

1. Agenda

Documents:

[CITY COUNCIL AGENDA 02 12 19.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 02 12 19.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 02 12 19\(1\).PDF](#)

Council Agenda
City of Carthage, Missouri
Tuesday, February 12, 2019
6:30 PM- Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance to Flag

4. Calling of the Roll

5. Reading and Consideration of Minutes of Previous Meeting

6. Presentations/Proclamations

7. Public Comments

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

8. Reports of Standing Committees

9. Reports from Special Committees and Board Liaisons

10. Report of the Mayor

11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports

13. Report of Claims Presented Against the City

14. Public Hearings

15. Old Business

1. **C.B. 19-05-** An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P31871 (Public Works)

16. New Business-

1. **C.B. 19-06-** An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of The City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)

2. **C.B. 19-07-** An Ordinance to amend Division 8- Parks Administrator, Sections 2-211- Generally through 2-212- Duties; Section 16-24.- Traffic and motor vehicles in Kellogg Lake Park; and other references to the Parks Administrator's position in the Code of Carthage. (Insurance, Audit & Claims)

3. **C.B. 19-08-** An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Fund Program Agreement ((TAP-1601(703)) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO96), from Garrison Avenue to Route 66. (Public Works)

17. Mayor's Appointments

- Personnel Appeals Board

18. Resolutions

1. **Resolution 1861-** A Resolution providing for the formal acceptance of a donation by the City Council of the city of Carthage, Missouri pursuant to City policy. (Public Safety)

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
February 12, 2019

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

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

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the January 22, 2019 Council Meeting. Motion carried unanimously.

No citizens were present to speak during Citizens Participation Period.

Mr. Collier reported the Budget, Ways and Means Committee met on February 11. Bids for IT managed services were reviewed from Stronghold Data (\$107,925), Neotech (\$95,308), Pearson Kelly (\$89,224.87), and Oxen (\$81,588). Pearson Kelly is the only company that offers first point of contact services. They would handle daily problems, manage anti-virus and provide back-up solutions. Mr. Henady would be focusing on IT projects and problems the IT service had difficulty with. Current budget has \$56,000 allocated for additional staffing and this could be used toward the cost of IT managed services. Mr. Collier made a motion, seconded by Mr. Daugherty, to proceed with the contract with Pearson Kelly with the stipulations of reducing the contract term to two years and add an opt-out clause. Motion carried. Committee members approved C.B. 19-06 which addresses the annual process for partial expense reimbursement for the taxi program. The budget process is underway with the presentation of capital projects at the next meeting. Mr. Collier made a motion, seconded by Mr. Snow, to approve the 2020 Budget Goals. Motion carried. Banking services will be going out to bid with implementation effective July 1.

Ms. Otero reported the Committee on Insurance/Audit & Claims met on this date in the Council Chambers and approved the claims. Members continued discussions on changing the Parks Administrator job title to Parks & Recreation Director. This will show up as C.B. 19-07. A Lateral Recruitment Policy was reviewed. This policy will help with recruitment efforts by allowing flexibility to hire individuals with prior comparable employment experience at a rate higher than the initial step of the assigned range. Individuals can receive prior equivalent credited service at a rate of up to .5 years of credited service for every full time year of service provided to the former employer, up to a maximum of 10 years of credited service. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the Lateral Recruitment Policy. Motion carried.

Renewal of the employee dental plan was discussed. This is fully paid by the employee. Ms. Otero made a motion, seconded by Mr. Collier, to approve the Delta Dental Plan with zero deductible for both the PPO and Premier networks and a two-year rate guarantee. Motion carried. The employee health fair will be April 16.

Mr. Harrison reported the Public Safety Committee is between meetings with the next meeting scheduled for February 21.

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

Mr. Daugherty reported the Public Works Committee met on February 5. Application for a TAP Grant was discussed and approved and is being presented in C.B. 19-08.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Ms. Otero for the Carthage Humane Society and Harry S Truman Coordinating Council, Mr. Daugherty for the Convention and Visitors Bureau, and Mr. Snow for the Library Board.

City Attorney Nate Dally reported on information he had received from Spencer Fane regarding the railroad lawsuit. MNR operates on the Union Pacific lines and was willing to meet to discuss the condition of the railroads. Spencer Fane advised that discussions were not necessary until Union Pacific was willing to take responsibility.

Fire Chief Roger Williams gave an update on Fire Station #2. He informed Council members of a memorial service to be held February 18 for fallen firefighter Steve Fierro.

City Administrator Tom Short reported on the following: renovations at Memorial Hall being done by the Street Department, IT offices are under construction, a Vision Carthage meeting, a walk-thru at Fire Station #2 to develop a punch list, a meeting at CWEP to discuss potential development, a United Way luncheon, sales tax update, 5-year capital budgets are due February 22, CWEP has been smoke testing, Region M grant application, and Eggs & Issues to be held February 15.

The Committee on Claims filed a report in the amount of \$1,840,180.07 against the following funds: General Revenue \$103,423.94, Public Health \$4,778.52, Parks Stormwater \$5,398.00, Golf Course \$13,131.96, Lodging \$8,500.00, Library \$25,000.00, Capital Improvements \$1,923.50, Payroll \$178,024.15, and Carthage Water & Electric \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 19-05- An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No: 7P31871 was placed on second reading followed by a roll call

vote of 8 yeas and 1 nay. Ayes: Beckham, Collier, Daugherty, Harrison, Newport, Otero, Snow, and Topete. Nay: Armstrong. The council bill was approved and numbered Ordinance 19-07.

Under new business, C.B. 19-06- An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

C.B. 19-07- An Ordinance to amend Division 8- Parks Administrator, Sections 2-211- Generally through 2-212-Duties; Section 16-24.- Traffic and motor vehicles in Kellogg Lake Park; and other references to the Parks Administrator's position in the Code of Carthage was placed on first reading with no action taken. Ms. Otero stated a correction will be made to Section 16-24 (c) prior to the next reading, changing Parks Administrator to Parks & Recreation Director.

C.B. 19-08- An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Funds Program Agreement (TAP-1601 (703) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66 was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1861- A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to city policy. Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Daugherty, Harrison, Newport, Otero, Snow, and Topete.

During closing remarks, Mr. Armstrong thanked Tom and the mayor for meeting with him and having a fruitful discussion. Mr. Snow stated he would be in favor of a work session as mentioned by Mr. Armstrong in an email, Mr. Beckham thanked the candidates that were present for attending the council meeting, and Mr. Newport encouraged council members to attend all budget meetings during the budget process.

Mr. Newport made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:05 PM.

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, FEBRUARY 12, 2019
6:30 P.M. – COUNCIL CHAMBERS**

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

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marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)

2. **C.B. 19-07** – An Ordinance to amend Division 8 – Parks Administrator, Sections 2-211 – Generally through 2-212 – Duties; Section 16-24. – Traffic and motor vehicles in Kellogg Lake Park; and other references to the Parks Administrator's position in the Code of Carthage. (Insurance, Audit & Claims)
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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
January 22, 2019

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

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

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

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve the minutes of the January 8, 2019 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Rebecca Friedrich, CPA with KPM CPA's, presented a brief overview of the City's Financial Statements and commended the City Staff on an unmodified/clean audit with no deficiencies reported. The city had 17 funds with a total of approximately \$17.5 million, an increase of \$671,000 over the prior year. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the audit. Motion carried.

Mr. Collier reported the Budget, Ways and Means Committee met on January 14. The committee reviewed the Humane Society contract. Mr. Collier made a motion, seconded by Mr. Harrison, to appropriate the additional funds to allow payment of \$2,750 monthly to the Carthage Humane Society for the remainder of the fiscal year. Motion carried. The mid-year budget status was reviewed and the budget calendar was approved. A Resolution appropriating funds from the Civic Enhancement Fund was approved and is being presented in Resolution 1860. Sales tax revenues were also reviewed.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Rebecca Friedrich presented a detailed review of the audit at the meeting. The Parks Administrator job title was discussed with the committee ultimately deciding to update the Code to reflect the title Parks and Recreation Director.

Mr. Harrison reported the Public Safety Committee met on January 21. Mr. Harrison made a motion, seconded by Mr. Collier, to approve the CWEP request for the help of the Carthage PD with street crossings at Main Street and Fairview and also River Street and Fairview for a 5K Tower to Tower Run to be held on Saturday, May 11th at 8:00 a.m. Motion carried. Caleb Stiles was present to discuss street closures for Food Truck

Friday which will be held the second Friday of each month from April-September and possibly on Halloween. He is requesting street closures for 7th Street between Garrison and Lyon and Lyon between 7th Street and Chestnut. Mr. Harrison made a motion, seconded by Mr. Armstrong, to approve the street closures as requested. The TNR feral cat program was discussed. CHS has been overseeing this program and it is between coordinators and documentation of the program was not available. Cats are not trapped in the winter. It is recommended that CB 18-30 be tabled for another 6 months to allow the program to progress and documentation to be presented. A \$10,000 donation for the Police Department was accepted and will be presented as a Resolution at the next council meeting. Previously, CPD had entered into an agreement with Superion for a records management system. Superion was recently bought out by Central Square who has their own records management system and they will be phasing out Superion. CPD did not feel Central Square would provide the support they need. The second low bidder, Omnigo, is a cloud based system and is cheaper than the Superion system. Omnigo does not offer all the capabilities that Superion provided; however, it would be manageable and other local agencies will be moving to Omnigo. In order to keep the bid price from Omnigo, the mayor had to sign a tentative agreement subject to the approval of the Public Safety Committee. The contract with Superion will have to be terminated via a letter from the city attorney to obtain a refund of the down payment. Mr. Harrison made a motion, seconded by Mr. Snow, to terminate the current contract with Superion. Motion carried. Mr. Harrison made a motion, seconded by Mr. Snow, to approve the recommendation for the Omnigo Record Management System contract. Motion carried on a vote of 8 ayes and 1 nay. Council Member Newport cast the nay vote. A CB to amend court costs for the implementation of Show Me Courts was approved and is being presented in CB 19-04.

Mr. Beckham reported the Public Services Committee met January 17. Caleb Stiles requested use of Central Park for Food Truck Fridays on April 12, May 10, June 14, July 12, August 9, September 13 and possibly October 31. Mr. Beckham made a motion, seconded by Mr. Armstrong, to allow the use of Central Park for the dates requested. Motion carried. Ms. Otero was present to discuss the Park Administrator job description. Staff are currently working on lighting for the south part of the walking trail at Fair Acres.

Ms. Otero reported the Public Works Committee is between meetings with the next meeting scheduled for February 5.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Mr. Snow for the Library Board, Ms. Otero for the Carthage Humane Society and Harry S Truman Coordinating Council, and Mr. Collier for the Carthage Water & Electric Board.

During Council Member reports, Mr. Topete discussed assisting a citizen with translating a parking ticket and the need for Spanish on city forms, Mr. Armstrong discussed the inter-fund loan transfer for the project associated with CB 19-05 and stated communication was a problem within our city due to emails not being answered,

Ms. Otero and Mr. Harrison discussed the planning for the new Park Administrator, Mr. West stated he is impressed with the professionalism of the council, and Mr. Snow congratulated Mr. Elliff on a successful Chamber banquet and also congratulated all winners at the event.

Police Chief Greg Dagnan stated he recognized the need to have some Spanish on the parking tickets and the next printing will include this.

Fire Chief Roger Williams reported on HSTCC hazard mitigation plan forms and gave a weather update.

City Administrator Tom Short reported on the following: a Region M board meeting, the distribution of the 5 year capital improvement plans to department heads, discussed the Springsted merger with Umbaugh, discussions with IT Tech Amon Henady regarding proposals for services, MoDOT cost share project, and the planning process for the Parks Administrator position.

The Committee on Claims filed a report in the amount of \$630,514.82 against the following funds: General Revenue \$150,595.19, Public Health \$128,643.71, Parks Stormwater \$34,745.82, Golf Course \$2,417.87, Lodging \$800.55, Parks & Recreation \$5,805.22, and Payroll \$307,506.46. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 18-30 – An Ordinance to amend Chapter 4, Articles I and II of the Code of Carthage regarding Animals, to repeal the language regarding the managed care of Feral Cats was placed on second reading. Mr. Harrison made a motion, seconded by Mr. Snow, to table C.B. 18-30 until July 23, 2019.

C.B. 19-01 – an Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-03.

C.B. 19-02 – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-04.

C.B. 19-03 – An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7) was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Harrison, Newport, Otero,

Snow, Topete and West. The council bill was approved and numbered Ordinance 19-05.

Under new business, C.B. 19-04 - an Ordinance to amend Section 14-11 of the Carthage Code was placed on first reading with no action taken. Mr. Harrison made a motion, seconded by Mr. Newport, to follow the emergency protocol and advance the Council Bill to the second reading. Motion passed.

C.B. 19-04 - an Ordinance to amend Section 14-11 of the Carthage Code was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-06.

C.B. 19-05 - An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I was placed on first reading with no action taken.

Mr. Beckham made a motion, seconded by Mr. Collier, to approve the appointment of Ray West to the Budget Ways & Means and Public Safety Committees. The appointment of Mr. West to the Public Safety Committee will replace the temporary appointment of Alan Snow. Motion passed.

Mr. Newport made a motion, seconded by Mr. Snow, to approve Resolution 1860 – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. Resolution 1860 was adopted by a vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Harrison, Newport, Otero, Snow, Topete and West.

During closing remarks, Mr. Beckham encouraged staff to consolidate reports and present summaries to aid with transparency, Mr. Newport congratulated staff on a job well done with the audit report, Mr. Collier congratulated staff on the audit report and commended Mr. Elliff on a successful Chamber banquet.

Mr. Collier made a motion, seconded by Mr. Snow, to close the meeting according to Section 610.021 (1) and (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any conditional or privileged communications between a public governmental body or its representatives and its attorneys, and leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. Motion carried unanimously at 7:39 PM.

CLOSED SESSION

Mr. Newport made a motion, seconded by Mr. Collier, to return to the regular session of the Council Meeting at 9:10 PM followed by a roll call vote of 9 yeas and no nays. Motion carried.

Mr. Snow made a motion, seconded by Mr. Harrison, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 9:10 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 19-05

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri a Missouri Highways and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

CCO Form: DE07
Approved: 07/97 (DPP)
Revised: 04/18 (BDG)
Modified: 01/19 (BDG)

Cost Apportionment Agreement
Route: 571
County: Jasper
Job No.: 7P3187I

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
COST APPORTIONMENT PROGRAM
SUPPLEMENTAL AGREEMENT**

THIS SUPPLEMENTAL AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the City of Carthage (hereinafter, "City").

WITNESSETH:

WHEREAS, on April 3rd, 2017 the Commission and the City previously entered into a *Cost Apportionment Agreement* as to public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets, (hereinafter, "Original Agreement"); and

WHEREAS, the Commission and the City now desire to revise the Original Agreement as provided in this Supplemental Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

(1) REVISION TO PARAGRAPH (9)(C) OF ORIGINAL AGREEMENT:
Paragraph (9)(C) PAYMENT RESPONSIBILITIES of the Original Agreement is hereby removed and replaced with the following:

(9)(C) The City will be responsible for fifty percent (50%) of the total project cost. The current estimate of the City's responsibilities is one million, one hundred five thousand, four hundred seventy-one dollars (\$1,105,471). The City agrees that the Commission may program up to two hundred seventy-four thousand, eight hundred ninety-four dollars and eighty-five cents (\$274,894.85) of STP-Small Urban funding in partial fulfillment of the City's obligation for payment for the project. The City will be responsible for providing the required match for the STP-Small Urban funds. Any costs for City's share of the herein improvements which exceed any federal reimbursement or are not eligible for federal reimbursement shall be the sole responsibility of the City. For the remainder of its payment responsibilities, the City shall remit a check in the amount of eight hundred thirty thousand, five hundred seventy-six dollars and fifteen cents (\$830,576.15) no later than five (5) days prior to the Commission's advertisement of the project for bids. This check should be made payable to the *Missouri Highway and Transportation Commission - Local Fund*. If the City fails

to make the required deposit, the Commission is under no obligation to continue with the project.

(2) REVISION TO "EXHIBIT B" OF THE ORIGINAL AGREEMENT: "Exhibit B" of the Original Agreement is hereby removed and replaced with "Exhibit A to the Supplemental Agreement", attached hereto and made part thereof.

(3) ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this Supplemental Agreement, the Original Agreement between the parties shall remain in full force and effect and shall extend and apply to this Supplemental Agreement as if fully written in this Supplemental Agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this _____ day of _____, 20____.

Executed by the Commission this _____ day of _____, 20____.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF CARTHAGE

Title: _____

By _____
Title: _____

ATTEST:

ATTEST:

Secretary to the Commission

By _____
Title: _____

Approved as to Form:

Approved as to Form:

Commission Counsel

Title: _____

Ordinance No.: _____

"Exhibit A To The Supplemental Agreement"		
Project Name:	Route 571/Fairlawn and Elk Street Improvements	
MoDOT Job Number:	7P3187I	
Description:	Improvements on Fairlawn at Elk Street in Carthage	
Definition of "Total Project" for Cost Apportionment Includes:		
Preliminary Engineering	ROW Incidentals	Utilities
ROW	Construction	Construction Engineering
Definition of "Total Project" for Cost Apportionment Excludes:		
Cost to Accelerate Project		
Project Estimate		
	Current Estimate and Inflation	Cost Apportionment Eligible
Preliminary Engineering	\$ 200,000	\$ 200,000
Right-of-way	\$ 231,750	\$ 231,750
Right-of-way Incidentals	\$ 2,500	\$ 2,500
Utilities	\$ 412,363	\$ 412,363
Construction w/ Contingency	\$ 1,189,329	\$ 1,189,329
Non-contractuals	\$ -	\$ -
Inspection and Letting	\$ 175,000	\$ 175,000
Total	\$ 2,210,942	\$ 2,210,942
Project Responsibilities		
Preliminary Engineering	MoDOT	
ROW Acquisition	MoDOT	
Letting	MoDOT	
Inspection	MoDOT	
Financial Responsibilities		
City of Carthage	\$ 830,576.15	Total Local Share
City STP-Small Urban	\$ 274,894.85	\$ 1,105,471
Local Reserved 3	\$ -	50.0%
Local Reserved 4	\$ -	
Local Reserved 5	\$ -	
Local Reserved 6	\$ -	
MoDOT SW in-kind	\$ 181,500	Total MoDOT Share
MoDOT Flexible Funds	\$ 923,971	\$ 1,105,471
MoDOT Reserved 3	\$ -	50.0%
MoDOT Reserved 4	\$ -	
How are overruns and underruns handled?		
The City of Carthage and MoDOT will share cost savings and cost overruns equally.		

***NEW
BUSINESS***

COUNCIL BILL NO. 19-06

ORDINANCE NO. _____

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

SECTION I. That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

SECTION II. That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

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

PASSED AND APPROVED THIS _____ DAY OF _____ 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

PROJECTED OPERATING BUDGET

Project Period: July 1, 2018 to June 30, 2019

TOTAL OPERATING EXPENSES		
501.00	Project Manager Salary	15,000
502.01	Project Manager Fringe	3,130
509.03	Office Supplies	850
501.01	Drivers	43,578
502.01	FICA	3,334
510.01	Veh Maint	3,000
503.05	Radio Maint	350
509.02	Travel & Train	300
503.02	Services (Audit)	1,000
505.021	Mobile Phone	1,200
506.99	Other Insurance	1,574
504.01	Fuel & Lubricants	7,200
501.00	Clerical	6,900
514.01	Public Notices	300
	Total Expenses	87,716
REVENUE		
	Passenger Revenue	19,400
	Area Agency on Aging	1,500
	Jasper County Shelter	1,200
	Total Fare and other Revenue	22,100
	Project Costs	65,616
CALCULATION OF FUNDING REQUEST		
	Local Share 50%	32,808
	General Fund	11,811
	In Kind Contributions	20,997
	Total Applicant Share	32,808
	Section 5311 Funds Requested	32,808

An Ordinance to amend Division 8 – Parks Administrator, Sections 2-211 – Generally through 2-212 – Duties; Section 16-24. – Traffic and motor vehicles in Kellogg Lake Park; and other references to the Parks Administrator’s position in the Code of Carthage.

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

SECTION I: Division 8 – Parks Administrator, Sections 2-211 – Generally through 2-212 – Duties of the Code of Carthage is hereby repealed and the following enacted in lieu thereof:

DIVISION 8. - PARKS & RECREATION DIRECTOR

Sec. 2-211. - Generally.

There is created the office of Parks & Recreation Director. The Parks & Recreation Director shall be appointed by the mayor with the consent of a majority of the members elected to the council. The Parks & Recreation Director may be removed from office by the mayor with the consent of a majority of all the members elected to the council or by two-thirds vote of all members elected to the council without the approval of the mayor.

Sec. 2-212. - Duties.

- (a) The Parks & Recreation Director shall have the responsibility to plan, organize, direct, coordinate, maintain and evaluate the parks and recreation programs, including the golf program, of the city including but not limited to program effectiveness and demands for expanded or new program offerings as well as recommendations and implementation of appropriate changes.
- (b) The Parks & Recreation Director shall have the responsibility to evaluate the need for and feasibility of new programs, conducting short and long-range program planning, identifying sources of grant funding and supervising the preparation of grant applications.
- (c) The Parks & Recreation Director shall supervise the recruitment, selection and training of regular and temporary employees of the department, prepare and administer the department budget, supervise the maintenance of required records, prepare or supervise the preparation of regular and special reports, confer with civic and special interest groups regarding the parks and recreation program. The Director shall also participate in and supervise a variety of informational and public relation activities to make the public aware of program offerings and facilities available and any other reasonable duties as assigned.
- (d) The Parks & Recreation Director shall perform all directives of the mayor or the council. The Director shall report monthly to the council on all activities of his department.

SECTION II: Section 16-24. – Traffic and motor vehicles in Kellogg Lake Park of the Code of Carthage is hereby repealed and the following enacted in lieu thereof:

Sec. 16-24. - Traffic and motor vehicles in Kellogg Lake Park.

- (a) Persons operating a motor vehicle within Kellogg Lake Park shall operate the same in a

careful and prudent manner.

(b) No person shall drive any motor vehicle on a driveway located in any of the Kellogg Lake Park and/or facilities at any speed over the posted speed limit.

(c) No person in Kellogg Lake Park shall drive any vehicle on any area except the paved park and/or facility roads or parking areas provided for that purpose, or such other areas as may on occasion be specifically designated as temporary parking areas by the parks administrator.

(d) No person in Kellogg Lake Park shall park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions there at and with the instructions of any attendant who may be present.

(e) No person shall leave, park or stop a motor vehicle within Kellogg Lake Park after the designated closing time unless authorized by the Parks & Recreation Director.

(f) No trucks, buses, or other commercial vehicle exceeding a gross weight of eight thousand (8,000) pounds may enter any Kellogg Lake Park unless on a designated road or unless specific permission in writing is obtained from the parks administrator. This does not include vehicles delivering to or coming from the parks and/or facility, or vehicles engaged in work for the city.

(g) No person shall leave a parked vehicle for the purpose of carpooling or the advertisement to sell said vehicle in Kellogg Lake Park.

SECTION III: the Code of Carthage is further amended to define any other reference to the Park Administrator's position to mean Parks & Recreation Director.

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

PASSED AND APPROVED THIS _____ DAY OF _____,
2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 19-08

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for a Transportation Alternatives Funds Program Agreement ((TAP-1601(703)) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri an Agreement with the Missouri Highway and Transportation Commission providing for a Municipal Agreement for TAP-1601(702) for ADA compliant sidewalks, entrances and crosswalks along Central Avenue (MO 96), from Garrison Avenue to Route 66, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

Missouri Department of Transportation

3025 East Kearney Street
P.O. Box 868
Springfield, Missouri 65801
417.895.7600
Fax: 417.895.7637
1.888.ASK MODOT (275.6636)

January 15, 2019

Zeb Carney, Public Works Director
City of Carthage
326 Grant
Carthage, MO 64836

Re: New TAP Project: 1601(703)

Dear Zeb,

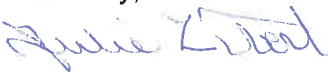
Enclosed are the two copies of the Sidewalk Agreement which I emailed you about. Please have both copies of this Agreement dated and executed and return both to me, along with two copies of the executed Program Agreement that was mailed to you previously and a copy of the Ordinance.

My mailing address is:

Julie Zibert – MoDOT
Sr. Transportation Planner
2915 Doughboy Drive
Joplin, MO 64804

If you have any questions, please let me know.

Sincerely,



Julie Zibert – MoDOT
Sr. Transportation Planner

Enclosures

/jz



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

CCO Form: DE65
Approved: 12/07 (BDG)
Revised: 03/17 (BG)
Modified:

TAP-1601(703)

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
SIDEWALK IMPROVEMENTS AGREEMENT**

THIS AGREEMENT is made and entered into by and between the Missouri Highways and Transportation Commission (hereinafter, "Commission"), whose address is P.O. Box 270, 105 W. Capitol, Jefferson City, Missouri 65102, and the City of Carthage, Missouri (hereinafter, "City"), whose address is 326 Grant, Carthage, MO 64836.

WITNESSETH:

WHEREAS, the Commission owns and operates, as part of the State Highway System, Route 571, Route 96 and Route 66 located within the City limits in Jasper County; and

WHEREAS, the City is desirous of performing certain tasks related to the installation and maintenance of sidewalk improvements within the City limits.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained in this Agreement, the parties agree as follows:

(1) PROPOSAL: The City proposes and the Commission will allow the installation, including maintenance, of sidewalk improvements on Commission right-of-way as provided in this Agreement.

(2) LOCATION: The general location of the sidewalk improvements to be installed and maintained pursuant to this Agreement is along Central Avenue (Rt 96), from Garrison Avenue (Rt 571) to Rt 66.

(3) COSTS: All costs associated with the construction of the proposed sidewalk improvements, including, but not limited to, signing, traffic signals, and traffic control during construction, will be borne entirely by the City, with no cost incurred by the Commission.

(4) PLANS: The City shall have detailed plans prepared at no cost to the Commission, which are to be submitted to the Commission's District Engineer for the Commission's review and approval. The Commission's District Engineer, in his/her sole discretion, may require modifications to the plans prior to approving the plans.

(5) TRAFFIC CONTROL DEVICES: All pavement marking, signs, and traffic signals installed with the proposed improvements shall be in accordance with

the latest revision of the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

(6) RELOCATION: The City shall secure the removal, relocation or adjustment of any public or private utilities located on private easements or public right-of way, if the construction of the herein contemplated improvements so required, without cost to the Commission.

(7) INSPECTION: The City will allow inspection of the construction and maintenance activities of the herein contemplated improvements by the Commission's District Engineer, or his authorized representative, at any time and shall take no attempts to prevent said inspection. Within thirty (30) days following notice by the City to the Commission that construction is complete, the Commission will inspect the work to determine that it is acceptable. The sidewalk improvements will not be placed in operation until the Commission authorizes.

(8) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the City shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the City's wrongful or negligent performance of its obligations under this Agreement.

(B) The City will require any contractor procured by the City to work under this Agreement:

(1) To obtain a no cost permit from the Commission's district engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(9) OWNERSHIP AND MAINTENANCE: All improvements made pursuant to this Agreement within the state-owned right-of-way shall become the Commission's property. The City, at its sole cost and expense, is responsible for maintaining all sidewalks constructed or installed pursuant to this Agreement in fully operational, safe and aesthetically acceptable condition. All future alterations, modifications, or maintenance of the sidewalk improvements will be the responsibility of the City. Maintenance by the City will include, but is not limited to, crack repair, patching holes, removing litter, debris, trash, and leaves, and removal of snow and ice (through methods approved by the Commission). All sidewalks constructed pursuant to this Agreement shall be maintained in a condition safe for use of the sidewalks by the general public at all times. If the City fails to maintain the sidewalks in a safe condition, the Commission may cancel this Agreement and remove the sidewalks from Commission right of way or the Commission may maintain the sidewalks at the City's cost and expense.

(10) PERMITS: Before beginning work, the City shall secure from the Commission's District Engineer a permit for the proposed improvement. The City shall comply with any additional conditions placed on the permit by the Commission.

(11) BOND: The City shall secure sufficient bond, as determined by the Commission's District Engineer or his authorized representative, for the construction of the proposed improvement on Commission right-of-way.

(12) CONSTRUCTION OF IMPROVEMENTS: All construction of the proposed improvements shall be according to the latest editions of the Missouri Highways and Transportation Commission's *Standard Specifications for Highway Construction*, Standard Plans for Highway Construction, and the Missouri Department of Transportation's *Approved Products List for Traffic Signals and Highway Lighting*.

(13) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the City and the Commission.

(14) ASSIGNMENT: The City shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(15) AUDIT OF RECORDS: The City must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or representatives during the period of this Agreement and any extension thereof, and for three (3) years from the date of final payment made under this Agreement.

(16) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the City with written notice of cancellation. Should the Commission exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the City.

(17) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the state of Missouri. The City shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(18) MISSOURI NONDISCRIMINATION CLAUSE: The City shall comply with all state and federal statutes applicable to City relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(19) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(20) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

(21) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the City.

(22) NO INTEREST: By constructing and maintaining the sidewalk improvements on Commission right of way, the City gains no interest in Commission right-of-way whatsoever. The Commission shall not be obligated to keep the constructed improvements in place if the Commission, in its sole discretion, determines removal or modification of the improvements is in the best interests of the state highway system. In the event the Commission decides to remove the improvements, the City shall not be entitled to a refund of the funds expended by the City pursuant to this Agreement.

(23) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(24) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this

Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

(25) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(26) DURATION: Unless otherwise terminated pursuant to (9) or (16), above, or through mutual agreement of the parties, this Agreement shall be in effect for a continuing duration upon execution of this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this ____ day of _____, 20____.

Executed by the Commission this ____ day of _____, 20____.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF CARTHAGE

By_____

By_____

Title_____

Title_____

ATTEST:

ATTEST:

Secretary to the Commission

By_____

Title_____

Approved as to Form:

Approved as to Form:

Commission Counsel

Title_____

Ordinance Number:_____

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

FEBRUARY 2019

Personnel Appeals Board
4 Year Term - 4 Members- Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Paul McConnell	359-5819	916 Durward Hall Drive	2/27/2007	Feb-23

RESOLUTIONS

RESOLUTION NO. 1861

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donations or grants on the resources of the City.

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

That the City hereby accepts a donation in the amount of ten thousand dollars and no cents (\$10,000.00) from an anonymous donor for use in the Carthage Police Department. The donor did not place any restrictions on the specific use of the funds. A budget adjustment will be prepared to authorize the appropriation of these funds.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Public Safety Committee

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be no adverse impact of acceptance of the cash contributions. The Budget Ways & Means Committee will meet to determine a recommendation on the appropriation of these funds. It is recommended that the funds be placed in the Public Safety Fund budget pending Budget Ways & Means Committee recommendations for City Council action regarding appropriations of said funds.

MINUTES
STANDING
COMMITTEES

City of Carthage



Public Safety Committee – Minutes

Meeting Date: January 21, 2019

Meeting Location: Carthage Police Department

Call to Order: Chairman Harrison

Time Called to Order: 5:30pm

Attendance:

Chairman Harrison

Councilman Collier

Councilman Snow

Councilman Newport

Administrator Short

Chief Dagnan

Chief Williams

Citizen/Other: Morgan Housh, Nate Dally, Meagan Milliken, Caleb Stiles, Ceri Otero

OLD BUSINESS

Councilman Collier made the motion to accept the minutes from the previous meeting (October 2018 was the last held meeting) as written. Motion passed.

CITIZEN PARTICIPATION

1. Meagan Milliken from Carthage Water & Electric discussed a 5K run. CW&E will be hosting a 5K run in honor of Drinking Water Week. This event will take place on Saturday May 11th at 8:00am. This is the second year and will be ran the same as last year. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview. Councilman Collier made a motion to approve the Carthage Water & Electric Tower 2 Tower 5K Run. Motion Passed.
2. Caleb Stiles discussed Food Truck Friday street closures. He is requesting 7th Street between Garrison and Lyon and Lyon between 7th Street and Chestnut be closed on the following dates for the Food Trucks to park: April 12th, May 10th, June 14th, July 12th, August 9th, September 13th, and possibly October 31st. This event will be held the same as it has in the past years. Councilman Newport made a motion to allow the street closures for 2019 Food Truck Friday. Motion passed.
3. No citizens were present at the meeting to discuss feral cats. The committee discussed the program a little. Currently there has not been a coordinator since November 2018. There is no trapping in the winter months. Councilman Collier discussed some of the information and numbers that were provided in the Budget Ways & Means meeting. After lengthy discussion of feral cats in the city, Councilman Snow made a motion to recommend to full council to table for 6 months. Motion passed.

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

NEW BUSINESS

1. The Carthage Police Department received a check in the amount of \$10,000 from an anonymous donor. This is an annual donation that the Police Department gets to use for unbudgeted items. Councilman Collier made a motion for the Carthage Police Department to accept the \$10,000 anonymous donation. Motion passed.
2. Chief Dagnan discussed with the committee the Omnigo records management system (RMS). The current records management system is at end of life. The CPD held a bid after extensive research on other providers. The winning bid went to Superion Software. This system was interoperable with the dispatch system and other surrounding agencies. This was approved and in the budget. A contract was signed and first payment was made. During this time Superion was bought out by Central Square. Central Square had two identical RMS programs and will be phasing out Superion. CPD looked at the other program that will still be existing and did not feel that it would provide them the support that they are needing. The second bid that was received in the bidding process was from Omnigo. This cloud based system is cheaper than the Superion bid. The advantage to moving to the Omnigo RMS would be that the city has already received a bid from the company which is a very lengthy process and the PD is strapped for time. This system does not offer all the capabilities that Superion provided however would be manageable. Without a RMS in place records would have to be entered by hand. Local agencies will also be moving to Omnigo. In order for the CPD to keep the bid price, the CPD has to give them a tentative agreement that they would be using their program. The Mayor has already signed the tentative contract which is subject to the Public Safety Committees approval. Chief Dagnan is asking the committee approve of moving forward with Omnigo and terminate the contract with Superion. Omnigo is waiting for the tentative contract before they will do anything with the CPD. There will also be a termination contract letter with Superion and to get their money back. Some of the original purchased equipment will be compatible however the data will have to be uploaded. Councilman Collier made a motion to terminate the current contract with Superion with a letter written by the City Attorney. Councilman Snow also made a motion to send Chief Dagnan's recommendation for the Omnigo Record Management System contract to full council. Motions passed.
3. Nate Dally spoke with the committee about the amendment to Council Bill Chapter 14 Court Costs. Everything in council bill 19-04 has been passed however not everything is listed in Chapter 14. The city just approved a collection fee but was not added to the ordinance list of court costs. The Office of State Courts Administrator (OSCA) is asking not only for the ordinance to state the fees collected but want every enacting ordinance when it was passed and signed. This would be very time consuming. The Sheriff fee was added back and Nate restated the entire chapter. For multiple years the sheriff retirement fund is part of the OSCA court costs that is required to collect but was not related to municipal costs and not required to collect. The Supreme Court questioned why the fee was not being collected. The City of Carthage had passed by resolution to not collect on the fee. The city will be moving to OSCA's system which OSCA requires an ordinance to collect this fee with the daily rate if want to use their system. Council Bill 19-04 is attached for review. After a lengthy discussion Councilman Newport made a motion to send the Council Bill Chapter 14 to full council for recommendation to pass. Motion passed.

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.

4. Staff Reports

- a.** Police - Chief Dagnan stated that the Patrol Lieutenant position is open. There are 6 department applicants. Chief plans to bring in the Citizens Committee so that not bias on the hiring of the position.
- b.** Fire
 - i.** Chief Williams is working on the Harry S Truman mitigation plan
 - ii.** The CFD has a couple big items in the Capital Projects. One being an Engine and the other a brush truck. Chief is working on these items.
 - iii.** The 4th quarter EMPG grant is due on January 31st.
 - iv.** There have been a few injuries within the department staff. Right now we have two personnel out with knee injuries. One in hopes to come back very soon and the other, which was injured during a structure fire just had surgery and will be out for a few weeks.
 - v.** There is one new hire. Michael Hole joined the Fire Department on January 3rd. Chief also has a few possible applications for hire.
 - vi.** Chief Williams gave a short update on Station 2

ADJOURNMENT – Councilman Newport made a motion to adjourn. Motion passed.

Next Meeting Date: Thursday February 21, 2019

Next Meeting Location: Carthage Fire Department

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

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JANUARY 22, 2019
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, Brady Beckham, David Armstrong and Kirby Newport.

OTHER COUNCIL MEMBERS: Mike Daugherty and James Harrison

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the January 8, 2019 meeting were approved 3-0.

Mr. Beckham joined the meeting at 5:01 p.m.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Ms. Otero questioned claims from Names and Numbers and YP for advertisements in the telephone books. Mr. Short explained the city was on a three year contract and the contract would not be renewed. Mr. Armstrong requested copies of the contract with Names and Numbers and YP to see if there were any clauses that would allow the city to end the contract prior to the three years. Mr. Newport moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. Presentation by Rebecca Friedrich, KPM CPA, of the City of Carthage Basic Financial Statements.

Rebecca Friedrich CPA, from KPM CPA's & Advisors, gave a detailed presentation of the Audit Report for the City of Carthage year ended June 30, 2018. She referred to key pages in the audit book and explained their financial impact and importance. The City received an unmodified/clean opinion with no deficiencies noted. As of June 30, 2018, revenues increased approximately \$255,000 over the previous year. Reserves were at 47% when comparing total expenditures to the unassigned fund balance. Mrs. Friedrich discussed GASB No. 87 stating its impact on the city would be minimal. Mr. Newport made a motion to accept the audit findings by KPM CPA's & Advisors for the year ended June 30, 2018. Motion carried 4-0.

2. Consider and Discuss the job title of Parks Administrator.

Discussion for the Parks Administrator job title originated in the Public Services Committee. The job description for the Parks Administrator references recreation multiple times but it is not included in the job title. Mr. Daugherty had requested the committee consider changing the job title to Parks and Recreation Administrator. Ms. Otero noted that in order to keep the language parallel with other departments, it

should be changed to Parks and Recreation Director. Mr. Newport made a motion to change the job title to Parks and Recreation Director. Mr. Armstrong discussed the job title as listed in the Codes and felt it should be changed as well, but that would require a Council Bill. Mr. Newport withdrew his motion to allow a Council Bill to be prepared to change the job title in the Code as well.

3. **Staff Reports:** Mr. Short reported on an invoice that had been questioned at the previous committee meeting. The invoice was from Doug Pugh for dirt for Central Park. Mr. Armstrong had questioned why it had been purchased when the Public Works Department has excess dirt. The dirt was purchased prior to the Public Works Department having excess dirt but had only recently been invoiced.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 6:16 PM. Motion carried 4-0.

Traci Cox
City Clerk

PUBLIC WORKS COMMITTEE

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

"America's Maple Leaf City"



2-05-19 PUBLIC WORKS COMMITTEE MEETING MINUTES

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

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

Guests present: None

February 5, 2019 Public Works Committee meeting was called to order at 5:35 p.m. by Chairman Mike Daugherty.

A motion was made by Alan Snow to accept the minutes from the January 3, 2019 committee meeting. All ayes, motion passed.

Citizen Participation: None

New Business: Zeb presented the agreement for the TAP Grant for the Central Avenue sidewalk project. The agreement is between the Missouri Highways and Transportation Commission and the city. The new sidewalk will run from Garrison Avenue to the new bridges on the east end of Carthage. They will be ADA compliant and will also have curb and guttering. Ceri Otero made a motion to forward the agreement to the city council for their next meeting. All ayes, motion carried.

Staff Reports

Zeb reported on the following:

The new owner of property located at 816 W Fairview (formerly Flippin' Burgers) is irritated with the Fairview project. He is asking for the city to asphalt his driveway. Zeb explained to him that the previous owner should have disclosed the agreement on the drive when he sold it to him. They are meeting again to discuss the project further.

The Fairview project has started. Zeb has ordered a new switch for a 4 way stop light to be put up while the project is in progress.

Silt sock is being put out for the new stormwater projects.

The first salt spreader we have purchased broke down. They had to replace the roller chain under the bed. It has lasted 8 or 9 years.

Tom, Amon, and Zeb got together on the new IT offices. They will meet again on Thursday.

Tom & Zeb met with the Fire Chief for a walk through of the new Fire Station. They are trying to get some closure on the project.

The Memorial Hall kitchen project is underway. They are replacing the old cabinets, wiring, plumbing and a new water heater.

Tom reported on the following:

The Carthage Water and Electric guys are smoke testing the sewers in town.

Tom has had a couple of meeting with new developers wanting to come into town.

An annexation issue is on the next Planning and Zoning meeting agenda.

Alan Snow made a motion to adjourn the meeting at 6:35 p.m. All ayes, motion carried.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

Carthage Chamber of Commerce Board of Directors

Thursday, December 20, 2018 at 7:30 a.m.

Members present:

Steve Willis, Chair
Roy Mason, Vice Chair
Brian Schmidt, Treasurer
Kimberly Fullerton
Robert Goar
Dr. Jon Haffner
Tina Hallmark
Rodney Hinds
Elizabeth Simmons
Stephanie Howard, ex-officio
Gregg Wolf, ex-officio

Members absent:

Paul Eckels
John Lenahan
Scott Watson
Tom Flanigan, ex-officio
Tom Short, ex-officio

Liaisons present:

Jim Benton, liaison

Liaisons absent:

Mike Daugherty, liaison

Staff present:

Mark Elliff, Pres/Sec
Mary Jo Little
Neely Myers

Guests present:

Becky Andrews
Mendi Cooper
Nancy Green

Quorum being present, Board Chair Willis called the meeting to order at 7:30 a.m. He introduced Becky Andrews, an incoming 2019 board member, and Nancy Green and Mendi Cooper from the auditing firm Taylor Green.

October meeting minutes were presented for review and November meeting notes for discussion. There being no corrections, Haffner moved to approve the minutes, Hinds seconded the motion, and the motion carried unanimously.

Financial reports: Green reviewed the auditor's report for fiscal year ending June 30, 2018, noting no issues or material adjustments. She discussed the net increase to net assets and net cash income. She summarized the reporting changes to expect during the 2019 review and report. Mason moved to accept the auditor's report, Haffner seconded the motion, and the motion carried unanimously.

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

Banquet: Little reviewed the written report in the Board packet, reporting that sponsorships were down 10% from 2017; there were no questions.

Economic Development: Elliff reported that the Carthage Economic Development Corporation (CEDC) had been reconvened and reorganized and were evaluating funding options and sites for industrial park development.

Emerging Leaders: Fullerton reported that the recently planning meeting had been well-attended, with participants shifting from monthly to quarterly events, with details still to be determined.

Marketing/Expo: Simmons reported that Expo planning was on track, and Myers added that 49 of 74 booths were sold. She added that a business seminar had been scheduled for late January and the Carthage Fire Department had been selected for the December member of the month award.

Public Policy: Elliff reported that the first meeting of the year was scheduled for Friday, January 4, with the first Eggs & Issues of the year scheduled for February 15 in Carthage. He noted that a recent gubernatorial appointment in Jefferson City might impact local representative Smith.

CVB: Willis reported that the board is currently interviewing for a new director.

Ministerial Alliance: Benton reported the next citywide prayer service was planned for December 30 at the Church of God and added that attendance at the Community Christmas Services had been good.

Vision Carthage: Elliff reported that the group was evaluating the possibility of adding a paid Executive Director position. Myers added the group had voted to continue membership in the America in Bloom program and were evaluating the city-owned parking lots for improvement efforts.

Chairman's report: Willis thanked the board for their efforts and support and praised the volunteerism in Carthage.

President's report: There were no questions regarding the written report in the Board packet. Elliff reported on the freshman legislative tour and legislative meet-and-greet, noting the positive feedback from both events. He added that the Workforce Investment Board and area educational entities were discussing options in the wake of the sudden closing of Vatterott College. He also thanked Hinds for his six years of service on the board.

City of Carthage: No report.

Jasper County: No report.

Old Business: Little reported that the board election had been done according to current bylaws, with all four candidates accepted by the membership. Hallmark moved to ratify the election results, Simmons seconded the motion, and the motion carried unanimously.

New Business: Elliff reviewed the proposed bylaw changes; Haffner moved to approve the changes and to present for a vote of the membership at the Annual Banquet, Simmons seconded the motion, and the motion carried unanimously.

Elliff then reviewed the Executive Board's recommendations for 2019; Hallmark seconded the motion made by the Executive Committee, and the motion carried unanimously.

Little requested a motion to update the signature cards for both the Chamber and Maple Leaf checking accounts at Southwest Missouri Bank and the money market account at Community National Bank & Trust to reflect the 2019 executive board members, Roy Mason, Brian Schmidt, Kimberly Fullerton, and Steve Willis, along with Chamber president Mark Elliff, and to update the safety deposit box at Southwest Missouri Bank to reflect the 2019 executive board members, Roy Mason, Brian Schmidt, Kimberly Fullerton, and Steve Willis, along with Chamber president Mark Elliff. Schmidt so moved, Hallmark seconded the motion, and the motion carried unanimously.

Strategic Planning: Elliff confirmed that the Board's 2019 strategic planning meeting was scheduled for Thursday, January 24 from 11:30 a.m.-4 p.m. at H.E. Williams.

Upcoming events:

1. 12/20... Villas at Myers Park ribbon cutting, 1:30 p.m.
2. 1/18..... Chamber "Casino Royale" Annual Banquet, 5:45 p.m. *DEADLINE TO RSVP January 10.*
3. 1/16..... Chamber 101, 10 a.m.
4. 1/30..... Social Media brown-bag seminar, 12 noon

There being no need for a closed session, no additional reports, and no further business, Schmidt moved to adjourn at 8:20 a.m., Hallmark seconded the motion, and the motion carried unanimously.

The next meeting of the board is scheduled for Thursday, January 24 at 11:30 a.m. at H.E. Williams.

***AGENDAS
STANDING
COMMITTEES***

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE
FEBRUARY 5, 2019
5:30 PM
PUBLIC WORKS DEPT
623 E 7TH STREET
-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None.

NEW BUSINESS

1. Consider and discuss TAP Grant for sidewalks to be placed along Central Avenue.
- 2.

STAFF REPORTS - Zeb Carney & Tom Short

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: 2/01/2019

BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, FEBRUARY 11, 2019

5:30 P.M.

COUNCIL CHAMBERS, CITY HALL

326 GRANT ST., CARTHAGE, MISSOURI

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Consider and discuss IT staffing proposals for IT Department.
2. Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.
3. Consider and discuss Overall Goals and Priorities for Fiscal 2020 Budget.
4. Staff Reports.
5. Other Business.

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

February 12, 2019

5:00 PM

Carthage City Hall

Agenda

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report
3. Consider and Discuss job title for Parks Administrator

Citizens Participation

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

New Business

1. Consider and Discuss Lateral Recruitment/Employment Policy
2. Consider and Discuss Employee Dental Plan
3. 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 _____

City of Carthage

Dental	Current Guardian Plan	Guardian Renewal	Delta Dental PPO/Premier Same	Delta Dental PPO 0/100/90/60 Premier 0/100/80/50
In Network Ded Ind/Fam	\$0	\$0	\$0	\$0
Out of Network Ded Ind/Fam	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150
Wellness In network/Out of Network	100%	100%	100%	100%
NetworkBasic	90%	90%	90%	90%
Out of network basic	80%	80%	80%	80%
Network Major	60%	60%	60%	60%
Out of Network Major	50%	50%	50%	50%
Ortho	50% 500 max	50% 500 max	50% 500 max	50% 500 max
Out of Network	UCR 90th	UCR 90th	MPA	MPA
Annual Max	\$1250 w/roll	\$1250 w/roll	\$1250 w/roll	\$1250 w/roll
Rate Guarantee		1 yr	2 yr	2 yr
Emp	\$ 37.63	\$ 41.02	\$ 41.12	\$ 37.81
Emp/Sp	\$ 76.36	\$ 83.23	\$ 84.11	\$ 77.34
Emp/Ch	\$ 85.45	\$ 93.14	\$ 86.25	\$ 79.53
Family	\$ 127.86	\$ 139.37	\$ 137.61	\$ 126.80

Network	Dental Guard Preferred	PPO*/Premier
Local Network Providers:	Drackert	Drackert*
	Herrington	Grewal*
	Nguyen	Herrington
	Prichard	Nguyen*
	Woody	Prichard*
	Yost	Saladin*
	Allai	Westhoff
		Wicklund*
		Woody
		Yost*

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



Board of Directors Meeting
Thursday, January 24, 2019
11:30 a.m.

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

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

Agenda

1. Call to Order
2. Approval of December Minutes
3. Financial Report
4. Membership Report
5. Committee Reports
 - a. Ambassadors - Tina Hallmark (Haffner)
 - b. Banquet - Beth Simmons (Hallmark)
 - c. Economic Development - Mark Elliff (Willis)
 - d. Emerging Leaders - Kimberly Fullerton (open)
 - e. Marketing/Expo - Roy Mason (Simmons)
 - f. Public Policy - Steve Willis (Watson)
6. Partner Reports
 - a. CVB - Steve Willis
 - b. Ministerial Alliance - Jim Benton
 - c. Vision Carthage - Neely Myers (Elliff)
7. Chairman's Report
 - a. 2019 Liaison assignments
8. President's Report
9. City of Carthage Report
10. Jasper County Report
11. Old Business
 - a. As needed
12. New Business
 - a. As needed

14. Upcoming calendar items
15. Closed Session (as needed)
16. *Next Meeting - Thursday, February 21, 2018*
17. Strategic Planning
18. Other Business
19. Adjourn

POSTED: _____ BY: _____

2018 Board of Directors meetings total = 12

Steve Willis	10	Dr. Jon Haffner	9	Ministerial Alliance	8
Roy Mason	12	Tina Hallmark	9	CVB	3
Brian Schmidt	8	Rodney Hinds	6	Carthage City Council	5
Paul Eckels	8	John Lenahan	3	CWEP	6
Kimberly Fullerton	10	Beth Simmons	10	Jasper Co. Commission	1
Robert Goar	7	Scott Watson	9	City of Carthage	0
				Carthage Schools	8

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux 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 29, 2019
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ♦ **Bob Burris-Jasper County Highway Department-Discuss Purchase of Property**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Approve Bid for Paint Striper for the Jasper County Highway Department**
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 25, 2019 AT 4:00 P.M.

(RSMO 610.020)

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux 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
FEBRUARY 5, 2019
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Appoint Joe Crosthwait to Economic Security Board**
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 FEBRUARY 1, 2019 AT 4:00 P.M.

(RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, February 12th, 2019 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports
Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment



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

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: **2/20/2019**

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

Time: **5:15 pm**



To Consider the following items:

1. Requested by: Shawn Meister

Request type: Annexation

Project Location: 2835 Grand Ave and Lot adjacent (west)

Reason for Hearing: Request is for annexation

2. Requested by: Shawn Meister

Request type: ReZoning

Project Location: 2835 Grand Ave and Lot adjacent (west)

Reason for Hearing: Request (contingent upon annexation approval) to rezone property from 'A' First Dwelling to 'E' General Business

3. Requested by:

Request type:

Project Location:

Reason for Hearing:

4. Requested by:

Request type:

Project Location:

Reason for Hearing:

5. Requested by:

Request type:

Project Location:

Reason for Hearing:

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	Levi Utter	502 E Centennial	417-540-6565
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

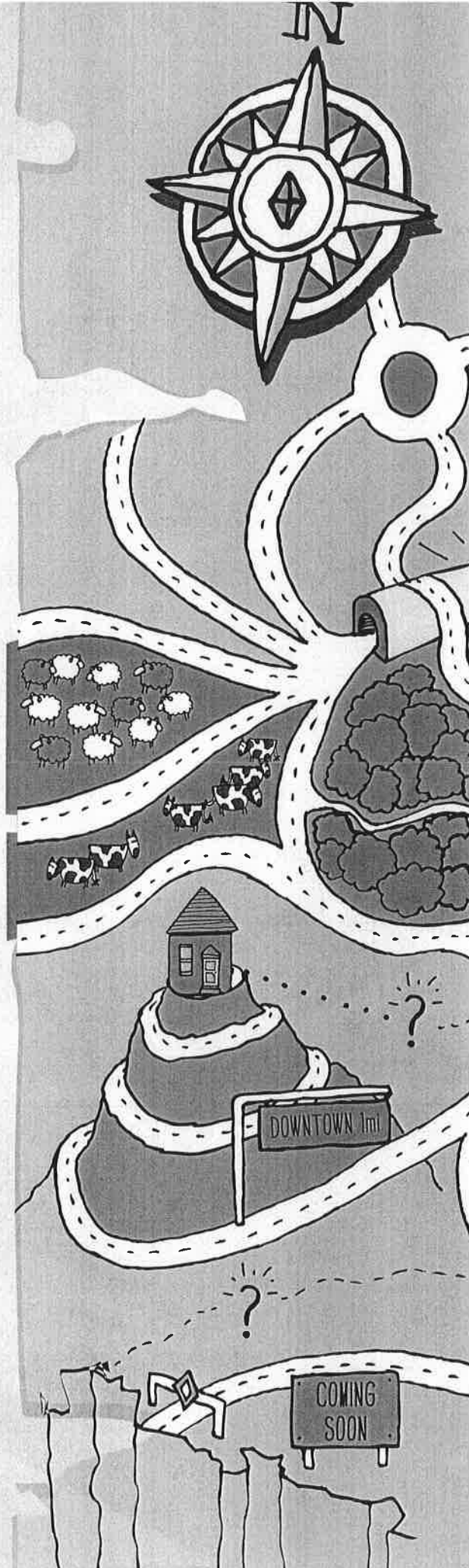
Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember			
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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CORRESPONDENCE

SHARED SUCCESS: THE UTILITY'S ROLE IN ECONOMIC DEVELOPMENT

BY SUSAN PARTAIN, SENIOR EDITOR AND
CONTENT STRATEGIST, AMERICAN PUBLIC
POWER ASSOCIATION



Businesses want to keep energy costs down and utilities want to see load grow. That's the bottom line in economic development. But that's not all there is to it. Communities and businesses have varying goals that require a careful match to find the right fit.

To help grow and improve their communities, public power utilities are playing a bigger role in economic development programs, and site selectors are welcoming their input.



WHY UTILITIES SHOULD BE INVOLVED

"All economic development is local, and it all relies on a site or building. And every site or building is going to be served with utilities," said site selector and economic development consultant Janet Ady. "Utilities are one of the key stakeholders in the economic development team."

Ady noted that utilities play a big role in not only assessing the physical readiness of a site, but also in making sure that all the stakeholders at the table are aware of the process, aligned with the same goals, and coordinating.

"When a utility is involved earlier rather than later, that is ideal. Because, sometimes, local economic development partners aren't aware of the sites or buildings that have the most capacity or redundancy. And they might recommend a building that's not ideal or not even suitable," said Ady. "By getting utilities involved earlier, they can have the engineering team assess what the requirements are and help ensure that the site or building that's chosen is the most suitable."

"The key to utility partners being involved with economic development groups is forming a working relationship," shared Lori Huguley, director of economic development for the city of Opelika, Alabama. The city is served by multiple electric providers, including public power utility Opelika Power Services, and has been recognized as a Best Performing Small City by the Milken Institute. It is on Forbes' list of America's Best Small Cities for Jobs and Site Selection Magazine's Top MSA's for Attracting Business.

"In the economic development world, we are constantly in motion. Whether we are recruiting new business to our area, taking care of our existing businesses, or responding to requests from various sources for information about our communities, we are on the go. Response timeframes have been condensed, so it is crucial to have relationships with the various utility entities to be in a position to reach out for vital information that companies need to compete pro-forma for a business plan," added Huguley.

Casey Crabtree, director of economic development at Heartland Consumers Power District, a wholesale power company serving public power communities in the Midwest, also sees benefit to utility involvement in economic development groups. "When we have somebody from the utility on the [economic development] board, that's where we see success. They know the details about where to put a prospective business, what it takes to get in there," he said.

Crabtree stressed that it is important for utility representatives to be at the table "all the time" and early in the process, to relay any key details before a project gets rolling that might require getting service to a difficult or less than ideal spot.

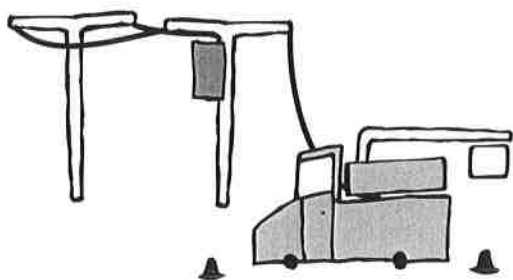
"Operational costs are usually one of the critical deciding factors when companies are evaluating sites for a new facility," said Huguley. "If we have a good relationship with our utility partners, then we know that we can count on them to be present [during prospect visits] and work with us and the company to provide the information they need."

"When we have somebody from the utility on the [economic development] board, that's where we see success. They know the details about where to put a prospective business, what it takes to get in there."

CASEY CRABTREE
DIRECTOR OF ECONOMIC
DEVELOPMENT
HEARTLAND CONSUMERS
POWER DISTRICT

"These deals happen very fast, communities need to have all the data possible available that a prospect wants during the selection process."

TOM GRAY
ECONOMIC DEVELOPMENT ADVISOR
GRAND RIVER DAM AUTHORITY



SHOVEL READY

"If a client is looking for 50 acres to put in a manufacturing operation, they can't wait six months for you to go out and get the site ready," noted Brenda Daniels, manager of economic development at ElectriCities of North Carolina. To help public power communities in the state vie for businesses, the joint action agency has a site certification program that assesses sites to be "shovel-ready" — including conducting engineering reviews and making sure that utility hookups are available or adjacent to the site. "That eliminates three to six months out of their time looking for a site that is ready to go," said Daniels.

The idea of certifying sites as shovel-ready has taken off and is increasingly an area where utilities are heavily involved. Ady estimated that more than half of all states have either a statewide program for certification or one that is sponsored by a utility.

She agrees that "the concept of a certified site is solid," but noted that there is not a standard definition from state to state, which means companies still have to gather a lot of information.

"By reducing uncertainty and risk, you are making the deal more likely," said Ady.

Evidence of a site's readiness can include having completed property title searches, conducting a basic flood zone check, doing archaeological testing, and ensuring that utility access is available, said Ady. The utility access piece can get detailed in terms of how much capacity or redundancy is available to a site, or how long it would take and how much it would cost to bring service to a building.

COMMUNITY BUY-IN

"Increasingly, it is not just about the site and building itself, but the whole environment or community in which it is located," said Ady.

"These deals happen very fast, communities need to have all the data possible available that a prospect wants during the selection process. They want to know what electric rates are, what the population is, what kind of skilled labor is available, what the average wage is for those skill sets — a lot of detailed information that a company needs to make a decision," said Tom Gray, economic development advisor for Grand River Dam Authority, a joint action agency that serves communities in Oklahoma.

According to Gray, "When leadership is not on the same page — in terms of direction they want to take their community — there is chaos, inability to accomplish goals and objectives, because not everybody is working toward a common goal."

Gray works with GRDA's member communities to help develop a plan for setting community goals. The process starts with a survey of the community's high school students to get a sense of what perceptions they have of the community — including what they like about it, and whether they plan to stay in or return to the community after graduating from high school or college.

Gray noted that every community has a "vault" — those community members and leaders who take interest in the community. Gray said these leaders should always be included in the visioning process.

He advises that communities create vision plans that are concise and actionable. "If a community can't get their visioning plan active, if they aren't working towards it immediately, more often than not it ends up on a shelf," said Gray.

SHARED SUCCESS: THE UTILITY'S ROLE IN ECONOMIC DEVELOPMENT

Electric Cities of Georgia also hosts economic development events, including a summit for community leaders they have hosted for 14 years, and a new educational program, Edge Development, to help community leaders create a comprehensive economic development strategy. Participants include representatives from the utility commission board, city councils, planning and zoning staff, downtown and business district representatives, and heads of utility departments.

Daryl Ingram, senior vice president and chief external officer at ECG, says these programs help by getting everyone in the same room and show "communities that they have immense authority of where and how develop-

ment progresses." Ingram explained how all city departments and community leaders help shape the feel of a community — from what types of activities the parks and recreation department sponsors to public works ensuring there are enough trash cans in public spaces to signs that can be helpful for tourists.

"In our experience, the greatest challenge communities face is alignment of efforts. Everybody has a pathway within their industry; everybody attends their own conferences. Every community must have champions that can effectively break down the silos," he said. "If you bring everyone together, and coalesce all your department heads with the same return on investment mindset, good things will happen."



FULL-SERVICE CONSULTANTS

Forward-Thinking

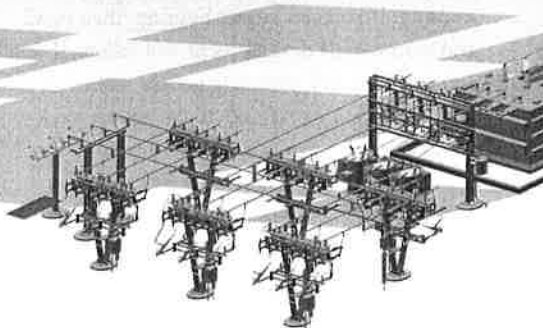
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"Investor-owned utilities are very motivated for development, just like we are. They are strategic in being a resource for the chamber of commerce and development authorities and having representation on these boards," said Ingram. "[Public power utilities should] also have representatives on those boards. You have to maximize your position of influence ... You have to be strategic in working closely with the local economic development agency."

"Previously, there was a mindset that public power communities, since they are local government, that their dollars should not be used for marketing. Today's societal desire for corporate engagement is powerful. If you look at a public power community's competitors (IOUs), you will see strong community engagement — sponsoring little league baseball, local parades, concerts. You give more to the community than anyone else as a public power utility — you are lighting up the ball parks, you are hanging holiday arrangements, you are engaged in so much more — and if you're not telling that story, it begs the question, why not?" said Ingram.

Ingram notes that this work has paid off, with Georgia not only consistently being ranked a top state for businesses, but that public power communities in the state, about 10 percent of the state's municipalities, have consistently won more than a quarter of statewide project announcements in the past few years.

"What's good for our communities is good for our utilities," said Heartland's Crabtree. "Growth doesn't happen on its own. By getting utilities involved early in the process, we have been able to facilitate growth that otherwise would not have happened."

"In the old days, it used to be, 'If you build it they will come.' Now, it is, 'Show me that there are people there, and I'll locate my business there.'"

JANET ADY

SITE SELECTOR AND

ECONOMIC DEVELOPMENT CONSULTANT

SHOW ME THE TALENT

Communities focused on economic development noted that a ready workforce is often the number one concern for prospective businesses.

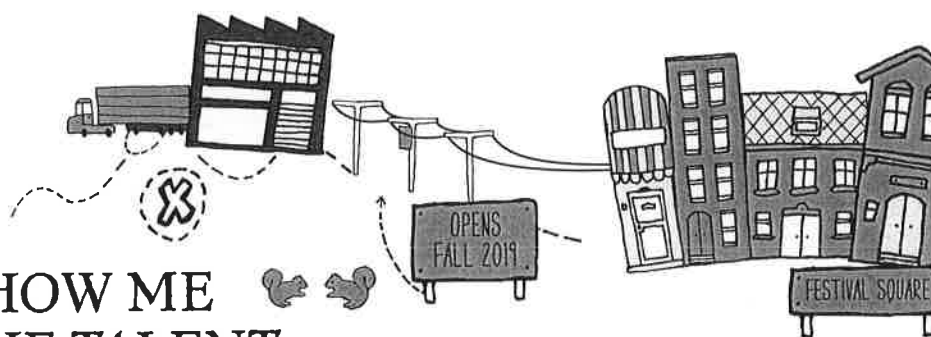
"Public and private investment and the creation of jobs is the prerequisite to load growth," said Ingram. "Workforce is indirectly tied to your meters; it starts with quality of life that retains and attracts people, which attracts housing. If you can attract housing, then retail and commercial development will follow. If you are retaining and attracting people, then you are also building a workforce. If you have a workforce, then companies will grow and find you."

"Companies now are more likely to start with, 'Show me the talent, then go ahead and show me the sites,'" said Ady. "In the old days, it used to be, 'If you build it they will come.' Now, it is, 'Show me that there are people there, and I'll locate my business there.'"

For rural communities, matching the workforce to the business is more about quality than quantity.

Crabtree noted that "in the rural Midwest, it can be difficult for us if someone wants 100 jobs in one of our smaller communities, because we don't have a huge labor market." In the areas Heartland serves, a tight labor market means that unemployment is often lower than three percent, and it is more common the residents are underemployed and have skills beyond the jobs that are offered. "It is not about counting jobs, it is about increasing quality of life," he said.

That's why Heartland offers incentives to encourage load growth as well as a strong workforce. According to Crabtree, the associated load growth can help utilities pay for other things that the communities need to increase quality of life. For one large business that brought in a significant number of jobs, Heartland offered a housing incentive in which new employees who build or buy a house can receive \$5,000 toward closing costs.





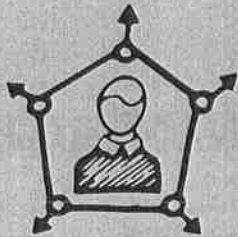
A VIBRANT DOWNTOWN

DARYL INGRAM
ELECTRIC CITIES
OF GEORGIA



SHOVEL-READY SITES

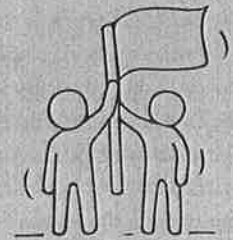
BRENDA DANIELS
ELECTRICITIES OF
NORTH CAROLINA



A READY WORKFORCE

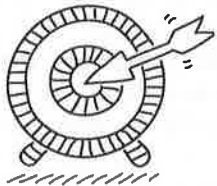
JANET ADY
ADY ADVANTAGE

WHAT MAKES A COMMUNITY RIPE FOR ECONOMIC DEVELOPMENT?



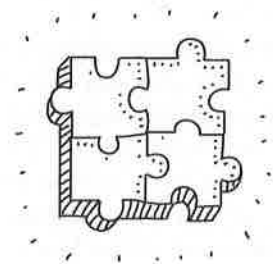
PARTNERSHIPS

CASEY CRABTREE
HEARTLAND CONSUMERS
POWER DISTRICT



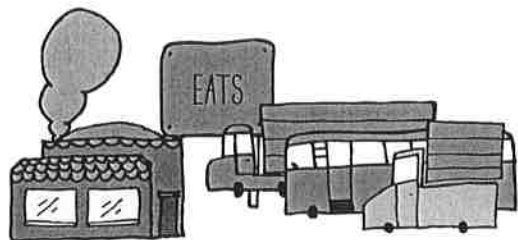
A SHARED COMMUNITY VISION

TOM GRAY
GRAND RIVER DAM
AUTHORITY



RELATIONSHIPS

LORI HUGLEY
CITY OF OPELIKA
ALABAMA



SETTING YOUR COMMUNITY APART

"A community shouldn't base their own positioning based on what someone else is doing. It's good to have economic diversity within an area," said Ady. "It is incumbent on the communities to figure out what projects are a good fit for them based on where they want to see their communities go in the future."

Ady said that there are countless ways for a community to differentiate itself and should start by identifying its assets and resources, which can include buildings, recreational trails, low cost of living, or community festivals.

Gray arranges for community leaders to meet with industry representatives in small groups to talk about any factors that might be impeding the industry's growth in the area, and for the community leaders to express how the industry's presence would fit in with their community vision.

To familiarize GRDA's community members with the process, Gray enlisted Ady in reviewing sample proposals in a mock site selection. The process included hosting Ady in tours of potential sites, and having each area compile community, site, and rate information into a proposal. Ady graded and met with each community to review areas for improvement. And more recently, GRDA brought in subject matter experts to help members create or enhance their websites and social media profiles to include economic development information.

"Companies want to be ingrained in the community. They are looking for an opportunity to tell the world that they are giving back to their community. Public power communities are in a great position to meet that need."

DARYL INGRAM

SENIOR VICE PRESIDENT AND CHIEF EXTERNAL OFFICER
ELECTRIC CITIES OF GEORGIA

THE PUBLIC POWER ADVANTAGE

"Utility directors, along with [the utility's] governing body, have the ability to structure a rate that can be attractive for a company," said Gray. "Investor-owned utilities will undercut public power every time, because ... they will provide an introductory rate to prospective companies below what it costs them to generate and deliver electricity. But, unbeknownst to the rest of their customers, those other customers are subsidizing that economic development rate to the prospective company that they're luring in," said Gray. "The case we have to make when one of our public power communities is competing with an IOU community is that if [the IOU] comes in with a low-ball figure, more often than not it will be short term, two to three years typically, and then it will go up to well above what the public power community can offer."

"Over the long run, [public power] is low cost and it's constant," said Gray, who noted that GRDA's efforts to improve efficiency on its generation and transmission system, including significant investment in a combined cycle gas plant, means it has been able to avoid raising rates "any significant amount" for 10 years.

"Public power, just by its nature, is going to be aligned with what the city's goals are," said Ady. "There is a value proposition there about

the growth, which is really for the benefit of the municipality and for all of the residents."

"We're not some far away utility, we are the community. That's a huge advantage," said Ingram. "[Industries] like being able to have direct access to the executives of the community, to the mayor. Companies want to be ingrained in the community. They are looking for an opportunity to tell the world that they are giving back to their community. Public power communities are in a great position to meet that need," said Ingram.

Daniels at ElectricCities of North Carolina concurred, stating that companies often are "looking for the community to embrace them. To take them in, as if they have been there for a long time, and be very open and frank with them."

And this frankness is easier in a public power community, said Daniels, as a company can easily "go and talk to the mayor or the town manager about an issue that you have in town — you might go to church with them or you might see them in a restaurant" and can talk one-on-one.

"One of the great things with public power is, we're willing to invest in our communities. If we don't invest in them, who will?" asked Crabtree.

Summary of December 2018 Financial Report
Carthage Chamber of Commerce

The Carthage Chamber of Commerce finished the month of December with a net profit of \$155.14 compared to a budgeted amount of \$2,362.38. Year to date net income was \$77,659.20 compared to a budget of \$47,523.67. Some of the highlights for December are as follows:

1. Income was \$21,593.74 compared to budget of \$32,096.51. The following are the major reasons for the decrease.
 - (a) Membership dues were \$78 above budget.
 - (b) Maple Leaf income was \$50 above budget due to timing.
 - (c) Sponsorship fees were \$10,000 below budget due to timing.
 - (d) Registration fees were \$800 below budget.
2. Expenses were \$20,984.60 compared to budget of \$29,734.13. The following are the primary reasons for the decrease.
 - (a) Awards and prizes are \$115 more than budget due to timing.
 - (b) Contract Services expense was \$350 under budget due to timing.
 - (c) Health Insurance was \$200 under budget due to changing insurance companies.
 - (d) Office Supplies were \$255 over budget.
 - (e) Postage, Delivery and Printing were \$1,171 under budget.
 - (f) Repairs and Maintenance were \$3,051 under budget.
3. The above also carried over to the Year to Date bottom line as well.

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Accrual Basis

Carthage Chamber of Commerce
Balance Sheet
 As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
General Checking	32,883.75
Maple Leaf Equity	46,621.53
Money Market	170,371.16
Petty Cash	200.00
Total Checking/Savings	250,076.44
Accounts Receivable	
1200 - Accounts Receivable	42,995.94
Total Accounts Receivable	42,995.94
Other Current Assets	
Prepaid Insurance - Business	5,355.17
1499 - Undeposited Funds	86.50
Total Other Current Assets	5,441.67
Total Current Assets	298,514.05
Fixed Assets	
Accumulated Depreciation	-98,484.06
Building	292,804.82
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,554.84
Total Fixed Assets	251,671.01
TOTAL ASSETS	550,185.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	-737.57
Total Accounts Payable	-737.57
Other Current Liabilities	
Accrued PTO	2,196.10
Due to Maple Leaf	25,000.00
2100 - Payroll Liabilities	3,484.09
Total Other Current Liabilities	30,680.19
Total Current Liabilities	29,942.62
Long Term Liabilities	
UMB Building Loan	83,216.60
Total Long Term Liabilities	83,216.60
Total Liabilities	113,159.22
Equity	
3900 - Retained Earnings	359,366.64
Net Income	77,659.20
Total Equity	437,025.84
TOTAL LIABILITIES & EQUITY	550,185.06

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Accrual Basis

Carthage Chamber of Commerce

Profit & Loss

December 2018

	Dec 18
Ordinary Income/Expense	
Income	
Economic Development contract	9,839.58
Interest incomes	82.64
Maple Leaf Income	50.62
Membership dues	
New member	173.00
Renewal	3,302.00
Total Membership dues	3,475.00
Postage	169.34
Printing & copying	182.81
Registration fees	
Ticket Sales	2,920.00
Total Registration fees	2,920.00
Sponsorships	
Annual Banquet Sponsorship	4,250.00
Friday Coffee	125.00
Newsletter	98.75
Total Sponsorships	4,473.75
Tenant Agreement	400.00
Total Income	21,593.74
Gross Profit	21,593.74
Expense	
Advertising & publicity	1,299.75
Awards & prizes	115.43
Bank & credit card fees	67.07
Car allowance	200.00
Complimentary sponsorship	-1,026.00
Contract services	200.00
Depreciation Expense	667.01
Dues & subscriptions	76.08
Equipment lease	221.99
Insurance - health	1,492.61
Internet & website	354.99
Maple Leaf expense	119.58
Meals & entertainment	382.97
Mileage	65.07
Office supplies	
Office equipment	351.01
Office supplies - Other	232.11
Total Office supplies	583.12
Postage & delivery	-798.73
Printing	126.97
Repairs & maintenance	199.10
Salaries & wages	
Employer retirement contributio	1,300.14
Payroll taxes	848.13
Salaries & wages - Other	12,334.50
Total Salaries & wages	14,482.77
Scholarships	250.00
Seminars & conferences	785.00

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Accrual Basis

Carthage Chamber of Commerce
Profit & Loss
December 2018

	Dec 18
Travel	
Airfare	502.60
Total Travel	502.60
Utilities	617.22
Total Expense	20,984.60
Net Ordinary Income	609.14
Other Income/Expense	
Other Income	
Non-renewals	-454.00
Total Other Income	-454.00
Net Other Income	-454.00
Net Income	155.14

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Accrual Basis

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Directory	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	59,037.48	59,037.52	-0.04	100.0%
Interest incomes	443.08	300.00	143.08	147.7%
Maple Leaf income	60,280.21	54,000.00	6,280.21	111.6%
Membership dues				
New member	5,276.50	2,977.00	2,299.50	177.2%
Renewal	80,319.78	70,793.75	9,526.03	113.5%
Total Membership dues	85,596.28	73,770.75	11,825.53	116.0%
Miscellaneous Income	-322.00	12.00	-334.00	-2,683.3%
Postage	344.98	441.38	-96.40	78.2%
Printing & copying	182.81	140.00	42.81	130.6%
Registration fees				
Christmas open house	1,550.00	750.00	800.00	206.7%
Expo Booth Fee	415.00	210.00	205.00	197.6%
Mulligans	0.00	0.00	0.00	0.0%
Putting contest	0.00	0.00	0.00	0.0%
Quarterly Luncheon	300.00	1,188.00	-888.00	25.3%
Sidewalk Sale	0.00	0.00	0.00	0.0%
Team fee	0.00	0.00	0.00	0.0%
Ticket Sales	3,320.00	3,480.00	-160.00	95.4%
Registration fees - Other	1,326.00	703.00	623.00	188.6%
Total Registration fees	6,911.00	6,331.00	580.00	109.2%
Sponsorships				
Annual Banquet Sponsorship	13,650.00	14,000.00	-350.00	97.5%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	250.00	100.00	150.00	250.0%
Eggs & Issues	0.00	0.00	0.00	0.0%
Expo Sponsorship	0.00	500.00	-500.00	0.0%
Friday Coffee	250.00	250.00	0.00	100.0%
Golf contest	0.00	0.00	0.00	0.0%
Golf Grand	0.00	0.00	0.00	0.0%
Golf hole	0.00	0.00	0.00	0.0%
Newsletter	592.50	592.50	0.00	100.0%
Quarterly Luncheon Sponsor	250.00	450.00	-200.00	55.6%
Trivia Sponsor	0.00	0.00	0.00	0.0%
Sponsorships - Other	480.00	1,000.00	-520.00	48.0%
Total Sponsorships	15,472.50	16,892.50	-1,420.00	91.6%
Tenant Agreement	2,420.00	2,460.00	-40.00	98.4%
Total Income	230,366.34	213,385.15	16,981.19	108.0%
Gross Profit	230,366.34	213,385.15	16,981.19	108.0%
Expense				
Advertising & publicity				
Signs	0.00	1,500.00	-1,500.00	0.0%
Advertising & publicity - Other	2,267.10	9,375.00	-7,107.90	24.2%
Total Advertising & publicity	2,267.10	10,875.00	-8,607.90	20.8%
Awards & prizes				
Flight prizes	0.00	0.00	0.00	0.0%
Awards & prizes - Other	843.78	555.00	288.78	152.0%
Total Awards & prizes	843.78	555.00	288.78	152.0%
Bank & credit card fees	191.91	400.04	-208.13	48.0%

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Accrual Basis

Carthage Chamber of Commerce

Profit & Loss Budget vs. Actual

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Car allowance	1,200.00	1,200.00	0.00	100.0%
Complimentary sponsorship	-1,153.00	-1,033.00	-120.00	111.6%
Contract services	775.10	725.00	50.10	106.9%
Depreciation Expense	4,002.06	4,000.04	2.02	100.1%
Dues & subscriptions	1,536.75	2,250.00	-713.25	68.3%
Equipment lease	1,507.14	1,470.06	37.08	102.5%
Facility use fees				
Greens/carts	0.00	0.00	0.00	0.0%
Room & setup fees	0.00	0.00	0.00	0.0%
Total Facility use fees	0.00	0.00	0.00	0.0%
Food & drinks				
Appetizers/snacks	12.48	0.00	12.48	100.0%
Beverages	0.00	60.00	-60.00	0.0%
Breakfasts	0.00	140.00	-140.00	0.0%
Dinners	0.00	300.00	-300.00	0.0%
Lunches	77.69	140.00	-62.31	55.5%
Teacher luncheon	479.75	400.00	79.75	119.9%
Food & drinks - Other	0.00	28.30	-28.30	0.0%
Total Food & drinks	569.92	1,068.30	-498.38	53.3%
Insurance - business	-1,509.00	0.00	-1,509.00	100.0%
Insurance - health	6,849.57	9,904.56	-3,054.99	69.2%
Interest expense	1,785.22	2,075.02	-289.80	86.0%
Internet & website	2,086.39	900.06	1,186.33	231.8%
Maple Leaf expense	34,467.01	33,748.80	718.21	102.1%
Meals & entertainment	2,051.21	2,743.17	-691.96	74.8%
Mileage	808.67	689.66	119.01	117.3%
Miscellaneous expense	238.53	0.00	238.53	100.0%
Office supplies				
Office equipment	2,929.49	1,200.04	1,729.45	244.1%
Office supplies - Other	1,377.29	710.18	667.11	193.9%
Total Office supplies	4,306.78	1,910.22	2,396.56	225.5%
Postage & delivery	80.16	1,107.50	-1,027.34	7.2%
Printing				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	1,701.49	1,867.50	-166.01	91.1%
Total Printing	1,701.49	1,867.50	-166.01	91.1%
Professional fees	5,725.00	4,250.00	1,475.00	134.7%
Repairs & maintenance	1,966.61	2,400.00	-433.39	81.9%
Salaries & wages				
Employer retirement contributio	2,600.28	2,682.50	-82.22	96.9%
Payroll taxes	3,908.08	3,096.00	812.08	126.2%
Salaries & wages - Other	61,683.76	67,064.50	-5,380.74	92.0%
Total Salaries & wages	68,192.12	72,843.00	-4,650.88	93.6%
Scholarships	250.00	0.00	250.00	100.0%
Seminars & conferences	2,323.55	1,224.00	1,099.55	189.8%
Taxes & licenses	1.00	117.02	-116.02	0.9%
Travel				
Airfare	502.60	957.20	-454.60	52.5%
Lodging	637.10	688.14	-51.04	92.6%
Travel - Other	0.00	0.00	0.00	0.0%
Total Travel	1,139.70	1,645.34	-505.64	69.3%

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Accrual Basis

Carthage Chamber of Commerce
Profit & Loss Budget vs. Actual
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Utilities	4,641.66	4,423.19	218.47	104.9%
Write Offs	50.00	2,502.00	-2,452.00	2.0%
66900 - Reconciliation Discrepancies	-48.29			
Total Expense	148,848.14	165,861.48	-17,013.34	89.7%
Net Ordinary Income	81,518.20	47,523.67	33,994.53	171.5%
Other Income/Expense				
Other Income				
Non-renewals	-3,859.00			
Total Other Income	-3,859.00			
Net Other Income	-3,859.00	0.00	-3,859.00	100.0%
Net Income	77,659.20	47,523.67	30,135.53	163.4%

Membership – With 1 new member (Villas at Myers Park), and 4 dropped members (Carthage Business Women of Missouri, Keller Williams Agent David Houston, MT Blast Washing *Out of Business, Pro 100 Agent Joyce Liggett) we finished the month of December down 3 members (441 members, net loss - \$256) from November 2018 and up 15 members from the same month in 2017 (net gain \$2510).

Ambassadors – As of January 4 we've had no Ambassador opportunities since the December Board meeting.

Marketing/Expo & Home Show – Next meeting is scheduled for 1/15. Will have verbal report.

MJL Reports for January 24 Board meeting

Banquet

Sponsorships down 10%

Ticket sales down early

Will give final report at meeting

Wrap-up meeting: Tues, Feb 5

Emerging Leaders

Quarterly planning meeting Feb 28

Pursuing larger events like a spring/summer job fair and participation in Food Truck Friday

Discussing CEL shirts or other identifier

Recent event: "People You Need to Know" w/Felix Wright, Jan 23

Next event: Non-Profit Forum @ CWEP, Feb 13



Economic Development Project Activity Tracker

December 2018

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

2018 Total Prospects (includes new and existing companies)	5
Active Projects	8

- Attended the Carthage Economic Development Committee meeting to discuss possible alternatives on funding of a potential industrial park.
- Freshman Legislative Tour-Sixty Missouri Freshman Representatives, the Speaker of the House Elijah Haar and a few Freshman Senators toured Flex O Lators in Carthage on their annual tour of the State. The group was very complimentary of Carthage and their welcome to our City.
- Attended Missouri Housing Development Commission meeting by phone.
- Attended the Carthage Economic Development Board meeting.
- Roundtable meeting with local business leaders and Senator Elect Bill White and Representative Cody Smith. Both the Senator and Representative discussed their outlook for the 2019 legislative session.
- Attended the Workforce Investment Board meeting.
- Meeting with Toby Teeter, new Joplin Chamber of Commerce President and CEO regarding potential addition of flights out of the Joplin Regional Airport.

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

<u>CITATION</u>	<u>NAME</u>	<u>STATUS</u>	<u>STATUS DATE/TIME</u>	<u>FILED DATE</u>	<u>OFFENSE</u>	<u>PLEA</u>	<u>CONVICTION DATE</u>	<u>TOTAL DUE</u>
170537904	ACUNA, DESIREE MONTANA	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT 3RD OFFENSE (			379
170537905	ACUNA, DESIREE MONTANA	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT 3RD OFFENSE (			379
170537270	ALVARADO, SILVIA ALESSANDRA	IA	2/14/2019 9:00	1/8/2019	NO PROOF OF INSURANCE			29
170537937	ANDERSON, CYNTHIA L	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT			29
170537938	ANDERSON, CYNTHIA L	IA	2/14/2019 9:00	1/23/2019	TRESPASS			229
170537050	ANDREWS, JARED COLEMAN	CL	1/31/2019 10:01	1/8/2019	IMPROPER REGISTRATION	PG	1/28/2019	
170537861	ARTYM, ROBERT MICHAEL	IA	2/14/2019 9:00	1/8/2019	DRIVING WHILE REVOKED			29
170537057	BABB, CLAYTON E	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT			29
170538062	BACON, SAWYER BENJAMIN	WI	2/28/2019 14:00	1/23/2019	POSSESSION DRUG PARAPH			29
170538063	BACON, SAWYER BENJAMIN	WI	2/28/2019 14:00	1/23/2019	POSS CONTROLLED SUBSTA			29
170538064	BACON, SAWYER BENJAMIN	WI	2/28/2019 14:00	1/23/2019	NO PROOF OF INSURANCE			29
170537271	BAUGH, JOSHUA ADAM	DP	1/8/2019 9:00	1/8/2019	NO PROOF OF INSURANCE			
170537198	BENZ, MARK	IA	2/14/2019 9:00	1/8/2019	DOMESTIC ASSAULT-3RD DE			29
170537467	BERNAL, ROGELIO	IA	2/28/2019 9:00	1/23/2019	NO OPERATORS LICENSE			189
170538786	BROCK, AMANDA DAWN	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT			29
170538188	BROWNING, LASHERRI SAND	IA	2/14/2019 9:00	1/23/2019	SEATBELT			10
170538189	BROWNING, LASHERRI SAND	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			29
170538678	BROWNING, SCOTT B	IA	2/14/2019 9:00	1/23/2019	DOMESTIC ASSAULT-3RD DE			29
170538180	CADY, TAMMY L	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION			124
170538181	CADY, TAMMY L	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			29
170538778	CAMPBELL, CHARLAMEINGE	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			159
170538484	COFIELD, JARED TREVOR	IA	2/14/2019 9:00	1/23/2019	SPEEDING 10 - 15 OVER			229
170537051	COLON, CHRISTOPHER DAVID	IA	2/28/2019 9:00	1/8/2019	TRESPASS			29
170538543	CORTEZ, BILLY JAMES	IA	2/28/2019 9:00	1/23/2019	POSSESSION DRUG PARAPH			29
170538544	CORTEZ, BILLY JAMES	IA	2/28/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			29
170537936	CORTEZ, CAROLINA NINETE	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			29
170538122	CROSBY, MADISON LOUISE	IA	2/14/2019 9:00	1/23/2019	DRIVING WHILE SUSPENDE			29
170538123	CROSBY, MADISON LOUISE	IA	2/14/2019 9:00	1/23/2019	REC STOLEN PROPERTY			29
170538280	DANIEL, SUSANA	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE			29
170538528	DEES, BRIDGET S	DP	1/24/2019 9:00	1/8/2019	PEACE DISTURBANCE			
170537908	DEGONIA, HOLLY	IA	2/28/2019 9:00	1/23/2019	PETIT THEFT			29
170537909	DEGONIA, HOLLY	IA	2/28/2019 9:00	1/23/2019	PETIT THEFT			29
170537910	DEGONIA, HOLLY	IA	2/28/2019 9:00	1/23/2019	PETIT THEFT			29

170537059	DILORETO, TADDEO JAMES	CL	2/6/2019 8:39	1/23/2019 SEATBELT	PG	2/6/2019	2/6/2019	
170536943	ELLIOTT, CORA ROSA	IA	2/14/2019 9:00	1/23/2019 TRESPASS				229
170538777	EMERY, NICHOLAS JAMES	WI	2/28/2019 14:00	1/23/2019 SPEEDING 10 - 15 OVER				159
170537384	ESCAMILLA SAAVEDRA, JULICIA	IA	2/14/2019 9:00	1/23/2019 DOG AT LARGE				85
170538281	ESCOBAR, BEVERLY ARECELY	IA	2/14/2019 9:00	1/23/2019 DRIVING WHILE INTOXICATE				29
170538282	ESCOBAR, BEVERLY ARECELY	IA	2/14/2019 9:00	1/23/2019 DRIVING WHILE SUSPENDEL				29
170538283	ESCOBAR, BEVERLY ARECELY	IA	2/14/2019 9:00	1/23/2019 FAIL TO DRIVE ON RIGHT SIDE				134
170538184	FAITAU, SONIA PAULA	WI	2/28/2019 14:00	1/23/2019 POSS INTOX BY A MINOR				29
170538182	FEEZELL, CINNAMON DAWN	IA	2/14/2019 9:00	1/23/2019 NO PROOF OF INSURANCE				29
170538183	FEEZELL, CINNAMON DAWN	IA	2/14/2019 9:00	1/23/2019 SEATBELT				10
170538178	FISHER, TRAY DARQUEZ	IA	2/14/2019 9:00	1/8/2019 IMPROPER REGISTRATION				124
170538179	FISHER, TRAY DARQUEZ	IA	2/14/2019 9:00	1/8/2019 SEATBELT				10
170538534	FOSTER, WILLIAM KURT JR	IA	2/14/2019 9:00	1/8/2019 NO PROOF OF INSURANCE				29
170538784	FRANCIS, REPHAEL	UF	3/7/2019 9:00	1/11/2019 ASSAULT-4TH DEGREE	PG	1/10/2019	1/10/2019	250
170538385	FURRH, TOMMY RAY ALLEN	DP	1/24/2019 14:00	1/23/2019 ASSAULT-4TH DEGREE				
170538779	GARRETT, SUELYNN CHRISTINA	IA	2/14/2019 9:00	1/23/2019 PETIT THEFT 2ND OFFENSE				329
170538780	GARRETT, SUELYNN CHRISTINA	IA	2/14/2019 9:00	1/23/2019 PETIT THEFT				29
170538790	GIDEON, BLAKE MITCHELL	IA	2/14/2019 9:00	1/23/2019 NO PROOF OF INSURANCE				29
170533964	GIRDNER, KATRINA DEANN	IA	2/14/2019 9:00	1/8/2019 PETIT THEFT				29
170538055	GIRON, DEBI R	WI	4/25/2019 14:00	1/8/2019 POSSESSION DRUG PARAPH				29
170538056	GIRON, DEBI R	WI	4/25/2019 14:00	1/8/2019 POSS CONTROLLED SUBSTA				29
170538057	GIRON, DEBI R	WI	4/25/2019 14:00	1/8/2019 DRIVING WHILE SUSPENDEL				29
170538058	GIRON, DEBI R	WI	4/25/2019 14:00	1/8/2019 NO PROOF OF INSURANCE				29
170538059	GIRON, DEBI R	WI	4/25/2019 14:00	1/8/2019 SEATBELT				10
170538383	GONZALEZ-ORTIZ, MINOSHK. IA	IA	2/28/2019 9:00	1/23/2019 NO OPERATORS LICENSE				189
170538384	GONZALEZ-ORTIZ, MINOSHK. IA	IA	2/28/2019 9:00	1/23/2019 FAIL TO YIELD RIGHT OF WA				134
170537197	GOODMAN, MATTHEW P	IA	2/14/2019 9:00	1/8/2019 ASSAULT-4TH DEGREE				29
170537469	GRAMAJO, MARILU	CL	2/5/2019 12:51	1/25/2019 NO OPERATORS LICENSE	PG	1/25/2019	1/24/2019	
170538190	GUERRA, ABRAHAM AGUERCC	CL	1/28/2019 15:28	1/23/2019 SPEEDING 10 - 15 OVER	PG	1/28/2019	1/28/2019	
170537976	GUTIERREZ, CARLOS MANUE	IA	2/28/2019 9:00	1/23/2019 POSS CONTROLLED SUBSTA				29
170537977	GUTIERREZ, CARLOS MANUE	IA	2/28/2019 9:00	1/23/2019 POSSESSION DRUG PARAPH				29
170537195	GUTIERREZ, MILTON I	WI	4/25/2019 14:00	1/2/2019 DRIVING WHILE SUSPENDEL				29
170536575	GUTIERREZ, NICOLE	IA	2/28/2019 9:00	1/23/2019 POSS CONTROLLED SUBSTA				29
170538116	HAGER, RICHARD JAMES JR	IA	2/14/2019 9:00	1/23/2019 NO PROOF OF INSURANCE				29

170537862	HARRIS, KHRISTOPHER DEW/ CL	1/30/2019 9:00	1/23/2019	IMPROPER REGISTRATION	PG	1/25/2019	1/25/2019	
170537196	HARTGRAVE, AIDEN MOSES IA	2/14/2019 9:00	1/8/2019	SPEEDING 20 - 25 OVER				225
170538191	HENDERSON, JANE E IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION				124
170537194	HENRY, JACK BRIAN WI	3/28/2019 14:00	1/8/2019	DRIVING WHILE INTOXICATE				29
170538526	HENSON, BRENDA A DP	1/8/2019 14:00	1/8/2019	PEACE DISTURBANCE				
170537867	HERNANDEZ, MANFREDO IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170537934	HERRON, JAMES IA	2/14/2019 9:00	1/23/2019	TRESPASS				229
170537935	HERRON, JAMES IA	2/14/2019 9:00	1/23/2019	DOMESTIC ASSAULT-3RD DE				29
170538117	HOLMAN, KIMBERLY IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170538118	HOLMAN, KIMBERLY IA	2/14/2019 9:00	1/23/2019	FAIL TO YIELD RIGHT OF WA				134
170537052	HOOD, KELSEY S IA	2/14/2019 9:00	1/8/2019	REC STOLEN PROPERTY				29
170538114	HUMBARD, SARAH MICHELLIA	2/14/2019 9:00	1/23/2019	IMPROPER EQUIPMENT				134
170538115	HUMBARD, SARAH MICHELLIA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170537383	HURTADO, ANA I IA	2/14/2019 9:00	1/23/2019	DOG AT LARGE				85
170537272	JENKINS, CODY IA	2/14/2019 9:00	1/2/2019	PETIT THEFT 1ST OFFENSE				379
170538386	JOHNSON, BENJAMIN R IA	2/28/2019 9:00	1/23/2019	PETIT THEFT				29
170538793	JOHNSON, CHRISTOPHER LEEDP	1/24/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				
170537461	JUAREZ-LOPEZ, HUGO ALEJIA IA	2/14/2019 9:00	1/8/2019	SPEEDING 16 - 19 OVER				183
170538536	JUAREZ GONZALEZ, MIRELLA IA	2/14/2019 9:00	1/23/2019	SEATBELT				10
170537929	JUDD, AMI LYNN IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION				124
170538185	KERNS, WAYNE JR WI	2/28/2019 14:00	1/23/2019	DRIVING WHILE INTOXICATE				29
170538186	KERNS, WAYNE JR WI	2/28/2019 14:00	1/23/2019	POSS CONTROLLED SUBSTA				29
170538187	KERNS, WAYNE JR WI	2/28/2019 14:00	1/23/2019	POSSESSION DRUG PARAPH				29
170533173	KING, KELLY PATRICK IA	2/28/2019 9:00	1/23/2019	DOG AT LARGE				85
170533174	KING, KELLY PATRICK IA	2/28/2019 9:00	1/23/2019	DOG TIED OUT				85
170533175	KING, KELLY PATRICK IA	2/28/2019 9:00	1/23/2019	MORE THAN THE ALLOWED				29
170535626	KING, KELLY PATRICK IA	2/28/2019 9:00	1/23/2019	NO CITY DOG LICENSE				80
170535627	KING, KELLY PATRICK IA	2/28/2019 9:00	1/23/2019	VICIOUS DOG				29
170537055	KNIGHT, CYRUS DEAN CL	1/11/2019 10:43	1/8/2019	IMPROPER REGISTRATION	PG	1/11/2019	1/11/2019	
170537056	KOLKMEYER, DEANN UF	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION	PG	2/6/2019	2/6/2019	124
170538676	KUHN, LEVI IA	2/14/2019 9:00	1/23/2019	REC STOLEN PROPERTY				29
170537932	LEAL, ZACHARY BLAKE IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170537462	LEE, MELISSA ANNE IA	2/14/2019 9:00	1/8/2019	OBSTRUCT OFFICER				29
170538377	LEER, LARAMEE MACKENZIE IA	2/14/2019 9:00	1/23/2019	FOLLOW TOO CLOSE				134

170536940	LEWIS, JOSEPH MICHAEL	CL	2/6/2019 9:14	1/23/2019	STOP LIGHT-STEADY RED	PG	2/1/2019	2/1/2019	
170538537	LINDER, TAYLOR R	WI	2/28/2019 14:00	1/23/2019	SPEEDING 10 - 15 OVER				159
170537062	LOGSDON, LINDSEY N	IA	2/28/2019 9:00	1/23/2019	POSSESSION DRUG PARAPH				29
170538119	LOPEZ, JOHNNY	IA	2/14/2019 9:00	1/23/2019	DRIVING WHILE SUSPENDE				29
170538787	LOWE, LUCAS HAROLD LEE	IA	2/14/2019 9:00	1/23/2019	FAIL TO YIELD RIGHT OF WA				134
170537058	LUSTER, ASHLEY HOPE	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT				29
170537863	MACIAS, BALTAZAR VAZQUE	IA	2/14/2019 9:00	1/23/2019	INATTENTIVE DRIVING				135
170537202	MAGGARD, DANIEL L	IA	3/14/2019 9:00	1/31/2019	ASSAULT-4TH DEGREE				29
170537274	MAHONEY, MATTHEW SCOT	IA	2/14/2019 9:00	1/8/2019	DOMESTIC ASSAULT-3RD DE				29
170537275	MAHONEY, MATTHEW SCOT	IA	2/14/2019 9:00	1/8/2019	POSSESSION DRUG PARAPH				29
170538540	MAILS, KAYLEY MARIE	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION				124
170538124	MARTINEZ, KARREN L	IA	2/14/2019 9:00	1/23/2019	POSS CONTROLLED SUBSTA				29
170538125	MARTINEZ, KARREN L	IA	2/14/2019 9:00	1/23/2019	POSSESSION DRUG PARAPH				29
170538061	MATTHEWS, SARAH	IA	2/14/2019 9:00	1/23/2019	POSSESSION DRUG PARAPH				29
170538278	MAXEY, JASON L	IA	2/14/2019 9:00	1/23/2019	ASSAULT-4TH DEGREE				29
170537387	MAYNARD, SARAH JANE	IA	2/14/2019 9:00	1/23/2019	DOG AT LARGE-2ND OFFEN				135
170537388	MAYNARD, SARAH JANE	IA	2/14/2019 9:00	1/23/2019	PIT BULL PROHIBITED				29
170537860	MCCARTY, TAMISHA MARIE	IA	2/14/2019 9:00	1/8/2019	DOMESTIC ASSAULT-3RD DE				29
170538792	MCCARTY, TAMISHA MARIE	IA	2/28/2019 9:00	1/23/2019	TRESPASS				229
170536946	MCCRORY, CLOEY RAE	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION				124
170538796	MCDONALD, RYAN MILO	IA	2/28/2019 9:00	1/23/2019	DRIVING WHILE REVOKED				29
170537927	MCGAUGHY, KIRSTEN LEAN	IA	2/14/2019 9:00	1/8/2019	IMPROPER REGISTRATION				124
170537928	MCGAUGHY, KIRSTEN LEAN	IA	2/14/2019 9:00	1/8/2019	NO OPERATORS LICENSE				189
170537866	MENDOZA, KELSEY LYNN	IA	2/14/2019 9:00	1/23/2019	POSSESSION DRUG PARAPH				29
170537385	MERIDA OXLAI, MAYRA ALEJ	CL	1/30/2019 15:16	1/23/2019	DOG AT LARGE	PG	1/30/2019	1/30/2019	
170537386	MERIDA OXLAI, MAYRA ALEJ	IA	2/14/2019 9:00	1/23/2019	MORE THAN THE ALLOWED				29
170538060	MERRIMAN, BAILEY	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170537465	MEWA, TOPSON	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170537466	MEWA, TOPSON	IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170536569	MITCHELL, DAVID G	CL	2/4/2019 10:15	1/8/2019	PETIT THEFT 1ST OFFENSE	PG	2/4/2019	2/4/2019	
170537053	MORGAN, GEORGE GREGOR	IA	2/14/2019 9:00	1/8/2019	NO PROOF OF INSURANCE				29
170537054	MORGAN, GEORGE GREGOR	IA	2/14/2019 9:00	1/8/2019	SEATBELT				10
170537064	MURRIN, RANDAI LYNNE	IA	2/28/2019 9:00	1/23/2019	PEACE DISTURBANCE				29
170537463	MURRIN, RANDAI LYNNE	IA	2/14/2019 9:00	1/23/2019	FILE FALSE POLICE REPORT				29

170537464	MURRIN, RANDAL LYNNE	IA	2/14/2019 9:00	1/23/2019	TRESPASS				229
170538049	NARANJO, DENISE	UF	2/21/2019 9:00	1/8/2019	IMPROPER EQUIPMENT	PG	1/24/2019		179
170538050	NARANJO, DENISE	CS	1/28/2021 9:00	1/8/2019	DRIVING WHILE INTOXICATE	PG	1/24/2019		29
170538051	NARANJO, DENISE	UF	2/21/2019 9:00	1/8/2019	INATTENTIVE DRIVING	PG	1/24/2019		135
170538052	NARANJO, DENISE	UF	2/21/2019 9:00	1/8/2019	SEATBELT	PG	1/24/2019		10
170536937	NEESE, BRANDI SHARISS	IA	2/14/2019 9:00	1/8/2019	SPEEDING 10 - 15 OVER				159
170536938	NEESE, BRANDI SHARISS	IA	2/14/2019 9:00	1/8/2019	SEATBELT				10
170538538	ORDONEZ, WILFREDO	IA	2/14/2019 9:00	1/7/2019	ASSAULT-4TH DEGREE				29
170537926	OWENS, ETHAN WAYNE DUNIA	IA	2/14/2019 9:00	1/8/2019	NO PROOF OF INSURANCE				29
170538387	PALMER, MARION	IA	2/28/2019 9:00	1/28/2019	DRIVING WHILE SUSPENDED				29
170538781	PARKER, BRANDON SCOTTLE	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170538782	PARKER, BRANDON SCOTTLE	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION				124
170538783	PARKER, BRANDON SCOTTLE	IA	2/14/2019 9:00	1/23/2019	SEATBELT				10
170536942	PATTERSON, VALENTINA SUEIA	IA	2/14/2019 9:00	1/23/2019	SPEEDING 16 - 19 OVER				183
170536571	PEREZ-COREAS, ERICK	IA	2/14/2019 9:00	1/23/2019	SPEEDING 10 - 15 OVER				159
170536572	PEREZ-COREAS, ERICK	IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170536573	PEREZ-COREAS, ERICK	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170538529	PETERSON, JAKE M	IA	2/28/2019 9:00	1/8/2019	ASSAULT-4TH DEGREE				29
170537933	PILGRIM, DAKOTA DYLAN	WI	4/25/2019 14:00	1/23/2019	SPEEDING 16 - 19 OVER				183
170536574	POBLETE, MANUEL ERNESTO	IA	2/28/2019 9:00	1/23/2019	POSS CONTROLLED SUBSTANCES				29
170538378	POROJ-BATEN, HEIDY YOLAN	IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170538381	PUTNEY, DAVID L	IA	2/28/2019 9:00	1/23/2019	POSS CONTROLLED SUBSTANCES				29
170538382	PUTNEY, DAVID L	IA	2/28/2019 9:00	1/23/2019	POSSESSION DRUG PARAPHRASE				29
170538791	RAMIREZ, JONATAN	IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170537061	REYES MATUL, HIPOLITO	CL	1/29/2019 16:02	1/23/2019	SPEEDING 16 - 19 OVER	PG	1/29/2019	1/29/2019	
170537978	RICHARDS, LOUIS MICHEAL	IA	2/28/2019 9:00	1/23/2019	DRIVING WHILE SUSPENDED				29
170537979	RICHARDS, LOUIS MICHEAL	IA	2/28/2019 9:00	1/23/2019	NO PROOF OF INSURANCE				29
170537060	RITTER, ROBERT L	IA	3/14/2019 9:00	1/23/2019	ASSAULT-4TH DEGREE				29
170537864	RITTER, ROBERT L	IA	3/14/2019 9:00	1/23/2019	ASSAULT-4TH DEGREE				29
170533172	RODNEY, DAVID JAMES	IA	2/14/2019 9:00	1/23/2019	PETIT THEFT				29
170538284	RODRIGUEZ-CASTELLANO, JUAN	IA	2/28/2019 9:00	1/23/2019	NO OPERATORS LICENSE				189
170533965	ROSSON, WENDY E	IA	2/14/2019 9:00	1/23/2019	VIOIOUS DOG				29
170533966	ROSSON, WENDY E	IA	2/14/2019 9:00	1/23/2019	MORE THAN THE ALLOWED				29
170538376	RUSSELL, ERIC FRITH	IA	2/14/2019 9:00	1/23/2019	SEATBELT				10

170537939	SALDIVAR VILLALOBOS, TIRSO	VD	1/23/2019 9:00	1/23/2019	LEAVE SCENE OF ACCIDENT	189
170537940	SALDIVAR VILLALOBOS, TIRSO	VD	1/23/2019 9:00	1/23/2019	DRIVING WHILE INTOXICATE	135
170537902	SANCHEZ, JOSEFINA	IA	2/14/2019 9:00	1/23/2019	NO OPERATORS LICENSE	329
170537903	SANCHEZ, JOSEFINA	IA	2/14/2019 9:00	1/23/2019	INATTENTIVE DRIVING	29
170535628	SCHUBERT, JERROD LEVI	IA	2/28/2019 9:00	1/23/2019	PETIT THEFT 2ND OFFENSE	29
170535629	SCHUBERT, JERROD LEVI	IA	2/28/2019 9:00	1/23/2019	PROPERTY DESTRUCTION	29
170537900	SCHUBERT, JERROD LEVI	IA	2/14/2019 9:00	1/8/2019	PETIT THEFT	183
170537468	SHERRILL, JOSHUA R	IA	2/28/2019 9:00	1/23/2019	SPEEDING 16 - 19 OVER	29
170538535	SHORTER, LESLIE ANNE	IA	2/14/2019 9:00	1/8/2019	NO PROOF OF INSURANCE	159
170538545	SMITH, JOSEPH PRESTON	IA	2/28/2019 9:00	1/23/2019	SPEEDING 10 - 15 OVER	29
170537907	SMITH, TIFFANY	IA	2/14/2019 9:00	1/23/2019	FAIL TO RETURN RENTAL PR	124
170538788	SMOTHERS, LINDSEY ANN	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION	29
170538789	SMOTHERS, LINDSEY ANN	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE	189
170537273	STROUPE, SAMANTHA FAE	IA	2/14/2019 9:00	1/8/2019	ASSAULT-4TH DEGREE	189
170537575	STUCKEY, ANGELA J	DP	1/8/2019 14:00	1/8/2019	PEACE DISTURBANCE	29
170538795	SUMMERFORD, CAMERON S	IA	2/28/2019 9:00	1/23/2019	DOMESTIC ASSAULT-3RD DE	29
170538794	SUMMERFORD, DAVID C	IA	2/28/2019 9:00	1/23/2019	DOMESTIC ASSAULT-3RD DE	189
170536570	TAYLOR, TIFFANI PEARL	IA	2/14/2019 9:00	1/8/2019	NO OPERATORS LICENSE	185
170538797	THORPE, JARED MATTHEW	IA	2/28/2019 9:00	1/23/2019	NO OPERATORS LICENSE	29
170538798	THORPE, JARED MATTHEW	IA	2/28/2019 9:00	1/23/2019	C & I DRIVING	29
170537906	TUBAUGH, JAMES	IA	2/14/2019 9:00	1/23/2019	FAIL TO RETURN RENTAL PR	29
170537868	UTLEY, CASSADY LYNN	WI	4/25/2019 14:00	1/23/2019	DRIVING WHILE INTOXICATE	29
170538776	VELASQUEZBARRIOS, ISIAS UCL	IA	2/4/2019 11:54	1/23/2019	NO OPERATORS LICENSE	PG 2/4/2019 2/4/2019
170537930	VIEW, JULIA	IA	2/14/2019 9:00	1/23/2019	NO PROOF OF INSURANCE	29
170537931	VIEW, JULIA	IA	2/14/2019 9:00	1/23/2019	IMPROPER REGISTRATION	124
170537374	VILLATORO REYES, CARLOS E	IA	2/14/2019 9:00	1/8/2019	NO OPERATORS LICENSE	189
170537375	VILLATORO REYES, CARLOS E	IA	2/14/2019 9:00	1/8/2019	NO PROOF OF INSURANCE	29
170538176	VILLATORO REYES, CARLOS E	IA	2/14/2019 9:00	1/8/2019	IMPROPER REGISTRATION	124
170538177	VILLATORO REYES, CARLOS E	IA	2/14/2019 9:00	1/8/2019	SEATBELT	10
170537865	WAGNER, KAYLEE G	WI	3/28/2019 14:00	1/23/2019	DRIVING WHILE INTOXICATE	29
170538527	WAGNER, KAYLEE G	DP	1/8/2019 14:00	1/8/2019	PEACE DISTURBANCE	29
170538279	WALLACE, DESIRAE	IA	2/14/2019 9:00	1/23/2019	DRIVING WHILE REVOKED	29
170538485	WALLACE, DESIRAE	IA	2/28/2019 9:00	1/23/2019	PETIT THEFT	29
170533962	WALTRIP, LAVERN W	IA	2/14/2019 9:00	1/8/2019	PETIT THEFT	29

1705333963	WALTRIP, LAVERN W	IA	2/14/2019 9:00	1/8/2019 TRESPASS		229
170536939	WEBB, BRITNEY HANNAH	IA	2/14/2019 9:00	1/8/2019 ASSAULT-4TH DEGREE		29
170536944	WEBB, DONALD DALE JR	IA	2/14/2019 9:00	1/14/2019 ASSAULT-4TH DEGREE		29
170536945	WEBB, DONALD DALE JR	IA	2/14/2019 9:00	1/14/2019 OBSTRUCT OFFICER		29
170537901	WESCOTT, APRIL	IA	2/14/2019 9:00	1/23/2019 FAIL TO YIELD RIGHT OF WA		134
170538541	WHEELER, RONALD DWAYNE IA		2/14/2019 9:00	1/23/2019 POSSESSION DRUG PARAPH		29
170538539	WHITTINGTON, ADAM DEVO IA		2/14/2019 9:00	1/23/2019 DRIVING WHILE REVOKED		29
170538677	WHITTINGTON, ADAM DEVO IA		2/14/2019 9:00	1/23/2019 DOMESTIC ASSAULT-3RD DE		29
1705333171	WILLIAMS, MELISSA DAWN IA		2/14/2019 9:00	1/23/2019 PETIT THEFT		29
170538785	WILSON, JOHNNA CHRISTINE IA		2/14/2019 9:00	1/23/2019 IMPROPER REGISTRATION		124
170538542	WILSON, KEVIN R	IA	2/28/2019 9:00	1/23/2019 NO PROOF OF INSURANCE		29
170538120	YATES, KODEY MCRA Y	IA	2/14/2019 9:00	1/23/2019 PETIT THEFT		29
170538121	YATES, KODEY MCRA Y	IA	2/14/2019 9:00	1/23/2019 POSSESSION DRUG PARAPH		29
170536947	YOACHUM, JOSHUA J	IA	2/28/2019 9:00	1/23/2019 DOG AT LARGE		85
170536948	YOACHUM, JOSHUA J	IA	2/28/2019 9:00	1/23/2019 PIT BULL PROHIBITED		29
170538379	ZANONI, RICCARDO GIUSEPP IA		2/14/2019 9:00	1/23/2019 PETIT THEFT		29
170538380	ZANONI, RICCARDO GIUSEPP IA		2/14/2019 9:00	1/23/2019 PETIT THEFT		29
170536941	ZUNIGA, JOSE	CL	2/1/2019 12:31	1/23/2019 NO OPERATORS LICENSE	PG 2/1/2019	2/1/2019
STATUS DESCRIPTION:						
CLOSED			12			
DISMISSED BY JUDGE			0			
DISMISSED BY PROSECUTOR			7			
SENTENCING			1			
INITIAL ARRAIGNMENT			175			
TRIAL			0			
UNPAID FINES			5			
VOIDED DOCKET			2			
ATTORNEY ENTERED			19			
TOTAL			221			

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

January			
Type of Incident	District	City	Total
Residential Structure Fire	5	2	7
Commercial Structure Fire	0	0	0
Vehicle Fire	0	0	0
Natural Cover Fire	1	0	1
Motor Vehicle Accident	3	7	10
Medical Call	23	76	99
Hazardous Materials	2	3	5
Automatic/Mutual Aid	2	0	2
Miscellaneous	10	21	31
Total Month to Date:	46	109	155
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	73	131	204

February			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:			
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	146	262	408

March			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	219	393	612

April			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	292	524	816

May			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	365	655	1020

June			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	438	786	1224

Department Head - Fire District Board Report
2018

July			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	511	917	1428

August			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	584	1048	1632

September			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	657	1179	1836

October			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	730	1310	2040

November			
Type of Incident	District	City	Total
Residential Structure Fire			
Commercial Structure Fire			
Vehicle Fire			
Natural Cover Fire			
Motor Vehicle Accident			
Medical Call			
Hazardous Materials			
Automatic/Mutual Aid			
Miscellaneous			
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	803	1441	2244

December			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	46	109	155
Previous Month to Date:	73	131	204
Previous Year to Date:	876	1572	2448

2018 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	5	2	7
Commercial Structure Fire	0	0	0
Vehicle Fire	0	0	0
Natural Cover Fire	1	0	1
Motor Vehicle Accident	3	7	10
Medical Call	23	76	99
Hazardous Materials	2	3	5
Automatic/Mutual Aid	2	0	2
Miscellaneous	10	21	31
Total:	46	109	155

"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.