North Half of the Southwest Quarter and part of the Northwest Quarter of Section 16, Township 28 North, Range 31 West; and all of Lots numbered 174 thru 187 inclusive, and Lots 189 thru 227 inclusive, and Lots 247 thru 280 inclusive, and lots 304 thru 309 inclusive lying east of Interstate 49, together with all of the vacated streets and alleys lying adjacent to said lots, except the east half of the alley lying on the west side of lot 188, all in South Side Addition to the City of Carthage, as recorded in Plat Book 2, Page 273 of the above said records, being located in the Northwest Quarter of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, Missouri, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east lines thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16; thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide, said point also being the POINT OF BEGINNING of the herein described tract; thence continuing along last said south line North 89 degrees 59 minutes 03 seconds West, 1,529.48 feet to a found 5 / 8 " iron bar, located on the east right-of-way line of Interstate 49, variable width; thence along said right-of-way line the following courses and distances: North 25 degrees 27 minutes 49 seconds West, 733.48 feet; North 21 degrees 40 minutes 40 seconds West, 300.52 feet; North 25 degrees 29 minutes 56 seconds West, 600.19 feet; North 22 degrees 36 minutes 53 seconds West, 99.63 feet to a found iron rod and North 25 degrees 29 minutes 12 seconds West, 443.34 feet to an existing right-of-way marker located on the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said southeastern right-of-way and said curve with an arc length of 935.21 feet and a chord which bears North 46 degrees 47 minutes 10 seconds East, 931.18 feet to its intersection with the direct northwesterly prolongation of the south right-of-way line of Elk Street, 60 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 273 of above said Jasper County records, (Elk Street now vacated); thence along said prolongation line and said south line of vacated Elk Street, South 89 degrees 51 minutes 50 seconds East, 488.72 feet to a found iron rod located at the intersection of the direct southeasterly line of said Elk Street and the centerline of vacated Washington Avenue, 60 feet wide; thence along said centerline, North 01 degree 19 minutes 28 seconds East, 588.32 feet to a found iron rod, located at its intersection with the direct northwestern right-of-way line of vacated South Side Boulevard, 60 feet wide; thence along said prolongation line and said south line of vacated South Side Boulevard, South 89 degrees 51 minutes 51 seconds East, 223.74 feet; thence North 01 degree 19 minutes 01 second East, 30.01 feet to the centerline of said vacated South Side Boulevard; thence along said centerline, South 89 degrees 51 minutes 51 seconds East, 193.73 feet to a found iron rod located on the west right-of-way line of Broadway, 60 feet wide; thence along said west line, South 01 degree 18 minutes 34 seconds West, 819.64 feet to a found iron rod located at the northeast corner of Lot 188 of above said South Side Addition; thence

along the north, line and its western extension, North 89 degrees 58 minutes 17 seconds West, 200.00 feet to a found iron rod located at the centerline of a vacated 20 feet wide alley; thence along said centerline, South 01 degree 18 minutes 34 seconds West, 50.00 feet to a found iron rod located at the its intersection with western extension of the south line of said Lot 188; thence along said extension and the south line said Lot 188, South 89 degrees 58 minutes 17 seconds East, 200.00 feet to a found iron rod located at the southeast corner of said Lot 188, said point also being located on the west line of above said Broadway; thence along said west line, South 01 degree 18 minutes 34 seconds West, 710.14 feet to the south line of vacated Glendale Street, 30 feet wide; thence along said south line, South 89 degrees 58 minutes 38 seconds East, 919.94 feet to a found iron rod located on the west right-of-way line of above said Hazel Avenue; thence along said west right-of-way line South 01 degree 19 minutes 37 seconds West, 329.81 feet to a found iron rod at the intersection of said right-of-way line and the north line of the Southwest Quarter of above said Section 16; thence continuing along last said right-of-way line, South 01 degree 23 minutes 24 seconds West, 1,320.37 feet to the POINT OF BEGINNING. Bearings are based on the Missouri Coordinate System of 1983, West Zone.

Containing 4,676,865 square feet or 107.366 acres, more or less.

Lot 1

Part of tracts of land as described in Book 2077, Page 1123 and Book 2426, Page 286 both of the Office of the Recorder of Deeds in Jasper County, Missouri, located in the east Half of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east lines thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16; thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide, said point also being the POINT OF BEGINNING of the herein described tract; thence continuing along last said south line North 89 degrees 59 minutes 03 seconds West, 1,529.48 feet to a found 5 / 8 " iron bar, located on the east right-of-way line of Interstate 49, variable width; thence along said right-of-way line the following courses and distances: North 25 degrees 27 minutes 49 seconds West, 733.48 feet; North 21 degrees 40 minutes 40 seconds West, 300.52 feet; North 25 degrees 29 minutes 56 seconds West, 600.19 feet; North 22 degrees 36 minutes 53 seconds West, 99.63 feet to a found iron rod and North 25 degrees 29 minutes 12 seconds West, 443.34 feet to an existing right-of-way marker located on the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said southeastern right- of- way and said curve with an arc length of 512.85 and a chord which bears North 50 degrees 56 minutes 54 seconds East, 512.19 feet; thence departing said railroad right-of-way line, the following: South 83 degrees 34 minutes 56 seconds East, 424.29 feet; South 25 degrees 24 minutes 34 seconds East, 2,210.27 feet and South 89 degrees 58 minutes 24 seconds East, 681.69 feet to the west right-of-way line of above said Hazel Avenue; thence along said right-of-way line, South 01 degree 23 minutes 24

seconds West, 254.37 feet to the POINT OF BEGINNING.
Containing 2,261,538.01 square feet or 51.9178 acres, more or less.

Lot 2

Part of tracts of land as described in Book 2077, Page 1123 and Book 2426, Page 286 both of the Office of the Recorder of Deeds in Jasper County, Missouri, located in the east Half of Section 16, Township 28 North, Range 31 West, City of Carthage, Jasper County, being more particularly described as follows:

Commencing at the southeast corner of the Southwest Quarter of above said Section 16, thence along the east line thereof, North 01 degrees 23 minutes 24 seconds East, 1320.99 feet to the southeast corner of the North Half of the Southwest Quarter of said Section 16 thence along the south line said North Half, North 89 degrees 59 minutes 03 seconds West, 30.01 feet to a found 5/8" Iron bar located on the west right-of-way line of Hazel Avenue, 60 feet wide; thence along said right-of-way line North 01 degree 23 minutes 24 seconds East, 254.37 feet to the POINT OF BEGINNING of the herein described tract; thence departing said right-of-way line the following courses and distances: North 89 degrees 58 minutes 24 seconds West, 681.69 feet; North 25 degrees 24 minutes 34 seconds West, 2,210.27 feet and North 83 degrees 34 minutes 56 seconds West, 424.29 feet to the southeastern right-of-way line of the Missouri Pacific Railroad, 100 feet wide, said point also being located on a curve to the left having a radius of 2907.00 feet; thence along said right-of-way line and last said curve with an arc length of 422.36 and a chord which bears North 41 degrees 43 minutes 56 seconds East, 421.99 feet to its intersection with the direct northwesterly prolongation of the south right-of-way line of Elk Street, 60 feet wide, per the plat of South Side Addition as recorded in Plat Book 2, Page 152 of above said Jasper County records, (now vacated); thence along said prolongation line and said south line of vacated Elk Street, South 89 degrees 51 minutes 50 seconds East, 488.72 feet to a found iron rod located at the intersection of the direct southeasterly line of said Elk Street and the centerline of vacated Washington Avenue, 60 feet wide; thence along said centerline, North 01 degree 19 minutes 28 seconds East, 588.32 feet to a found iron rod, located at its intersection with the direct northwestern right-of-way line of vacated South Side Boulevard, 60 feet wide; thence along said prolongation line and said south line of vacated South Side Boulevard, South 89 degrees 51 minutes 51 seconds East, 223.74 feet; thence North 01 degree 19 minutes 01 second East, 30.01 feet to the centerline of said vacated South Side Boulevard; thence along said centerline, South 89 degrees 51 minutes 51 seconds East, 193.73 feet to a found iron rod located on the west line of vacated Broadway, 60 feet wide; thence along said west line, South 01 degree 18 minutes 34 seconds West, 819.64 feet to a found iron rod located at the northeast corner of Lot 188 of above said South Side Addition; thence along the north, west and south lines thereof the following courses and distances: ; North 89 degrees 58 minutes 17 seconds West, 200.00 feet to a found iron rod; South 01 degree 18 minutes 34 seconds West, 50.00 feet to a found iron rod and South 89 degrees 58 minutes 17 seconds East, 200.00 feet to a found iron rod located at the southeast corner of said Lot 188, said point also being located on the west line of above said Broadway ; thence along said west line, South 01 degree 18 minutes 34 seconds West, 710.14 feet to the south line of vacated Glendale Street, 30 feet wide; thence along said south line,

South 89 degrees 58 minutes 38 seconds East, 919.94 feet to a found iron rod located on the west right-of-way line of above said Hazel Avenue; thence along said west right-of-way line South 01 degree 19 minutes 37 seconds West, 329.81 feet to a found iron rod at the intersection of said right-of-way line and the north line of the Southwest Quarter of above said Section 16; thence continuing along last said right-of-way line, South 01 degree 23 minutes 24 seconds West, 1,066.00 feet to the POINT OF BEGINNING. Containing 2,415,326.50 square feet or 55.4483 acres, more or less.

MINUTES
STANDING
COMMITTEES

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JANUARY 12, 2021
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Deputy City Clerk Michael Miller, Police Chief Greg Dagnan, and Abi Almandinger.

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the December 22, 2020 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Diggs moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Staff Reports:** Michael Miller reported on availability of possible FFCRA payroll tax credits and gave an update on activities of the Wellness Committee. Mr. Short reported the CARES Act reimbursement requests have been approved by the auditor and payment is pending, Covid antibody testing is reported covered by the employee's health insurance at 100%, and changes to the Police & Fire Pension Fund investment allocation.
2. **Member Reports:** Mr. Armstrong questioned the status of the job description for the new Deputy City Clerk/AR Clerk. The updated job description will be brought to the January 26 meeting. Mr. Armstrong then questioned the status of the audit presentation and which committee it should be handled by. Mr. Short reported the audit will be presented at the January 26 meeting of the Insurance, Audit and Claims Committee.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:28 PM Motion carried 3-0.

Traci Cox

City of Carthage



Public Safety Committee – Minutes

Meeting Date: January 18, 2021

Meeting Location: City Hall

Call to Order: Councilman Snow

Time Called to Order: 5:30pm

Attendance:

Councilman Thompson, Councilman Snow, Chief Dagnan, Chief Williams, Morgan Housh, Craig Diggs, Abi Almandinger, Meagan Milliken, Jeff Pinnell, Ceri Otero

There was not a quorum to make any motions.

OLD BUSINESS

1. Chief Dagnan updated the committee on the Animal Control Ordinance. He handed out handouts that are attached for review. This is the final draft and will be requesting a council bill. There was not a motion made due to lack of quorum. This will be added to the February meeting.

CITIZEN PARTICIPATION

1. Meagan Milliken from Carthage Water & Electric discussed the Tower 2 Tower 5K & Fun Run. CW&E will be hosting the run in honor of Drinking Water Week. This event will take place on Saturday May 8th at 8:00am. This will be ran the same as years past. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview and also River Street and Fairview. There was not a motion made due to lack of quorum. It will be added to next month meeting.

NEW BUSINESS

1. Chief Dagnan handed out a request for council bill for a mutual aid agreement with the City of Carl Junction. The request is attached. This would be for Carthage Police to mutual aid for Carl Junction in the case of an emergency. There was not a motion made due to lack of quorum. It will be added to the next meeting.
2. Chief Dagnan briefly spoke with the committee regarding the High School wanting lights put in on the crosswalk. There was not a motion made due to lack of quorum. It will be added to the February Meeting.

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

3. Staff reports

- Fire Department

- Chief Williams informed the committee that the new Engine is in service.
- Chief Williams informed the committee that bid packets went out today for a couple big ticket items such as breathing air compressor and rescue tools. He is hoping to have all information to present next meeting.
- Chief Williams is working on getting a new Brush truck spec'd out and ready for bids.
- Chief Williams updated the committee on COVID situations at the Station.
- Chief Williams informed the committee that the February meeting is on a holiday.

- Police Department

-

- The CPD received their annual \$10,000 donation from anonymous donor. This will be added to the next meeting.
- Chief Dagnan handed out a handout on the licensing fee structures. This will be discussed in the next meeting. If the committee decides on which way they would like to go, Chief will supply the matching ordinance.
- Jeff Pinnell updated the committee on the take home vehicle program. Attached is the information. They will be purchasing
- 6 cars in 2021 and 6 cars in 2022.
- Chief Dagnan gave a brief update on department calls.

4. Tom Short informed the committee that they will be looking at the Police and Fire Pension funds and are working on budgets and the taxi schedule.

Next Meeting Date: TBD

Next Meeting Location: City Hall

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

PUBLIC SERVICES COMMITTEE

January 19, 2021
Zoom Meeting
5:30 pm

Public Services Committee Members Present; Ceri Otero, Juan Topete, James Harrison

Members Absent; Mike Daugherty

Staff Present; Tom Short, Mark Peterson, and Kailey Williams

Non-Members Present: Craig Diggs

Meeting called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Mrs. Otero made a motion to approve the minutes from the previous meeting. Motion carried.

NEW BUSINESS:

1. **Consider and discuss declaring 2000 Chevy 3500 as surplus.**
Parks has a vehicle transferred to the department in 2011 by Carthage Water and Electric. It has been used as a portable welding vehicle. It requires repairs. The department has converted a trailer used in the same capacity as the truck with all the welding supplies making this a single person job. The converted trailer with welding equipment and supplies is the most efficient way to go.
Mrs. Otero made a motion to accept the 2000 Chevy 3500 for surplus. Motion Carried.

STAFF REPORTS

Beyond Baseball- Mr. Peterson asked for Beyond Baseball to present a more defined proposal that we can work with. They would like to enter into a long-range agreement to use the field and operate Carl Lewton Stadium. They have suggested \$15,000-\$20,000 a year. More details will be provided in upcoming meetings as we work on an agreement in the city's best interest.

Fireworks- Mr. Peterson spoke with Riverside Fireworks about the contract for 2021. We need to decide if we want to stay with the larger show at \$14,950 or go with the smaller

show for \$11,975. Mr. Harrison pointed out that several people noticed that longer show and enjoyed it. Mr. Topete noted he would like to see where the budget is to see what the city can provide while being smart with money. Mr. Peterson is working Carthage Visitors Bureau to make the Fourth an all-weekend long event. More details will be presented at the next meeting.

Masterplan- Organizational and maintenance assessments are moving along well. Partnership Assessments have started. These assessments determine the level of service we provide to the community through us directly or our partnership contracts. The Survey has been distributed through many outlets for the public to engage. The Design Charrette process has started and is available online through the city website.

Golf Course- Numbers look good. Rounds and revenue are above historical averages. We have increased demand for events on the 2021 schedule. Golf course conditions are recognized as excellent, and our event services are recognized as more detailed than our competitors. It is nice to receive all of the requests.

Tom Short- Mr. Short addressed the rounds MTD for December were 24% higher than budgeted. Revenue is looking good as well. This is the highest revenue has been YTD in the last five years. Special use ordinances are still in the process and will not be ready for some time. There are many details to work out and information needed from all departments. Memorial Hall and Civil War Museum numbers have been down. Revenue with Memorial Hall and Civil War Museum is down compared to last year. The 5 Year CIP has been delivered to the department heads to be returned by February 19Th.

Meeting adjourned at 6:05 pm.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

The Carthage Public Library Board of Trustees met Tuesday, December 8, 2020 in the Carthage Public Library, Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:19 pm by Peggy Ralston, President.

Roll Call

Board Members present were: Gary Cole, Peggy Ralston, Carrie Campbell, Kevin Johnson, Justin Baucom and Sandy Swingle. Also present was Library Director Julie Yockey. Board members Miriam Putnam, Donna Maggard Thomason and Eric Putnam were absent.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of November 10, 2020. A motion to approve the minutes was made by Carrie Campbell and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. November 2020 financial report was presented. Discussion included: (1) Parks and Storm Water revenue received in November was ~\$43K. (2) Insurance expense will be over budget for the year ~\$1,600. (3) Children's programming is over budget due to a special grant of \$7K for additional programming. A motion to approve the November 2020 financial report was made by Gary Cole and seconded by Justin Baucom. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) Julie shared videos staff members have made to better explain Library procedures under COVID-19 such as curb-side service. (2) The plan is for the Library to remain closed through the Holidays. Reopening will be revisited at the next board meeting. (3) The Steadley Family Legacy Center dedication is scheduled for December 15, 2020. Attendance is by invitation only and strictly limited. No food will be served. The Steadley Trust Committee is meeting the same day and several members plan to attend the ribbon cutting. (4) MOPERM policy was presented for renewal. The renewal rate is \$28,784.00, which includes a slight increase plus insuring the Steadley Family Legacy Center. Justin Baucom moved to accept the renewal. Gary Cole seconded. Motion passed unanimously.

Youth Services Progress and Services Report

Attached.

President's Message

No report.

Council Liaison's Report

No report.

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

Committee Reports

Building Committee – Gary reported essentially nothing is happening right now. The sidewalk has not been started but the City will give a \$3K allowance. Joplin Roofing came over again. They are only willing to do the membrane extension (see June 2020 minutes) and nothing less – approx. \$40K. Randy Dubry felt that as more than was necessary. He knows where the leaks are and believes they can be fixed for considerably less without voiding the membrane warranty. Randy will present an estimate for consideration.

Budget Committee – Audit reports were made available to board members.

Community Relations – No report.

By-Laws – No report.

Library Gardens – The Tim Giesert memorial tree replacement has been planted. Julie will check on the moving the stone marker.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Peggy Ralston said she had reviewed the bills and they could be paid. Gary Cole made a motion to pay the bills. Sandy Swingle seconded. Motion passed unanimously.

Other New Business

No report.

Closed Session

The Carthage Public Library Board of Trustees met in closed session on Tuesday, December 8, 2020 in the Carthage Public Library Board Room. Gary Cole moved to go into closed session. Justin Baucom seconded. The meeting was called to order at 6:20 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell, Kevin Johnson and Justin Baucom voted in favor of the closed session. Director Julie Yockey was present then subsequently excused herself from the meeting.

Sandy Swingle moved to go out of closed session. Justin Baucom seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell, Kevin Johnson and Justin Baucom voted in favor of adjourning the closed session. Closed session ended December 8, 2020 at 6:38 pm.

The Carthage Public Library Board of Trustees Meeting Minutes – December 2020

Adjournment

Gary Cole made a motion to adjourn. Carrie Campbell seconded. Motion passed unanimously. Meeting was adjourned at 6:40 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Johnson", with a long horizontal flourish extending to the right.

Kevin Johnson

Secretary-Treasurer

CWEP BOARD MEETING MINUTES

January 21, 2021

The Carthage Water & Electric Plant Board met in regular session January 21, 2021, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ G. Stephen Beimdiek- President
☒ Danny Lambeth -Vice President
☒ Ron Ross -Secretary
☒ Alan Snow -Liaison

☒ Brian Schmidt - Member
☒ Pat Goff – Member
☒ Neel Baucom - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

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

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Baucom to approve the minutes of the regular meeting of December 17, 2020 as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Goff to approve disbursements for December in the amount of \$3,392,508.78, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for December noting that the net income for the company exceeded budget for the month and year to date by \$141,000 and \$999,000, respectively. Operating revenues for the company exceeded budget and prior year for the month. Expenses were slightly lower than budget for the month. She noted in all departments, a significant variance is in education and training because of COVID related travel constraints. She reported that power and water loss percentages for the month were 12.01% and 12.89%, respectively. The year to date is 1.84% and 2.74% for power and water, respectively.

A motion by Baucom and seconded by Goff to approve December financials passed unanimously.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

RECOMMENDATION FOR VISU-SEWER OF MISSOURI CONTRACT RENEWAL AND PRICE INCREASE REQUEST

General Manager Bryant reported Mr. James Bohn, Vice President of Visu-Sewer, is requesting an Annual Economic Price Adjustment of 1.7% increase for CWEP's manhole repair, rehabilitation, and maintenance services. Bryant explained the increase is based on the US Department of Labor Consumer Price Index for All Urban Consumers. GM Bryant recommends the 1.7% increase be granted to Visu-Sewer.

A motion by Baucom and seconded by Schmidt to grant the 1.7% increase to Visu-Sewer, passed unanimously.

RECOMMENDATION REQUEST TO PURCHASE A NEW KNUCKLE BOOM TRUCK

General Manager Bryant reported a request of approve to proceed with the purchase of a 2021 Kenworth T370 Knuckle Boom truck from MHC Kenworth of Joplin. This Vehicle will meet CWEP's required specifications and will be purchased under a cooperative contract agreement in the amount of \$167,500.00. GM Bryant recommends moving forward with the purchase of this truck to MHC Kenworth of Joplin.

A motion by Goff and seconded by Schmidt to proceed with the purchase of a 2021 Kenworth T370 Knuckle Boom Truck, passed unanimously.

RECOMMENDATION OF CWEP WELL MAINTENANCE SERVICES

General Manger Bryant announced formal bids were received from three established companies for CWEP's well maintenance and repair services. Bids received were from Brotcke Well & Pump, Flynn Drilling Company, and Layne Christensen Company.

Bryant noted after bid evaluations, it was determined that Flynn Drilling Company provided the best offer for CWEP. Flynn Drilling has provided exceptional skills and maintenance and repair services for CWEP in previous years. They are also offering a percentage reduction making their labor and material costs lower.

Bryant recommends awarding the well and maintenance services to Flynn Drilling Company.

A motion by Baucom and seconded by Beimdiek to award the well and maintenance services to Flynn Drilling Company, passed unanimously.

RECOMMENDATION OF A HIGH VOLTAGE BUSHING REPLACEMENT PROJECT

General Manager Bryant noted a formal request was issued seeking qualified contractors to replace high voltage bushing on a substation transformer. Proposals were received from Becker Mitchell Services in the amount of \$23,983.00, SPX Transformer Solutions for \$26,645.00, Delta Star Incorporated for \$32,400.00, and Emerald Transformer submitted two proposal options in the amounts of \$45,496.50 and \$47,337.50. Bryant reported after a thorough assessment, Becker Mitchell Services met all specifications and requirements of CWEP's request and offered the lowest project cost. Bryant recommends awarding this project to Becker Mitchell Services in the amount of \$23,983.00.

A motion by Goff and seconded by Beimdiek to award the High voltage Bushing replacement project to Becker Mitchell Services in the amount of \$23,983.00.

CONSIDERATION OF REVISIONS TO CWEP'S VACATION POLICY

General Counsel Ludwig presented the revisions to CWEP's Vacation Policy to the Board. She explained the proposed vacation leave rates as well as the newly proposed Accrual Method and how these revisions will benefit CWEP employees.

A motion by Baucom and seconded by Schmidt to accept the revisions to CWEP's vacation Policy, passed unanimously.

CONSIDERATION OF REVISIONS TO CWEP'S EMPLOYMENT RULES POLICY

General Counsel Ludwig explained the revisions to CWEP's employment rules policy to the Board. Ludwig noted these changes include revised language to coincide with the vacation policy revisions.

A motion by Schmidt and seconded by Baucom to accept the revisions to CWEP's employment rules policy, passed unanimously.

CONSIDERATION OF REVISIONS TO CWEP'S HOLIDAY POLICY

General Counsel Ludwig presented the revisions to CWEP's Holiday policy to the Board. Ludwig explained the proposed Floating Holiday revisions.

A motion by Ross and seconded by Schmidt to accept the revisions to CWEP's Holiday policy, passed unanimously.

STAFF REPORTS:

General Manager Bryant updated the Board on Butterball and how the changes they are making will affect CWERP's electric, water and wastewater services. Bryant commended the water department for all their hard work in managing all the main breaks through the last several weeks.

CFO Nugent announced the Kiosk is now up and running in the drive thru.

Customer Relations Manager Milliken noted she is planning on doing the Tower to Tower Run. She also reported she has been working on marketing materials for the AMI project and Kiosk.

General Counsel Ludwig reported Kyle and herself have been working really hard on figuring out when the COVID vaccine will become available to employees.

Director of Power Services Emery informed the Board on the Ice Storm that hit Carthage over New Year's causing a large outage, he commended his staff on doing a great job getting majority of customers back on within an hour.

Director of Water Services Choate announced sodium hypochlorite is now being used to disinfect in the Water Treatment Plant.

Director of Business and ED Howard gave an update on the Schreiber development.

Director IT and Broadband Peterson reported the AMI project is still underway.

BOARD MEMBER COMMENTS:

City Liaison Snow announced the City is back to its pre- COVID budget schedule.

President Beimdiek noted his appreciation to City Liaison Snow for being an active participant on the Board.

At 5:11 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING **Public Safety Committee – Agenda** Monday January 18, 2021 5:30 p.m. City Hall

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Animal Control Ordinance Update

CITIZEN PARTICIPATION

1. Annual Tower 2 Tower 5k & 1 mile Fun Run - Meagan Milliken CW&E

NEW BUSINESS

1. Consider and discuss request for Mutual Aid Agreement – Greg Dagnan
2. Consider and discuss lighted crosswalk at High School – Greg Dagnan
3. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

**-NOTICE OF MEETING-
PUBLIC SERVICES COMMITTEE
TUESDAY JANUARY 19TH, 2021
5:30 P.M.
BY VIDEO CONFERENCE
AGENDA**

In response to the Coronavirus pandemic and under the Declaration of Emergency within the City of Carthage, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact Kailey Williams Parks & Recreation Department (417) 237-7035 or k.williams@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the ID# 827 7027 4745 with a password of 274494. This will allow you to listen to the meeting.

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting through this FORM. Residents who do not have internet service may call the Park office at 417-237-7035.)

New Business

1. Consider and Discuss Declaring 2000 Chevy 3500 as Surplus

Staff Reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
January 26, 2021
4:30 PM
Carthage City Hall Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage Basic Financial Statements.
2. Consider and Discuss extension of the FFCRA (Covid Leave Policy).
3. Consider and Discuss Deputy City Clerk job description.
4. Consider and Discuss IT Technician I and IT Technician II job descriptions.
5. 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***

--NOTICE OF MEETING--
ENHANCED ENTERPRISE ZONE BOARD

Monday, January 18, 2021

10:00 A.M.

VIA <https://global.gotomeeting.com/join/144056573>

--TENTATIVE AGENDA--

OLD BUSINESS

NEW BUSINESS

1. Consider and discuss a Resolution recommending the County Commission of Jasper County approve an order, and the Carthage City Council approve an ordinance, authorizing 100% ad valorem tax abatement for four (4) years and 75% ad valorem tax abatement for the following six (6) years on improvements to the real property located at 2467 Hazel Street associated with the development of manufacturing facilities (Schreiber Foods, Inc. and Hazel 49 LLC.).

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: _____

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
JANUARY 19, 2021
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PRAYER
 - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - Jasper County Clerk-2020 Year End Financial Statement
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - Appoint Nancy Bell to the Developmental Disability Resources Board of Jasper County
 - Discuss Insurance Proposal from Southwest Agency
 - Approve CARES Act Grant Applications
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 JANUARY 15, 2021 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet January 21, 2021, 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: December 2020

APPROVAL OF DISBURSEMENTS: December \$3,392,508.78

FINANCIAL STATEMENT: December

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Recommendation for Visu-Sewer of Missouri contract renewal and price increase request
2. Recommendation request to purchase a new knuckle boom truck
3. Recommendation of CWEP well maintenance services
4. Recommendation of a High voltage bushing replacement project
5. Consideration of Revisions to CWEP's Vacation Policy
6. Consideration of Revisions to CWEP's Employment Rules Policy
7. Consideration of Revisions to CWEP's Holiday Policy

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 2/1/2021

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by:

Request type:

Project Location:

Reason for Hearing:

NOTICE:
DUE TO LACK OF BUSINESS
MEETING IS CANCELLED

Commission Members

Voting Members:	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	Mark Elliff	1511 Grand	417-358-3613
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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CARTHAGE TREE BOARD

TUESDAY February 2, 2021

4:00 P.M.

Carthage Parks Department

AGENDA

1. Arbor Day Planning.
2. Plan out events that we have in place for 2021.

Other Business-

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

POSTED:

BY:

CORRESPONDENCE

INTER

OFFICE

MEMO

To: Committee on Insurance/Audit and Claims
From: Tom Short
Subject: FFCRA Policy
Date: January 22, 2021

In late December 2020, Congress passed the Consolidated Appropriations Act (CCA) to further address the economic devastation caused by the coronavirus pandemic. The bill was signed into law on Dec. 27, 2020. One of the many provisions included in the bill—which is more than 5,000 pages long—is that Congress extended the FFCRA tax credit but not its leave provisions. Now, while employers are no longer required to offer FFCRA leave after Dec. 31, 2020, those that elect to continue providing it can reimburse these expenses through March 31, 2021.

The (CAA)allows FFCRA-covered employers to voluntarily extend two types of emergency paid leaves through March 31, 2021 that were originally mandated between April 1, 2020 and December 31, 2020 by the Families First Coronavirus Response Act (FFCRA). These FFCRA leaves are Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA).

Although employers are no longer required to provide paid sick and family leave under the previous guidelines of the FFCRA, employers who voluntarily continue to offer FFCRA qualifying sick and family leave will continue receiving payroll tax credits until March 31, 2021.

It is important to note there is no new or additional allotment of time. Employees who have used all available leave under the FFCRA are not granted additional time off as a result of the December legislation.

The IRS has reiterated that employers may not claim overlapping credits or benefits. While employers may claim a credit for both FFCRA leave and CARES Act wages, they may not claim both credits for the same wages. In other words, wages paid to employees on FFCRA leave are ineligible for a credit under the CARES Act. Similarly, employers cannot claim a CARES Act credit for wages paid by a loan under the new Paycheck Protection Program.

If the City chooses to allow employees to use COVID leave until then, the City can claim tax credits on the quarterly 941 filing. The credits include the employee's wages while on COVID leave, any health insurance premiums paid for the employee while on COVID leave, and the employer's share of Medicare and Social Security taxes paid. To substantiate the claims, the City would have to have the payroll records showing the leave and a written request from the employee

to use COVID leave (attached). The City can also retroactively file an amended Form 941-X for each quarter to claim credits.

As City Departments are still dealing with ramifications of COVID-19, especially issues of quarantine, the following is recommended:

That the CIAC make a motion to the City Council to extend the provisions of the (Temporary) COVID-19 Policy, Adopted August 11, 2020, to March 31, 2021, as provided for by the Consolidated Appropriations Act. The President-elect had stated that more assistance was needed and that his administration plans to work with Congress to introduce additional support for families and employers. Depending on the vaccine rollout and economic fallout, more pandemic legislation (and the extension of existing legislation) may be in the cards in the near future. Likewise, businesses will likely be impacted by new Biden administration policies in the next four years, though nothing will be set in stone until after the president-elect takes office in January 2021. At, and until such time that the Federal Government adopts additional procedures and practices, the City may reassess its position.

TS

Tom Short, City Administrator

COVID-19 LEAVE REQUEST FORM

INSTRUCTIONS: Employees requesting leave related to COVID-19 should complete this form ONLY if you are requesting the leave due to one of the reasons listed below. Requests for any other reason will follow standard procedures. Return this form via email to _____ or via fax to _____.

EMPLOYEE DETAILS:

Name:

Mailing Address:

Email:

Home/Cell Phone:

Supervisor:

REQUEST DETAILS:

- ☐ Quarantined or isolated by order of State/Federal/Local official or medical doctor
- ☐ Confirmed case of COVID-19
- ☐ Suspected case of COVID-19, and seeking a medical diagnosis
- ☐ To care for individual with a confirmed case of COVID-19 or one who is

subject to a quarantine/isolation order by order of State/Federal/Local official

☐ Parent ☐ Spouse ☐ Child ☐

Other If you checked "Other," please explain below:

- ☐ To provide care for a child due to COVID-19 school closure or childcare unavailability

TELEWORK

- ☐ I am available to telework if such work is offered.
- ☐ I am not available to telework if such work is offered.

DATES FOR REQUESTED LEAVE

_____, 2020 through _____, 2020.

SUPPORTING DOCUMENTATION ATTACHED:

- ☐ Copy of State/Federal/Local quarantine or isolation order related to COVID-19
- ☐ Documentation from healthcare provider advising self-quarantine for COVID-19
- ☐ Documentation from healthcare provider on seeking diagnosis for suspected COVID-19
- ☐ Documentation from healthcare provider advising self-quarantine for COVID-19 for individual within your care
- ☐ Documentation of school closing or childcare unavailability

Employer reserves the right to request additional documentation at any time.

EMPLOYEE ACKNOWLEDGMENT

I understand that completion of this form constitutes a request only and is subject to

approval by employer. I certify that the information contained on this form is true and correct to the best of my knowledge. I authorize _____ to obtain and verify any necessary information regarding my request. I understand that providing false information may result in corrective action up to, and including, termination of my employment.

EMPLOYEE SIGNATURE

DATE

DRAFT

Temporary Covid 19 Policy

PURPOSE:

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

FFCRA

The FFCRA does not apply to:

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

The **Families First Coronavirus Response Act (FFCRA or Act)** requires the City to provide employees with the exception of Emergency Responders with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through ~~December~~ March 31, 2020/2021.

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

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

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

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

Qualifying Reasons for Leave:

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

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

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

Duration of Leave:

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

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

Affects on Sick and Personal Leave:

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

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

If after the employee has used paid all leave for reasons #1-4 and 6 above FFCRA and all paid sick leave and paid personal time, they will receive unpaid admin leave thru the end of ~~December~~ March 31, 2020/2021. This unpaid admin leave does not apply to leave for reason #5 above.

How to apply for FFCRA Leave:

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

CURRENT WORK GUIDELINES

Classification of All City Employees

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

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

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

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

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

Workers Compensation

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

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

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

Known Exposure

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

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

Emergency Responders Known Exposure

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

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

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

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

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

Employees at High Risk to Exposures

Employees in high risk categories as designated by the CDC, or who have family members they live with who are at high risk, or who have been exposed to household family members

with flu- like symptoms are strongly encouraged to implement all practical social distancing techniques such as not attending meetings, workplace isolation, sanitation practices, etc. These employees may also be eligible for remote work options and/or use of personal paid leave time and should coordinate appropriately with their department supervisor.

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

DRAFT

CITY OF CARTHAGE JOB DESCRIPTIONS

DEPARTMENT: General Administration
POSITION TITLE: Deputy City Clerk

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Functions as the City Clerk in their absence. This position will perform a variety of general to technical accounting and bookkeeping functions while assisting the City Clerk. The incumbent will promote the City goals and priorities in compliance with all policies and procedures. Work duties also involve accounting for and depositing monies due to the City.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Clerk. Incumbent is expected to demonstrate and exercise considerable independent judgment and knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Serves as an Assistant City Clerk and acts on behalf of the City Clerk when necessary. Assists the City Clerk with clerical duties and special projects as needed.
2. Attend meetings in the absence of the City Clerk and take minutes.
3. Responsible for collection of monies due to the City, the issuance of receipts for payments received, and to maintain cash receipts files.
4. Responsible for processing daily deposits for the General and Court bank accounts and preparing daily reports, including batching reports and spreadsheets.
5. Prepare monthly bank reconciliations for Municipal Building, Court, Court Revolving, and Court Bond checking accounts.
6. Verify and match receipts written by departments to their monthly department reports.
7. Collection of monthly property taxes and preparation of report.
8. Collection and management of lodging tax, cigarette tax, franchise fees, rummage sale permits and dog and cat license.
9. Prepare business license, mail notices of renewal and delinquency.
10. Organizing and filing of documents in vault.
11. Ability to establish and maintain effective working relationships with other employees and to learn aspects of other office employees' duties in order to fill in for or supplement their work.
12. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Knowledge of accounting, bookkeeping, accounts receivable and payable; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing. Extensive knowledge of generally accepted accounting principles, internal control standards, and budgeting practices.

Abilities: Ability to accurately and independently compile statistical and fiscal reports.

Ability to establish and maintain effective working relationships with the City, other officials, and the public. Ability to communicate effectively, both orally and in writing.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: A minimum of three (3) years progressively responsible experience in accounting or bookkeeping or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses which supplement experience are desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee must frequently walk, sit, talk and hear; use hands and fingers to handle and feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision and vision to adjust focus.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____

Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Information Technology
POSITION TITLE: IT Technician 1

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Support information systems that enable city departments to accomplish their respective missions. Working under the IT Administrator, maintain and develop information systems infrastructure that enhances the ability of City officials and employees to provide an appropriate level of service to the citizens of Carthage and its business community, and enhance the capacity and effectiveness of the organization. An IT Technician is expected to contribute measureable value to the IT Department in its mission of managing the City's technology infrastructure, applications, and wireless communications while maintaining an appropriate level of reliable service to the City Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives both specific and general supervision from the IT Administrator. Incumbent is expected to follow department procedures and policies and use careful amounts of independent judgment in the performance of assigned duties. Incumbent is not expected to directly manage staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Support the IT Administrator in his responsibilities for implementing and administering IT activities throughout the City. Administer servers, workstations, routers, phones, and other hardware as needed.
2. Maintain primary responsibility for the IT Help Desk with an emphasis on the Carthage Police Department. Document all activities through the Department's ticketing system.
3. Assume a partial workload of daily routine IT activities as assigned by the IT Administrator and/or discovered by the Department in the future.
4. Maintain inventory and storage of accessories and supplies. Advise IT Administrator of items needing to be purchased. Research potential purchases and make recommendations as needed.
5. Meet regularly with the IT Administrator and other staff to review and provide input for the departmental work plan and ongoing projects.
6. Serve in liaison with other departments, training users as needed in computer usage, network

security, and related domains of knowledge.

7. Maintain an IT office at the CPD headquarters that is open at least 60% of the work week.
8. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; and make other Department employees aware of these.
9. Carry out other duties that are within the scope, spirit and purpose of the job as directed by the IT Administrator.

QUALIFICATIONS REQUIRED:

Knowledge: Requires significant knowledge of and ability to perform installation, configuration, and troubleshooting of Windows-based computers systems on complex data networks; strong communications skills; understanding of mainstream computer hardware, software, and fundamental networking concepts; proficient with various Microsoft Windows operating systems and Office suites.

Abilities: Identify, collect, analyze and process information. Troubleshoot hardware and software problems. Read, interpret, and comprehend technical written materials. Prepare clear and concise reports of work performed/trouble tickets and other written material. Translate user needs into clear problem definition and solutions. Communicate clearly and concisely, both orally and in writing.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education: Bachelor's or equivalent degree from an accredited college or university with major course work in computer science, management information systems, information technology or closely related field or, Experience: one (1) to two (2) years of responsible PC systems, communications, and customer support experience within the current technologies (i.e. client based operating systems such as Windows, and Microsoft networking technologies, Internet/Intranet, and common Microsoft desktop applications); or any equivalent combination of education and experience.

Physical requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee may have to climb or crawl to reach objects that are above or below the typical room height. The employee must occasionally exert or lift objects weighing 50 pounds or more.

Licensing/Certification: A+, MTA, MCSE, etc. are helpful but not required. Possession of or ability to maintain an appropriate valid Missouri drivers' license. Maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work hours will be scheduled through the Administration Department or the IT Department, and will be a period of nine hours with a one-hour lunch break beginning in the morning. IT Department personnel will overlap hours to allow the Department to be on-call for up to 10 or 11 hours per day. Employees will alternate “on-call” weeks.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Employee Name (Printed):

Signed:

Date:

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Information Technology
POSITION TITLE: IT Technician 2

SALARY GRADE: G
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Support information systems that enable city departments to accomplish their respective missions. Working under the IT Administrator, maintain and develop information systems infrastructure that enhances the ability of City officials and employees to provide an appropriate level of service to the citizens of Carthage and its business community, and enhance the capacity and effectiveness of the organization. A 2nd level IT Technician is expected to contribute significant value to the IT Department in its mission of managing the City's technology infrastructure, applications, and wireless communications while maintaining an appropriate level of reliable service to the City Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives both specific and general supervision from the IT Administrator. Incumbent is expected to follow department procedures and policies and use normal amounts of independent judgment in the performance of assigned duties. Incumbent is not expected to directly manage staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Support the IT Administrator in his responsibilities for implementing and administering IT activities throughout the City. Administer servers, workstations, routers, phones, and other hardware as needed.
2. Maintain primary responsibility for the IT Help Desk with an emphasis on the Carthage Police Department. Document all activities through the Department's ticketing system.
3. Assume a partial workload of daily routine IT activities as assigned by the IT Administrator and/or discovered by the Department in the future.
4. Maintain inventory and storage of accessories and supplies. Advise IT Administrator of items needing to be purchased. Research potential purchases and make recommendations as needed.
5. Meet regularly with the IT Administrator and other staff to review and provide input for the departmental work plan and ongoing projects.
6. Serve in liaison with other departments, training users as needed in computer usage, network security, and related domains of knowledge.

7. Maintain an IT office at the CPD headquarters that is open at least 60% of the work week.

8. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; and make other Department employees aware of these.

9. Carry out other duties that are within the scope, spirit and purpose of the job as directed by the IT Administrator.

QUALIFICATIONS REQUIRED:

Knowledge: Requires significant knowledge of and ability to perform installation, configuration, and troubleshooting of Windows-based computers systems on complex data networks; strong communications skills; understanding of mainstream computer hardware, software, and fundamental networking concepts; proficient with various Microsoft Windows operating systems and Office suites.

Abilities: Identify, collect, analyze and process information. Troubleshoot hardware and software problems. Read, interpret, and comprehend technical written materials. Prepare clear and concise program documentation, user procedures, reports of work performed/trouble tickets and other written material. Translate user needs into clear problem definition and solutions. Communicate clearly and concisely, both orally and in writing.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education: Bachelor's or equivalent degree from an accredited college or university with major course work in computer science, management information systems, information technology or closely related field or, Experience: two (2) or more years of responsible PC systems, communications, and customer support experience within the current technologies (i.e. client based operating systems such as Windows, and Microsoft networking technologies, Internet/Intranet, and common Microsoft desktop applications); or any equivalent combination of education and experience.

Physical requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee may have to climb or crawl to reach objects that are above or below the typical room height. The employee must occasionally exert or lift objects weighing 50 pounds or more.

Licensing/Certification: A+, MTA, MCSE, etc. are helpful but not required. Possession of or ability to maintain an appropriate valid Missouri drivers' license. Maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work hours will be scheduled through the Administration Department or the IT Department, and will be a period of nine hours with a one-hour lunch break beginning in the

morning. Total hours for a week will be 40 hours. IT Department personnel will overlap hours to allow the Department to be open/on-call for up to 10 or 11 hours per day. Employees will alternate “on-call” weeks for afterhours emergencies.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Employee Name (Printed):

Signed:

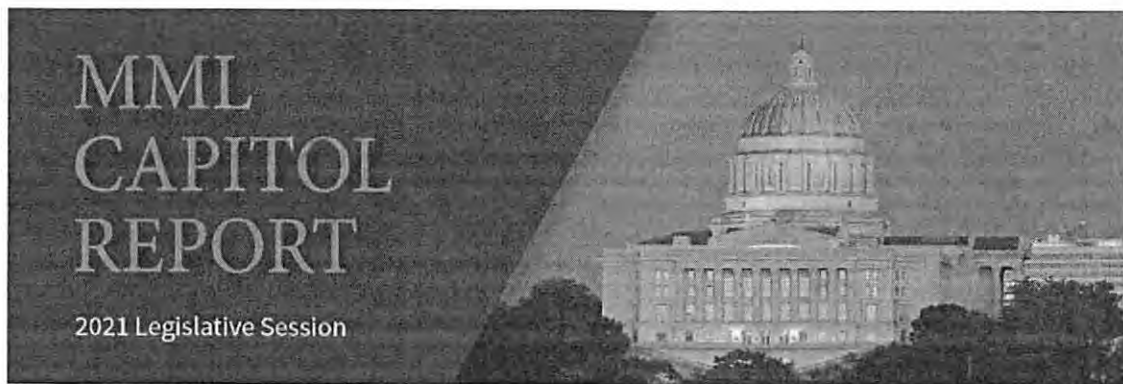
Date:

Tom Short

From: Missouri Municipal League <info@mocities.com>
Sent: Friday, January 22, 2021 8:39 AM
To: Tom Short
Subject: MML Capitol Report: League Leaders Work to Advance Wayfair

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

[View this email in your browser](#)



First Session of the 101st General Assembly

League Leaders Work to Advance Wayfair

Many of you may have heard that the Missouri Municipal League and the Municipal League of Metro St. Louis have negotiated a compromise on the Wayfair and video franchise fee bills. This is based, in part, off language on video franchise fees proposed by Senators Walsh, Schupp, Williams, and Emery at the end of the 2020 regular session. Since that time, MML and Metro League staff participated in a meeting with the cable lobbyists, the MML President and Vice President, and Senators Dave Schatz and Caleb Rowden. During that meeting, we were told that Senate leadership sees the two issues tied together and there likely would not be a path forward for either issue without a compromise.

To that end, for cities to get Wayfair, we would need to give up some form of current revenue as an offset. Legislative leaders are still trying to come to an agreement at this time on the state offset. In any event, some of the more conservative members are holding up the Wayfair bill until state and local offsets are part of the bill. Working through these issues has been very difficult. This was not an easy decision, nor one that we took lightly.

The risk was high if we chose not to compromise:

- be excluded from the negotiation table and allow a much more damaging video franchise fee reduction bill to progress;
- have the internet use tax (Wayfair) legislation stall in the Senate; and
- hurt our opportunities to pass or defeat other important legislation.

Below is a summary of the video franchise fee language in SB 163 (Senator Cierpiot) and HB 386 (Representative Fitzwater).

SB 163 and HB 386 Summary:

- These bills only apply to state video franchise fees as established by 67.2675 – 67.2714 RSMo and do not affect other municipal gross receipts taxes.
- Starting in August 2023, video franchise fees will be rolled back .5% each year for the next 5 years.
- The video franchise will cap at 2.5% in 2027.
- The two-year delay is intended to allow cities the opportunity to pass a use tax if they have not already.
- The legislation establishes the "Task Force on the Future of Right-Of-Way Management and Taxation". The task force will be charged with improving the current antiquated right-of-way (ROW) fee structures, considering new technologies so that all users of the ROW pay a fair and equitable fee. The task force will consist of 14 members of which four will be municipal offices as well as one member from both the Missouri Municipal League and Municipal League of Metro St. Louis.

Legislative History

Most municipalities have a 5% video franchise fee, some have 3%. For several years, the cable industry has been attempting to eliminate the franchise fee entirely which we were successful in stopping. Last year, the leadership in the House and Senate said we need to come to some type of agreement, or they would pass legislation that we most likely would not like. The cable industry, with the help of then Senator Emery, introduced SB 526 (2020) which would have reduced video franchise fees from 5% of a cable bill to 5% of the first twenty dollars of the bill. This would have reduced municipal video franchise fees by 80%. The cable industry has persuaded legislators that the video franchise fee put them at a competitive disadvantage and that if the legislature passed Wayfair, it would make up for any losses in video franchise fees.

How will SB 163 and HB 386 Benefit Municipalities?

Municipal video franchise fees have been declining for several years. Consumers are

moving away from traditional cable service to new streaming services such as HULU, Netflix, Disney, etc....that do not pay for the use of the ROW. In 2010, there were 105 million cable customers in the United States, while today there are 82 million. This is forecasted to drop below 72 million by 2023. Analysts estimate this exponential decline in cable service will mean streaming services will surpass cable within the next 8 to 10 years. The legislation being proposed this year will allow us to modernize the ROW fee structure, taking into account new technologies. Without this legislation and the ROW task force, municipal revenues will continue to decline.

Please do not hesitate to contact Richard Sheets or Pat Kelly if you have any questions or want to discuss this issue further.

Richard Sheets
rsheets@mocities.com
573-635-9134

Pat Kelly
Pkelly@stlmuni.org
314-252-1800

Senate Committee Tackles COVID Liability

The Senate Committee on Judiciary and Civil and Criminal Jurisprudence held hearings on two separate COVID liability bills ([SB 51](#) & [SB 42](#)) on Tuesday afternoon. [Senate Bill 51](#) establishes protections against liability in COVID-19 related actions. During the bill presentation, the sponsor stated this legislation was not dissimilar to the “good Samaritan” legislation put into place for those seeking to help others. The MO Civil Justice Reform Coalition, Allstate Insurance Company, American Tort Reform Association, MO US Chamber of Commerce, Kansas City Chiefs Football Club, Property Casualty Insurers Association of America, Ameren UE, Hospital Services Group, MO Organization of Defense Lawyers, Missouri Hospital Association, MO Chamber of Commerce and Industry, Associated Industries of MO, Greater St. Louis Chamber of Commerce, Missouri Municipal League, Municipal League of Metro St. Louis, and Signature Medical Group and Surgery Centers provided supporting testimony. The Conservative Americans Club, Missouri Association of Trial Attorneys, and over 300 private citizens provided opposing testimony.

[Senate Bill 42](#) modifies provisions relating to liability for all civil damages resulting from the state of emergency due to COVID-19. The sponsor’s intent with the legislation is to provide protection for health care entities, manufacturers, businesses, and public entities from liability. The MO Civil Justice Reform Coalition, Allstate Insurance Company, American

Tort Reform Association, MO US Chamber of Commerce, Kansas City Chiefs Football Club, Property Casualty Insurers Association of America, Ameren UE, Healthcare Services Group, MO Hospital Association, the Missouri Municipal League, Municipal League of Metro St. Louis, Missouri Chamber of Commerce and Industry, Associated Industries of MO, Leading Age MO, Greater St. Louis Chamber of Commerce, Signature Medical Group and Surgery Centers, and MO Healthcare Association provided supporting testimony. The Conservative Americans Club, MO Association of Trial Attorneys, and over 250 private citizens provided opposing testimony.

[Click here to see a full list of Bills of Municipal Interest.](#)



Important Dates

January 2021

27 – State of the State Address (3:00 pm)

February 2021

2 – State of the Judiciary – (10:30 am)

March 2021

- 1 – Last day to introduce legislation
- 11 – Last day to place consent bills on the calendar
- 12 – Spring break begins upon adjournment
- 22 – Spring break ends and legislature reconvenes (4:00 pm)

April 2021

- 5 – Easter break – no session
- 6 – Legislature reconvenes (4:00 pm)
- 15 – Last day to place consent bills from opposite chamber on the calendar

May 2021

- 7 – Appropriations bills must be truly agreed to and finally passed by 6:00 pm
- 14 – Last day of session (6:00 pm adjournment)

July 2021

- 14 – Deadline for Governor to sign or veto bills

September 2021

- 15 – Veto session (noon)

December 2021

- 1 – Pre-filing of bills for the 2022 legislative session



This email was sent to t.short@carthagemo.gov

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Missouri Municipal League · 1727 Southridge Dr · Jefferson City, MO 65109-2045 · USA



2020 Highlights

This document details the larger accomplishments of the City's IT Department during 2020.

Major Projects

Domain Consolidation --- underway; currently in Planning stage. Pearson-Kelly Technologies is taking lead on planning as of late September, 2020. Like the routing project, this project is a key that will unlock further progress/growth in our network's sophistication, security and usability.

Routing Project --- completed June, 2020. 512 IP addresses that could not communicate¹ were expanded to over 1700 IP addresses with full communication possible between all nodes. Immediate, significant changes to the nature of Help Desk requests were noted.

Security Training --- ongoing, started July 2020, via KnowBe4.com. New employees are enrolled in a special introductory course. All employees will be tasked to complete 2-4 sets of training per year. An "email exposure check" list provided by KnowBe4.com helps us to know if any employee's email address and/or passphrases have been exposed in known "hacks"; they can then be advised to stop using those credentials. We did this for 8 employees this year, including 3 department heads^{2,3}. Between July and December 2020, our "Risk Score" has dropped from 35% to 29.8%, and we'll be working to drop it even further in 2021.

Help Desk --- 484 issues were recorded in 2020. Some issues were not recorded (too early in my tenure for the system to be ready, too minor, etc.) The department's closure rate on recorded issues is well above 70%, and with the inclusion of closed tickets and those in "feedback/testing" status, we resolved approximately 426 (85%) of these issues during calendar year 2020.

Additional Projects

COVID response --- the IT department was consistently involved in assisting the City's response to the 2020 pandemic, including deploying conference phone lines for committees and/or departmental teams and a public COVID telephone hotline, serving as a central hub for Zoom meetings and technical facilitation of video-conferences, moving portions of departments to alternate facilities (and back again), and deploying remote-work software, along with various other duties.

Disaster Planning --- the department is developing approximately 12 disaster response plans for IT emergencies, which are currently in varying stages of readiness.

Inventory --- We have a much better handle on inventory at the end of 2020 than at the beginning.

Most equipment is listed and identifiable as City property by IT personnel. However, the online inventory system does not know about inventory that's currently in service, only about inventory "in stock" in the IT Department storage areas.

IT Department Intranet --- an Intranet site has been developed and serves as point of contact and dissemination of IT information, including an online phone directory and IT inventory. A "front-end" to the Department's Ticketing System allows city employees to report issues via an online form. Radio UID/SN Management is being added to the intranet site as of December 2020.

IT Department Routine Work --- to pave the way forward for increasing the number of personnel in the department and ensure they have work that they can begin immediately upon employment, we've developed lists of routine work with procedural instructions, and an automated system that assigns tickets for routine tasks on a daily, weekly, monthly, etc. Basis.

IT Department Ticketing System --- completed Spring 2020. An in-house 'online' ticketing system is available throughout the city; IT Department personnel and key personnel in other departments have access to see our progress on issues or provide feedback and insight. It is also helpful is "re-solving" recurring issues⁴. Note that while this system was in place almost immediately as of 1/20/2020 (date of Kevin Kinsey's employment), it was not used heavily in the first few months of the year because the issues were so immediate and grave.

Security --- ongoing; a number of security initiatives are underway, including daily scanning of our external IP addresses/boundaries, identification and examination of all interior nodes, monthly walk-around scans of WiFi networks, daily checks of security camera operation, and several other improvements. Our current focus of work in this area is interior network scanning for potential issues.

Server Consolidation --- as of 10/21/2020, only City Hall and CPD have true (large) servers in place; the completion of the routing project means that, most likely, all servers could be moved during any "down-time" such as a weekend, etc. with only a little critical impact to services. (Only three are left to move and only one of these is in heavy use; the 2nd will only impact CPD surveillance cams on premises and the 3rd not much at all)^{5,6}.

WiFi Expansion --- completed Fall 2020. WiFi coverage has been expanded in City Hall, CPD, CFD Station 1, and Memorial Hall. Centralized WiFi management enables faster servicing of changes to network, network monitoring, and more.

NOTES

¹ The previous network setup had two subnets that couldn't communicate with each other. So 254 nodes (computers, phones, printers, etc.) could communicate, but not with the *other* 254 nodes, and huge efforts had been made in the past to try and work around this issue, such as creating large numbers of DHCP reservations and buying extra network cards for some computers to allow them to "sit on" both networks. Since the completion of the project we have the capacity for 1778 nodes with full communication between all of them, and no such workarounds are required.

² There were only 8 employee email addresses found to have been compromised in the last several years.

³ This doesn't necessarily mean that our Department Heads are careless with credentials, but in most cases they have had an established email address for a longer period of time and it's used in many more places on the Internet-at-Large than others employees. There is therefore a greater likelihood that at some point an online provider will lose this data in a compromise/attack and it would be posted on the "darknet". In one case, the EEC was actually for the Department Head's predecessor, but we allowed them to know about it anyway just in case they were still actually using that email address as their username for any online services.

⁴ As an example, a recent network problem at Public Works was solved by Julie Tilley because it had occurred before, and IT simply directed her to the URL of the previous event's ticket. Julie was able to follow the procedure there and fix Zeb's network connection issue.

⁵ Unfortunately two of them appear to have no rack-mountable hardware installed, so this will complicate the moving a little bit.

⁶ Lastly, we have additional server resources not being used at City Hall, so if services can be moved from the machines running at CPD to these servers, the servers at CPD can be EOL'ed.



IT Department 2021 Initiatives

This is a list of Initiatives that are known and will be worked on in 2021; it is not exhaustive, as the Capital and Budget processes tend to expose needs for new projects, and the Department wishes to remain responsive to new situations as they become observable.

Major Projects

Becoming a Department --- we're ending our MSP contract with Pearson-Kelly and investigating hiring an additional technician in the City's IT Department, with a focus on off-loading some routine work from the Department in general and addressing a large & consistent backlog of technical debt that's mostly owed to the Police Department.

"Bring Parks Home" --- a site-to-site VPN will allow computers at the Parks Office (and possibly the Pro Shop) to have access to city servers and intranet.

Domain Consolidation --- underway; Pearson-Kelly Technologies had taken lead on planning as of late September, 2020, but as little had happened and we're ending our MSP contract, the IT Department is now again planning and testing. As of 1/20/21, the new domain is up and "running" with two domain controllers and a few generic servers/machines attached. After a little more testing I propose to begin work in either Memorial Hall or the Public Works Department before the end of January. Like the routing project, this project is a key that will unlock further progress/growth in our network's sophistication, security and usability.

Fire Department Projects --- the planning process is underway for upgrading the Tornado Alarm System's software. Another project, an online "days off" calendar for all employees, was begun in 2020 and is almost ready to implement.

Police Department Projects --- a significant number of initiatives are ongoing at CPD. Contact us for more information.

Public Works Project --- just getting started. As I understand, we'll be working with the Department and ESRI to get GPD-enabled iPads that accurately trace and map water and sewer lines and transfer them to inspection documents.

Software Licensing Budget Consolidation --- the IT Department will be in contact with all departments to determine ongoing software licensing costs on an annual basis. It's unknown whether all department's licensing will be handled by IT for FY22, but it's not outside the realm of possibility at this point.

Security Training --- ongoing, started July 2020, via KnowBe4.com. New employees are enrolled in a special introductory course. All employees will be tasked to complete 2-4 sets of training per year. An “email exposure check” list provided by KnowBe4.com helps us to know if any employee’s email address and/or passphrases have been exposed in known “hacks”; they can then be advised to stop using those credentials. We did this for 8 employees in 2020, including 3 department heads^{1,2}. Between July and December 2020, our “Risk Score” has dropped from 35% to 29.8%, and we’ll be working to drop it even further in 2021.

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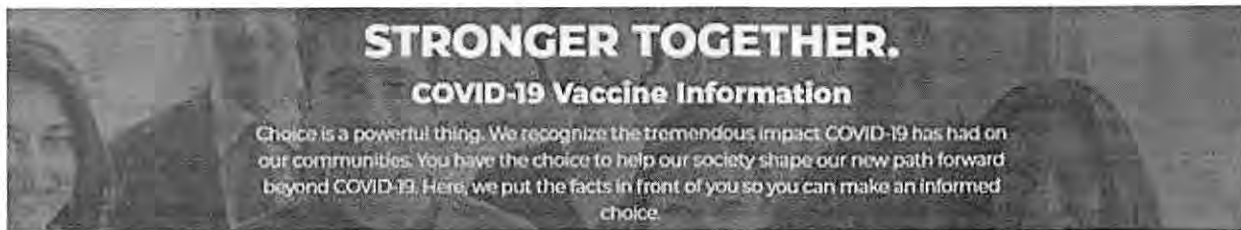
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Tom Short

From: Email, Mosema <Mosema.Email@sema.dps.mo.gov>
Sent: Tuesday, January 19, 2021 3:18 PM
Subject: COVID-19 Eligibility/Guidance

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

EMDs: The Department of Public Safety would like to share with you the latest information we have received regarding the expansion of the eligibility for COVID-19 vaccinations to include emergency management, and guidance from state leadership.



Dear Missouri Public Safety Partner:

The State of Missouri's COVID-19 vaccination activation plan has now moved into Phase 1B – Tiers 1 and 2. **Since Phase 1B Tier 1 includes first responders and emergency management personnel**, we wanted to share information we have received from our state government partners about what this means. (EMS/EMT/Paramedics were included in Phase 1A and remain eligible for vaccination.)

As you probably know, the limited vaccine supply continues to hamper Missouri and other states' ability to vaccinate citizens. **According to the Missouri Department of Health and Senior Services (DHSS), about 2.5 million Missourians are currently eligible to be vaccinated based on priority phases, but Missouri is still receiving about 70,000-80,000 doses per week (two doses are required to fully vaccinate each person).** DHSS is not expecting the change of administrations in Washington, D.C. to greatly increase the vaccine supply in the immediate future.

Missouri DHSS Director Dr. Randall Williams and other state leaders have made several presentations to groups to explain prioritization and delivery models the state will be using. This link to a Webinar recording of one of their presentations may help explain where things currently stand.

According to DHSS, beyond the Phase 1A population, there will be three ways to receive the vaccine:

1. **The vaccine comes to you.** This is an employer-initiated model. An employer contracts with an approved third-party vaccinator, then the vaccinator schedules the vaccine with employees.
2. **You go to the vaccine.** In this model, you make an appointment with your medical provider or pharmacy, or by contacting your local public health agency.
3. **Community events.** DHSS is currently working on coordinating community events utilizing the Missouri National Guard and will provide information through public announcements and at www.MOStopsCovid.com. Once community events are announced, individuals will need to register online, be screened, and approved according to the phase for which they qualify.

Each of these models depends upon the allocations of vaccines, which are determined by Operation Warp Speed (the incoming Biden administration has announced its intention to rename this public-private partnership formed to facilitate the development, manufacture, and distribution of COVID-19 vaccines, therapeutics and diagnostics).

DHSS has now released an “**Employer Playbook**” that may be helpful for your public safety agencies. It can be accessed directly as a PDF [here](#). Some Missouri agencies have already partnered with local health departments or clinics to have first responders vaccinated in one-day, on-site vaccination events. This employer playbook shares some of those “best practices” and provides guidance that may be helpful, given the very limited vaccine supplies currently available.

Below are websites where you can find helpful information about Missouri’s vaccine distribution process. These sites provide contact information for specific vaccine-related questions and are updated regularly.

- Vaccine distribution phases, instructions, and other information for Missourians can be found at www.MOstopsCovid.com.
- Access an online copy of the [Missouri’s COVID-19 Vaccination Plan](#).
- Business and organization resources for vaccination planning. Can be found at: <https://covidvaccine.mo.gov/priority/>.
- Employer Playbook on COVID-19 can be found at <https://covidvaccine.mo.gov/priority/vaccinating-missouri's-workforce.pdf>.
- A wide variety of information resources can be found at showmestrong.mo.gov.

Yours in Service,

DIANE PETTY | Emergency Management Officer

State Emergency Management Agency
Response Division
State of Missouri, Department of Public Safety
2302 Militia Drive
PO Box 116
Jefferson City, MO 65102
Telephone: (573) 526-9146
Fax: (573) 526-9194

Diane.Petty@sema.dps.mo.gov



**Carthage Public Library
Balance Sheet - Cash basis
December 31, 2020**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 472,862.50
Cash in bank - Community National Bank	1,771.65
Cash in bank - Guaranty Bank	6,577.47
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	669,516.60
Total Current Assets	<u>1,150,988.22</u>

Total Assets	<u>\$ 1,150,988.22</u>
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Liabilities and Net Assets

Current Liabilities

Accrued health insurance	\$ 231.48
Accrued supplemental insurance - AFLAC	1,251.06
Lagers withholding	2,750.26
Insurance proceeds payable	72,339.61
Note payable - Multi purpose building	173,200.00
Total Current Liabilities	<u>249,772.41</u>

Total Liabilities	<u>249,772.41</u>
--------------------------	-------------------

Net Assets

Unrestricted Net Assets	718,013.16
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
Carthage Community Foundation	5,000.00
CPL Collection Development Grant	(5,000.00)
CPL Development Foundation	10,451.55
Debbie Putnam - Ebooks	26,639.74
Library Gardens	3,878.47
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant - Local - 2020	20,908.70
Steadley Trust	926.16
Summer Reading Program-Local Funds 02/2020-08/2020	448.67
Summer reading program - MOSL grant	(1,023.00)
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48
Thelma Stanley Foundation Grant	7,012.96
Multi Purpose Building - furnishings and supplies	220,119.58
Mult Purpose Building	(181,117.28)
Operational reserves	195,998.47
Change in net assets	(135,369.00)
Total Net Assets	<u>901,215.81</u>

Total Liabilities and Net Assets	<u>\$ 1,150,988.22</u>
---	------------------------

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	<u>2020</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2020</u> <u>Year to date</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Variance</u>
Revenue						
Book sale income	\$ 2.00	\$ 250.00	\$ (248.00)	\$ 2.00	\$ 3,000.00	\$ (2,998.00)
Copier income	0.00	583.34	(583.34)	0.00	7,000.00	(7,000.00)
Donations	8,579.47	0.00	8,579.47	12,014.36	0.00	12,014.36
Donations-restricted	0.00	291.67	(291.67)	218,815.58	3,500.00	215,315.58
Fax income	0.00	83.34	(83.34)	0.00	1,000.00	(1,000.00)
Fine income	49.80	500.00	(450.20)	189.15	6,000.00	(5,810.85)
Interest income	111.10	833.34	(722.24)	1,541.76	10,000.00	(8,458.24)
Non-resident fee income	240.00	666.67	(426.67)	960.00	8,000.00	(7,040.00)
Payment for lost books	12.79	0.00	12.79	90.10	0.00	90.10
State aid	0.00	1,000.00	(1,000.00)	4,537.04	12,000.00	(7,462.96)
Sur tax	0.00	2,471.84	(2,471.84)	0.00	29,662.00	(29,662.00)
Tax income	30,964.63	17,083.34	13,881.29	35,669.66	205,000.00	(169,330.34)
Tax income - Park and storm water	43,542.62	38,966.67	4,575.95	266,794.49	467,600.00	(200,805.51)
Miscellaneous income	20.00	500.00	(480.00)	20.00	6,000.00	(5,980.00)
Other income	29.75	0.00	29.75	71.80	0.00	71.80
Total revenue	<u>83,552.16</u>	<u>63,230.21</u>	<u>20,321.95</u>	<u>540,705.94</u>	<u>758,762.00</u>	<u>(218,056.06)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	52,505.11	41,416.66	(11,088.45)	251,965.33	497,000.00	245,034.67
Lagers	1,440.50	2,000.00	559.50	11,878.60	24,000.00	12,121.40
Insurance - health	1,462.56	1,250.00	(212.56)	6,235.92	15,000.00	8,764.08
Payroll taxes - FICA	4,017.12	3,188.50	(828.62)	19,274.18	38,262.00	18,987.82
Total payroll expenses	59,425.29	47,855.16	(11,570.13)	289,354.03	574,262.00	284,907.97
Employee goodwill	400.00	250.00	(150.00)	1,895.16	3,000.00	1,104.84
Advertising	0.00	125.00	125.00	174.95	1,500.00	1,325.05
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	631.64	2,083.33	1,451.69	9,216.66	25,000.00	15,783.34
Books - children's	278.92	1,083.33	804.41	8,116.96	13,000.00	4,883.04
Contract fees	1,395.24	3,083.33	1,688.09	23,755.13	37,000.00	13,244.87
Dues and travel	96.29	583.33	487.04	1,352.01	7,000.00	5,647.99
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	250.00	250.00	4,760.00	3,000.00	(1,760.00)
Furniture and equipment - multi purpose building	585.00	0.00	(585.00)	2,410.17	0.00	(2,410.17)
Information technology (IT)	377.96	583.33	205.37	2,399.49	7,000.00	4,600.51
Insurance	28,784.00	2,500.00	(26,284.00)	31,600.00	30,000.00	(1,600.00)
Interest expense	157.73	166.66	8.93	1,466.70	2,000.00	533.30
Legal and professional	1,500.00	500.00	(1,000.00)	6,200.00	6,000.00	(200.00)
Multi purpose building	0.00	15,750.00	15,750.00	175,768.71	189,000.00	13,231.29
Periodicals	365.70	375.00	9.30	505.81	4,500.00	3,994.19
Postage	57.49	125.00	67.51	360.39	1,500.00	1,139.61
Programs - adult	1,000.00	500.00	(500.00)	3,064.88	6,000.00	2,935.12
Programs - children	223.96	666.66	442.70	8,911.69	8,000.00	(911.69)
Programs, teens	0.00	166.66	166.66	383.53	2,000.00	1,616.47
Repairs and maintenance	4,012.28	2,916.66	(1,095.62)	20,564.81	35,000.00	14,435.19
Supplies	2,643.50	2,083.33	(560.17)	9,813.28	25,000.00	15,186.72
Supplies - multi purpose building	16,409.93	16,666.66	256.73	50,772.37	200,000.00	149,227.63
Telephone	399.64	500.00	100.36	2,413.85	6,000.00	3,586.15
Utilities	2,987.25	3,333.33	346.08	17,314.36	40,000.00	22,685.64
	62,306.53	54,708.27	(7,598.26)	386,720.91	656,500.00	269,779.09
Total expenses and losses	121,731.82	102,563.43	(19,168.39)	676,074.94	1,230,762.00	554,687.06

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(38,179.66)	(39,333.22)	1,153.56	(135,369.00)	(472,000.00)	336,631.00
Transfers from temporary restricted	16,611.92	39,333.34	(22,721.42)	254,442.72	472,000.00	(217,557.28)
Transfers to temporary restricted	0.00	0.00	0.00	(219,162.48)	0.00	(219,162.48)
Increase/(Decrease) in unrestricted net assets	<u>(21,567.74)</u>	<u>0.12</u>	<u>(21,567.86)</u>	<u>(100,088.76)</u>	<u>0.00</u>	<u>(100,088.76)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			912.98		
Spotlight on Literacy Grant - MOSL - 2020	0.00			1,012.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			3,065.53		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Mult Purpose Building - furnishings and supplies	0.00			13,838.63		
Mult Purpose Building	0.00			185,333.34		
Anne Elliff - Children's Dept	0.00			5,000.00		
CPL Development Foundation	0.00			(272.89)		
CSLP Grant	(201.99)			(201.99)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(932.69)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			(1,452.86)		
Spotlight on Literacy (RTR) - LOCAL Funds-SLT20- CTHG 06/2020-05/2021	0.00			(52.40)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			(5,870.07)		
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	0.00			(1,317.24)		
Summer Reading Program-Local Funds 02/2020- 08/2020	0.00			(259.47)		
Summer reading program - MOSL grant	0.00			1,023.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			(4,434.44)		
Thelma Stanley Foundation Grant	0.00			(410.59)		
Multi Purpose Building - furnishings and supplies	(16,409.93)			(54,170.12)		
Multi Purpose Building	0.00			(174,717.97)		
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CNO-9871	0.00			(6,072.99)		
Anne Elliff - Children's Dept	0.00			(1,800.00)		
Increase/(Decrease) in temporarily restricted net assets	<u>(16,611.92)</u>			<u>(35,280.24)</u>		
Change in net assets	<u><u>\$ (38,179.66)</u></u>			<u><u>\$ (135,369.00)</u></u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and six months ended December 31, 2020

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,451.55	0.00	(272.89)	10,178.66
CLSP Grant	0.00	0.00	(201.99)	(201.99)
Debbie Putnam - Ebooks	26,639.74	0.00	(3,500.00)	23,139.74
Library Gardens	3,878.47	0.00	(932.69)	2,945.78
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35	912.98	0.00	6,159.33
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	0.00	0.00	(1,452.86)	(1,452.86)
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13	0.00	0.00	5,564.13
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	0.00	0.00	(52.40)	(52.40)
Spotlight on Literacy - MOSL -2020	(4,206.00)	1,012.00	0.00	(3,194.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00	0.00	(5,870.07)	(5,870.07)
Spotlight on Literacy Grant - Local - 2020	20,908.70	0.00	0.00	20,908.70
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	0.00	0.00	(1,317.24)	(1,317.24)
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program-Local Funds 02/2020- 08/2020	448.67	0.00	(259.47)	189.20
Summer reading program - MOSL grant	(1,023.00)	0.00	1,023.00	0.00
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48	3,065.53	(4,434.44)	101.57
Thelma Stanley Foundation Grant	7,012.96	10,000.00	(410.59)	16,602.37
Multi Purpose Building - furnishings and supplies	220,119.58	13,838.63	(54,170.12)	179,788.09
Mult Purpose Building	(181,117.28)	185,333.34	(174,717.97)	(170,501.91)
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CN0-9871	0.00	0.00	(6,072.99)	(6,072.99)
Anne Elliff - Children's Dept	0.00	5,000.00	(1,800.00)	3,200.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 318,571.65</u>	<u>\$ 219,162.48</u>	<u>\$ (254,442.72)</u>	<u>\$ 283,291.41</u>

See accountant's compilation report.

CARTHAGE PUBLIC LIBRARY

Expenditures Reimbursed by Grants	Year to Date Ending 12/31/2020				
	Actual Expenses Year to Date	Grant Funded Amount	Actual Expenses w/o Grant Amount	Year to Date Budget	Year to Date Variance
Salaries	251,965.33	7,124.75	244,840.58	\$ 497,000.00	(252,159.42)
Employee Goodwill	1,895.16	-	1,895.16	\$ 3,000.00	(1,104.84)
Lagers	11,878.60	-	11,878.60	\$ 24,000.00	(12,121.40)
Health Insurance	6,235.92	-	6,235.92	\$ 15,000.00	(8,764.08)
Payroll Taxes - FICA	19,274.18	-	19,274.18	\$ 38,262.00	(18,987.82)
Payroll Taxes - Unemployment	-	-	-	\$ -	-
ADA Compliance	-	-	-	\$ -	-
Advertising	174.95	-	174.95	\$ 1,500.00	(1,325.05)
Audio-Visual	-	-	-	\$ 1,500.00	(1,500.00)
Adult Book	9,216.66	3.99	9,212.67	\$ 25,000.00	(15,787.33)
Children Book	8,116.96	1,374.85	6,742.11	\$ 13,000.00	(6,257.89)
Contract Fees	23,755.13	-	23,755.13	\$ 37,000.00	(13,244.87)
Dues and Travel	1,352.01	138.00	1,214.01	\$ 7,000.00	(5,785.99)
Ebook	3,500.00	3,500.00	-	\$ 3,500.00	(3,500.00)
Furniture and Equipment	4,760.00	13,904.13	(9,144.13)	\$ 3,000.00	(12,144.13)
Furniture and Equipment-Multi Purpose Bldg	2,410.17	551.25	1,858.92	\$ -	1,858.92
Information Technology (IT)	2,399.49	-	2,399.49	\$ 7,000.00	(4,600.51)
Insurance	31,600.00	-	31,600.00	\$ 30,000.00	1,600.00
Interest	1,466.70	-	1,466.70	\$ 2,000.00	(533.30)
Legal and Professional	6,200.00	-	6,200.00	\$ 6,000.00	200.00
Multi-Purpose Building	175,768.71	164,938.50	10,830.21	\$ 189,000.00	(178,169.79)
Periodicals	505.81	-	505.81	\$ 4,500.00	(3,994.19)
Postage	360.39	-	360.39	\$ 1,500.00	(1,139.61)
Programs - Adult	3,064.88	1,636.24	1,428.64	\$ 6,000.00	(4,571.36)
Programs - Children	8,911.69	8,680.88	230.81	\$ 8,000.00	(7,769.19)
Programs - Teens	383.53	-	383.53	\$ 2,000.00	(1,616.47)
Repairs and Maintenance	20,564.81	932.69	19,632.12	\$ 35,000.00	(15,367.88)
Supplies	9,813.28	885.07	8,928.21	\$ 25,000.00	(16,071.79)
Supplies - Multi-Purpose Building	50,772.37	50,772.37	-	\$ 200,000.00	(200,000.00)
Telephone	2,413.85	-	2,413.85	\$ 6,000.00	(3,586.15)
Utilities	17,314.36	-	17,314.36	\$ 40,000.00	(22,685.64)
Capital Improvements projects/Assets	-	-	-	\$ -	-
	-	-	-	\$ -	-
Journal Entry	-	-	-	\$ -	-
	\$ 676,074.94	\$ 254,442.72	\$ 421,632.22	\$ 1,230,762.00	\$ (809,129.78)

Director's Progress and Service Report
January 2021, Julie Yockey

It is a New Year and are we ever thankful! It has dawned on me while walking the Library that thanks to wonderful contractors, she is almost fully restored to her original beauty! Honestly, the entire building is gorgeous again. We now hope by the end of January it will all be complete as we are now working to complete the "Punch" lists. We have our new Steadley building which is ready to go, and almost every staff member is free from COVID. To date, I have had two people on staff actually contract the virus, myself being one of those two. It is an exhausting, stressful virus and I am working hard to regain my strength. We have great policy and procedures in place, and to think that not one staff member, family or friend got the virus from me is an awesome feeling.

The sidewalk renovation has begun, HVAC quarterly checkup is complete with a small list of items that need to be attended to, pest control complete and Christmas décor is down and put away. Staff continues to work with our patrons on curbside service which includes, emailing, faxing, copying and internet access. In their spare time they continue to clean and scrub areas of the library as they are completed. Our next biggest task is to move and set up the IT office as soon as the Community Room area is finished. We are ready to see patrons! Yes, the Board will review our Pandemic Policy this evening and make a determination as to when we can open for full or limited services and hours. My recommendation, given the continued rise in positive COVID cases will be to open with limited hours and services and no public events. 90% of other public libraries in Missouri are continuing to use these same guidelines for the time being. Staff is ready, patrons are ready, and I am ready to open our doors!!!!!!

An update will be given this evening from our Building Committee covering all the building issues mentioned above including a roof report.

Have a blessed January and stay tuned for good news!

Julie Yockey, Director

CIRCULATION REPORT for December 2020

New Books/Periodicals	
Adult Books	<u>93</u>
Adult Periodicals	<u>26</u>
YA Books	<u>2</u>
YA Periodicals	<u>0</u>
Juvenile Books	<u>117</u>
Juv Periodicals	<u>3</u>
Totals	<u>241</u>

New Applications	
Adult	<u>11</u>
Juvenile	<u>1</u>
Total	<u>12</u>

AWE Computers	
AWE #1	<u>N/A</u>
AWE #2	<u>N/A</u>
AWE #3 (Bilingual)	<u>N/A</u>
AWE #4 (Bilingual)	<u>N/A</u>
Total	<u>0</u>

Computer Use	
Adult	<u>N/A</u>
Reference/Genealogy	<u>0</u>
Microfilm	<u>3</u>
Juvenile	<u>N/A</u>
Tablets	<u>N/A</u>
AWE	<u>0</u>
Teen Laptops	<u>N/A</u>
Wireless	<u>253</u>
Total	<u>256</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>297</u>	<u>19</u>	<u>252</u>	<u>568</u>
Periodicals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Audio	<u>6</u>	<u>0</u>	<u>4</u>	<u>10</u>
Visual	<u>61</u>	<u>-</u>	<u>-</u>	<u>61</u>
Circulating Electronics	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>1,183</u>	<u>166</u>	<u>110</u>	<u>1,459</u>
Totals	<u>1,547</u>	<u>185</u>	<u>366</u>	<u>2,098</u>
In House Use	<u>2</u>	<u>-</u>	<u>-</u>	<u>2</u>
Courier	Lending <u>244</u>	Borrowing <u>356</u>		Total <u>600</u>
Circulation Total				<u>2,700</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>5</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>6</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>10</u>	<u>10</u>
Attendees	<u>0</u>	<u>0</u>	<u>134</u>	<u>134</u>

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

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

Curbside	<u>264</u>	In-House Patrons	<u>N/A</u>
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	Adult	YA	Juvenile	Total
Mending	<u>13</u>	<u>0</u>	<u>0</u>	<u>13</u>
Discards	<u>194</u>	<u>32</u>	<u>393</u>	<u>619</u>
Corrective Processing	<u>22</u>	<u>0</u>	<u>1</u>	<u>23</u>

Children's Progress Report
December 2020, Sherri Luce

It was so nice to be able to thank in person, you all and the Steadley Board at our Ribbon Cutting event, December 15th. We can't wait to be able to host programs using the wonderful materials purchased for teaching classes and check-out tools to patrons.

Online Story Times continue to be popular. We reminded patrons of the Story Walk in Central Park early in the month, then posted five English Story Times and five crafts. Most of the craft posts were for patrons to make with materials they would have at home. I felt the extended closure for the holidays might affect the number of kits being picked up beforehand. It's hard to know exactly how many people participate in our online programming. Facebook and Youtube tell us we had 2,107 people reached, with 134 engagements between all posts.

I am currently finishing up details for our Children's Winter Reading Challenge. This challenge is much smaller than our summer program, but families typically enjoy the fun activities involved, such as "Read in a Homemade Fort", and "Read in the Bathtub". This challenge will launch mid-January, and run through February.

We still wait to hear if the Carthage Public Library will once again receive state funding to help with our Summer Program. As I stated last month, overall funds have been greatly reduced, but we are still planning to host a fun, encouraging program. The theme for 2021 is "Tails and Tales". Animals are one of my favorite things to read about in story time, so I'm really looking forward to a fun summer.

"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.