

1. Agenda

Documents:

[CITY COUNCIL AGENDA 05 14 19.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 05 14 19.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 05 14 19\(1\).PDF](#)

**Council Agenda
City of Carthage, Missouri
Tuesday, May 14, 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. 19-17- An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2018-2019. (Budget Ways & Means)

2. C.B. 19-18- An Ordinance authorizing an agreement between the City of Carthage and the County of Jasper for collection of real estate taxes. (Insurance, Audit & Claims)

16. New Business

17. Mayor's Appointments

- **Planning, Zoning & Historic Preservation Commission**
- **Care Leave Committee**

18. Resolutions

1. **Resolution 1869-** A Resolution approving the declaration of dated, damaged, and/or obsolete culverts as surplus to the City's needs and authorizing their disposition.

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
May 14, 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: Ray West, David Armstrong, Mike Daugherty, Ceri Otero, Darren Collier, Alan Snow, Kirby Newport, Ed Barlow, Juan Topete, and James Harrison. 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, Parks Director Alan Bull, and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the April 23, 2019 Council Meeting. Motion carried unanimously.

No citizens were present to speak during Citizens Participation Period.

Mr. Snow reported the Budget, Ways and Means Committee met on May 8 and May 13. The budget process from the committee standpoint is complete. Staff will be putting together the final budget packets, and agreements have been sent out to the agencies for approval.

Ms. Otero reported the Committee on Insurance/Audit & Claims met on this date in the City Hall conference room and approved the claims. The contract with Simmons Bank for banking services was reviewed and is being presented in C.B. 19-19. The workers compensation audit has been completed. Mr. Carney was present at the meeting to discuss C.B. 19-20.

Mr. Harrison reported the Public Safety Committee meeting is between meetings with the next meeting scheduled for May 20 in the conference room at City Hall.

Mr. Topete reported the Public Services Committee met on May 9. Bids for new playground equipment at Fair Acres were reviewed. Mr. Topete made a motion, seconded by Mr. Daugherty, to purchase cushioning material and equipment under Option #3 from Athco for \$56,795.00. Mr. Topete withdrew his motion. Mr. Topete amended his motion to include the rock climbing feature. Mr. Topete withdrew that motion. Mr. Topete then made a motion, seconded by Mr. Daugherty, to accept Option #3 from Athco for \$56,795.00 with the possibility of adding a rock climbing feature contingent upon staying under the budget of \$58,000.00. Motion carried.

Mr. Daugherty reported the Public Works Committee met on May 7. A project with MoDOT at Fairview and Garrison to construct ADA approved sidewalks was discussed.

Special Committee and Board Liaison reports were given by Mr. Topete for the Tree Board and Kellogg Lake Board, Mr. Armstrong for the Powers Museum, Ms. Otero for the Jasper County Commissioners, Harry S. Truman Coordinating Council and Humane Society and Mr. Collier for the Carthage Water & Electric Plant Board.

Mayor Dan Rife reported on registrations for the MML Annual Conference, his attendance at National Day of Prayer, and thanked Ms. Otero for presenting a Proclamation at the Arbor Day celebration at the school.

During reports of Council Members, Mr. Daugherty stated his family had planted an Elm tree in honor of Arbor Day. Ms. Otero stated she appreciated the opportunity to attend the Arbor Day event at the school. Mr. Snow asked Mayor Rife if a Council Work Day had been scheduled. Mayor Rife stated he is working on it. Mr. Snow discussed the need for a liaison to be appointed to the Over 60 Center and stated Mr. West had volunteered for the appointment. Mr. Newport thanked the Budget Committee for their hard work and discussed the Carthage Humane Society and their work on the feral cat colonies. Mr. Newport made a motion, seconded by Mr. Armstrong to pull C.B. 18-30 off the table for consideration. Council Members want to remain transparent with debating the feral cat issue and it will still be discussed at the May 20 meeting of the Public Safety Committee. City Attorney Dally stated there currently isn't anybody managing the feral cat policy, and it would require a simple majority to bring the C.B. back for consideration. Motion carried unanimously to bring C.B. 18-30 off the table for first reading. Mr. Barlow thanked the Budget Committee for allowing him to participate at the meetings. Mr. Harrison discussed the accomplishments of his son, Kenny, for passing the Highway Patrol exam and becoming a national track champion. Mr. Armstrong discussed the hiring process for Mr. Peterson noting the recent Lateral Recruitment Policy that was passed. Mayor Rife explained the hiring was handled like other department heads in the past, and it is a negotiating process. The salary was based on results from an MML survey.

City Attorney Nate Dally discussed an upcoming mediation meeting regarding the lawsuit with the railroad and future regulations regarding medical marijuana cultivation and dispensaries.

Police Chief Greg Dagnan discussed marijuana dispensary regulations.

Fire Chief Roger Williams reported on work the Fire Department employees are doing at Fire Station #2 with a "soft" opening potentially scheduled for May 30. He also reported on a Fishing Day with special needs children.

Parks & Recreation Director Alan Bull reported the swimming pools are being filled.

City Administrator Tom Short reported on the following: the conclusion of the budget hearings, Vision Carthage meetings, MoDOT installing signage to alert traffic to the new Fire Station entrance, a meeting with Beindiek Insurance Agency, the upcoming council orientation meeting, sales tax revenues and golf course rounds and revenues.

The Committee on Claims filed a report in the amount of \$3,286,265.43 against the following funds: General Revenue \$107,202.36, Public Health \$491.71, Parks Stormwater \$296,846.43, Public Safety \$1,900.00, Golf Course \$6,451.57, Lodging \$8,500.00, Civic Enhancement \$330.75, Judicial Education \$325.00, Fire Protection \$1,119.74, Capital Improvements \$364,138.32, Payroll \$498,959.55 and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong to accept the report and allow the claims. Motion carried.

Under old business, C.B. 19-17- An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2018-2019 was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-19.

C.B. 19-18- An Ordinance authorizing an agreement between the City of Carthage and the County of Jasper for collection of real estate taxes was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-19.

Under new 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 first reading with no action taken.

C.B. 19-19- An Ordinance authorizing the Mayor to enter into a contract with Simmons Bank for banking services was placed on first reading with no action taken.

C.B. 19-20- An Ordinance authorizing the Mayor to execute a Supplemental Agreement between the City of Carthage, the Missouri Highway and Transportation Commission and the Missouri & Northern Arkansas Railroad Company, Inc. providing for the installation of various safety improvements at an existing public highway/rail grade crossing in Carthage, Missouri, where Chestnut Street intersects Railroad's tracks at a point known as DOT Crossing #434 was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve the Mayor's reappointment of Harry Rogers to the Planning, Zoning & Historic Preservation Commission until April 2021 replacing Josh Cahoon. Mr. Armstrong moved to split the appointment vote , seconded by Mr. Newport. Motion carried on a vote of 9-1 with Mr. Daugherty casting the nay vote. Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's reappointment of Harry Rogers to the Planning, Zoning & Historic Preservation Commission until April 2023. Motion carried on a vote of 8-2 with Mr. Armstrong and Mr. Newport casting the nay votes. Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve the Mayor's appointment of Jeff Steffen to the Care Leave Committee until April 2021 replacing Josh Cahoon. Motion carried 9-1 with Mr. Armstrong casting the nay vote.

Mr. Armstrong made a motion, seconded by Mr. Newport, to approve Resolution 1869- a Resolution approving the declaration of dated, damaged, and/or obsolete culverts as surplus to the City's needs and authorizing their disposition. Resolution passed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West.

During closing remarks, Mr. Collier commented that he is hopeful the Supreme Court ruling banning marking of tires

Mr. Topete made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:41 PM.

There was a short recess.

City Clerk Traci Cox administered the Oath of Office to Council Members James Harrison, David Armstrong, Raymond West, Ceri Otero, Alan Snow and Ed Barlow.

Mayor Rife called the meeting to order. The following Council Members answered roll call: Juan Topete, James Harrison, Ray West, David Armstrong, Mike Daugherty, Ceri Otero, Darren Collier, Alan Snow, Kirby Newport and Ed Barlow.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's Committee and Board Appointments. Motion carried to approve the Mayor's Committee and Board Appointments.

Mr. Armstrong made a motion, seconded by Mr. Newport, to elect Ceri Otero as Mayor Pro Tem. Motion carried. There were no other nominations.

Under new business, C.B. 19-15- An Ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri was placed on first reading with no action taken.

C.B. 19-16- An Ordinance authorizing the Mayor to enter into a contract with Dennis and Carolyn Detert, for the City of Carthage to purchase real estate commonly known as the Driving Range on Robert Ellis Young Drive, Carthage, Missouri for \$186,500.00 was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to take Resolution 1866 off of the table. Motion carried unanimously. Mr. Armstrong made a motion, seconded by Mr. Harrison to approve Resolution 1866- A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the Distribution of Funds from the Restricted Trust Fund. Resolution passed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West.

During closing remarks, Mr. Collier commented that he is hopeful the Supreme Court ruling banning marking of tires will get overturned.

Mr. Harrison made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:55 PM.

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, MAY 14, 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
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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
April 23, 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: James Harrison, Ray West, David Armstrong, Mike Daugherty, Ceri Otero, Darren Collier, Alan Snow, Kirby Newport, Ed Barlow, and Juan Topete. 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. Fire Chief Roger Williams left the meeting after the flag salute.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the April 9, 2019 Council Meeting. Motion carried unanimously.

Mayor Rife presented a Proclamation declaring April 26 as Arbor Day in the City of Carthage.

No citizens were present to speak during Citizen's Participation Period.

Mr. Snow reported the Budget, Ways and Means Committee met on April 22 to review the agency requests for the 2020 Budget.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Banking service proposals were reviewed with Simmons Bank paying the highest interest rate and charging no fees for services. A Council Bill awarding the banking services to Simmons Bank will appear on the May 14 Council Agenda. Job descriptions for the Golf Operations Supervisor, Assistant Golf Course Operations Supervisor, and Memorial Hall Facility Supervisor along with a revised Chain of Command for the Parks & Recreation Department were reviewed. The job descriptions for Memorial Hall and Civil War Museum employees changed their supervision from the City Administrator to the Parks & Recreation Director. Ms. Otero made a motion, seconded by Mr. Daugherty, to approve the new job descriptions and revised operational chart. Ms. Otero noted the pay structure for the incoming Parks & Recreation Director along with additional commission for the Pro Shop was also discussed. Mr. Newport felt it would be cleaner to have a separate contract for approval for the Parks & Recreation Director position. Mr. Short stated it could be reviewed by the Committee. Motion for the job descriptions and operational chart carried on a vote of 9-1 with Mr. Armstrong casting the Nay vote. Ms. Otero noted the next meeting will be held on May 14 with a new meeting time of 5:00 p.m. going forward. Ms. Otero also mentioned the possibility of moving the meeting location from the Council Chambers to the new meeting room located upstairs at City Hall.

Mr. Harrison reported the Public Safety Committee meeting scheduled for April 15 was cancelled due to lack of quorum. Mr. Harrison also mentioned using the new meeting room for future meetings of the Public Safety Committee.

Mr. Topete reported the Public Services Committee met April 16. Mr. Topete made a motion, seconded by Mr. Daugherty, to close the parking lots at Fair Acres for a carnival during Maple Leaf. Motion carried. Mr. Topete made a motion, seconded by Mr. Daugherty, to accept the bid from Jayhawk Signs for \$8,238.68 to replace the awnings at Memorial Hall. Motion carried. Mr. Topete made a motion, seconded by Mr. Harrison, to accept the bid from Coverworx for \$32,610 for a new shelter house to be located between Kiddie Land and the stadium rock wall. Mr. Daugherty noted the budget allocated \$52,000 to this project. Mr. Topete retracted his motion. Mr. Daugherty made a motion, seconded by Mr. Harrison, to negotiate purchase of a larger shelter house from Coverworx with funds available in the current budget. Mr. Topete made a motion, seconded by Mr. Daugherty, to change Caroline Street to Harlow Lane as requested by Mr. Phelps. Motion carried.

Mr. Daugherty reported the Public Works Committee is between meetings with the next meeting scheduled for May 7.

Special Committee and Board Liaison reports were given by Mr. Topete for the Tree Board and Kellogg Lake Board, Mr. Armstrong for the Powers Museum, Mr. Daugherty for the Chamber of Commerce, Ms. Otero for the Jasper County Commissioners, Harry S Truman Coordinating Council and Humane Society and Mr. Collier for the Carthage Water & Electric Plant Board.

Mayor Dan Rife reported on budget meetings, the annual MML Annual Conference and an economic development meeting.

During Reports of Council Members, Mr. Armstrong and Mr. Topete expressed their desire to centralize all City committee meetings to the new meeting room in City Hall, Mr. Armstrong was pleased to see updating the Civil War Museum video and the Park Master Plan in the budget for consideration but also wanted to see the elimination of the Landfill Closure Fund, Ms. Otero encouraged all to participate in the upcoming MML webinar.

City Attorney Nate Dally informed the council of a mediation date in June with the Railroad.

Police Chief Greg Dagnan reported on a Federal Court ruling that marking tires with chalk is unconstitutional and officers are no longer writing tickets for parking violations.

Fire Chief Roger Williams reported on work the Fire Department employees are doing at Fire Station #2.

Public Works Director Zeb Carney stated it is their busy time of year.

Parks & Recreation Director Alan Bull also stated they are in their busy time of year and he will be going to the school for Arbor Day celebration on April 26.

City Administrator Tom Short reported on the following: a meeting with Pearson Kelly for IT services, a meeting with Dick Horton regarding a Parks Master Plan, Gary Markenson will be here on May 16 for council orientation, a bid opening for awnings at Memorial Hall, the employee Health Fair had a high attendance, a meeting with Region M Solid Waste Management District, a TAC Committee meeting, and a meeting regarding economic development projects.

The Committee on Claims filed a report in the amount of \$606,512.77 against the following funds: General Revenue \$86,354.45, Public Health \$124,068.71, Parks Stormwater \$52,235.79, Golf Course \$10,251.04, Parks & Recreation \$86.17, Judicial Education \$226.20, Library \$25,000.00, Fire Protection \$685.43, Capital Improvements \$148,239.00, and Payroll \$159,365.98. Ms. Otero made a motion, seconded by Mr. Newport to accept the report and allow the claims. Motion carried.

Under old business, C.B. 19-15 – An Ordinance to annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered 19-17.

C.B. 19-16 – An Ordinance authorizing the Mayor to enter into a contract with Dennis and Carolyn Detert, for the City of Carthage to purchase real estate commonly known as the Driving Range on Robert Ellis Young Dr., Carthage, Missouri for \$186,500.00 was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered 19-18.

Under new business, C.B. 19-17 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2018-2019 was placed on first reading with no action taken.

C.B. 19-18 – An Ordinance authorizing an agreement between the City of Carthage and the County of Jasper for collection of real estate taxes was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Harrison to approve the Mayor's reappointment of Lorie Neubert to the Care Leave Committee until April 2021 and Dale Hopp to the Carthage Tree Board until April 2022. Motion carried on a vote of 9-1 with Mr. Armstrong casting the Nay vote.

During closing remarks, Mr. Harrison clarified the Carthage Humane Society meeting is scheduled for April 24 at 6:00 p.m., Mr. Armstrong requested appointments to city committees be invited to attend council meeting when they are being appointed, Mr. Collier expressed his frustrations with the parking issue stating it affects businesses on the square when potential customers cannot find a place to park.

Mr. Topete made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:41 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 19-17

ORDINANCE NO. _____

An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2018-2019.

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

SECTION I: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **General Revenue Fund**, is hereby amended to reflect: a supplemental appropriation to the **Pool Department**, for \$2,500 to the Contract Services line item for the Pool Management Service Contract with Fair Acres Family YMCA; and a supplemental appropriation to the **Central Municipal Activities Department (CMA)** of up to \$3,300 to the Council Contingency line item, for replacement of broken conduit and wiring due to vandalism at Rock Stadium, from the unassigned fund balance.

SECTION II: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Public Safety Grant Fund**, is hereby amended to reflect a supplemental appropriation of: up to **\$28,771** from supplemental grant revenue from the Jasper County **Law Enforcement Sales Tax Grant Board (LEST)** of \$28,771 for the Police Department for, the 2019 Ozarks Drug Enforcement Team (ODET) Fee for \$4,000, 34 Load Bearing Vests for \$15,759, and 3 Taser Replacements for \$9,012 and; a supplemental appropriation of \$1,000 to the Miscellaneous Expenses line item for payment of a portion of the "**Emotional Survival for Law Enforcement**" seminar from supplemental donation revenues of \$10,000 to the Police Dept.

SECTION III: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Capital Improvements Sales Tax Fund**, is hereby amended to reflect a supplemental appropriation to the Capital Projects line item for the purchase of the Golf Course Driving Range in the amount of \$186,500 from supplemental revenues of \$186,500.

SECTION IV: The City of Carthage's 2018 - 2019 Annual Operating and Capital Budget for the **Civic Enhancement Fund**, is hereby amended to reflect a supplemental appropriation of \$12,255 for improvements as designated on Exhibit A, attached hereto from the unassigned fund balance.

SECTION V: 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

- Exhibit A -

Civic Enhancement Fund

KELLOGG LAKE

Lake pump and motor	\$3,500
Fountain LED lighting	\$1,500
LED lighting @ pavilion	\$500
	<u>\$5,500</u>

ROUND-A-BOUT

Irrigation repairs	\$400
River rock	\$350
Damage repairs	\$905
	<u>\$1,655</u>

CENTRAL PARK

Irrigation for flower beds/urns	\$750
Landscaping Marlin Perkins	\$600
	<u>\$1,350</u>

SKATE PARK

Extend concrete south 12'	\$3,000
	<u>\$3,000</u>

PARKS

Tree planting	\$50
	<u>\$50</u>

MUNICIPAL PARK

Repair restroom toilets	\$400
	<u>\$400</u>

GOLF RESTROOM

Paint restroom	\$300
	<u>\$300</u>

TOTAL \$12,255

COUNCIL BILL NO. 19-18

ORDINANCE NO. _____

An Ordinance authorizing an agreement between the City of Carthage and the County of Jasper for collection of real estate taxes.

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 an agreement between the City of Carthage and the County of Jasper for collection of real estate taxes, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

—

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Committee on Insurance, Audit and Claims



Steven E. McIntosh
Collector of Revenue

302 S. Main Street, P.O. Box 421
Carthage, MO 64836
417-358-0409 or 417-358-0411
Fax: 417-358-0497

601 S. Pearl Ave., Suite 107
Joplin, MO 64801
417-625-4324 | Fax: 417-625-4351

smcintosh@jaspercountymmo.gov
www.jaspercountycollector.com

March 21, 2019

Dan Rife
326 E Grand St
Carthage, MO 64836

Dear Dan,

For some time, the Jasper County Collector of Revenue has collected your city's Real Estate and/or Personal Property taxes. This collection was done under a Cooperative Agreement between the Jasper County Commission, the Jasper County Collector of Revenue and your city. Those Cooperative Agreements named Stephen H. Holt as the County Collector of Jasper County. As of March 1, 2019, I was sworn in as the Jasper County Collector of Revenue; therefore, new agreements are in order.

You find enclosed a new Cooperative Agreement. The agreement uses a beginning date of March 4, 2019, which is the effective beginning date of my term as Collector of Revenue. Your city's governing body will need to formally authorize this agreement.

Please have your governing board adopt the new Cooperative Agreement, please execute the applicable signature lines, return the signed Cooperative Agreement and a copy of the authorizing language to my office. Once returned to the Jasper County Collector of Revenue the appropriate Jasper County Officials will adopt and sign. A completed, signed agreement will be returned to you.

Thank you for your assistance in this matter. Should you have any questions, please feel free to call.

Sincerely,

Steven E. McIntosh



Steven E. McIntosh
Collector of Revenue

302 S. Main Street, P.O. Box 421
Carthage, MO 64836
417-358-0409 or 417-358-0411
Fax: 417-358-0497

601 S. Pearl Ave., Suite 107
Joplin, MO 64801
417-625-4324 | Fax: 417-625-4351

smcintosh@jaspercountymo.gov
www.jaspercountycollector.com

COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the City of _____ Carthage _____, Missouri, a municipal corporation, and hereinafter "City," and Steven E. McIntosh, duly elected County Collector of Revenue, Jasper County, Missouri, and hereinafter "Collector," and the County Commission of Jasper County, Missouri hereinafter "County Commission," of the following terms and conditions.

WHEREAS, it is desired and intended by this Cooperative Agreement the parties set forth hereinafter shall enter into an agreement as permitted by Sections 70.220 to 70.320 inclusive, and Sections 140.670 to 140.750 inclusive, of the Revised Statutes of Missouri, for the cooperative efforts to collect the taxes of the City of _____ Carthage _____, Missouri on property located within the boundaries of said city, which is located in Jasper County, Missouri.

Now, THEREFORE, it is hereby mutually agreed as follows:

1. The COUNTY COMMISSION covenants and agrees:
 - a. It will maintain and permit the use of its computer terminals facilities and its office and staff facilities in the development, mailing and collection of city tax assessments and notices to all applicable residents of the City of _____ Carthage _____, Missouri.
 - b. It will cooperate with the County Collector and with the officials of the City of _____ Carthage _____ to act toward the effectuation and execution of this agreement.
2. The City covenants and agrees:
 - a. To be responsible for the computer programming. The cost of the computer programming to be paid directly to the programmer.
 - b. To compensate the Collector for the services provided by him at rate of four percent (4%) of the total amount of the taxes collected by the Collector for the City, together with the penalty charge as prescribed by law, on amounts collected from taxpayers on delinquent taxes.
3. The Collector covenants and agrees:
 - a. To his best professional efforts to effectuate the collection of the City taxes, as set forth herein, by all lawful and proper means.

- b. To maintain reasonable and appropriate accounting and depository records and to pay the taxes collected by him in accordance with this agreement to the City of Carthage.
 - c. The Collector will pay the taxes collected by him for the previous month not later than the fifteenth day of the following month.
 - d. The Collector will provide to the City a copy of the original tax printout not later than a date to be agreed upon each year and said printouts shall include a list of all taxpayers, assessments and other pertinent information necessary to the tax billing for the City.
 - e. The Collector will collect and forward to the City, on a monthly account basis, all taxes collected by the County on behalf of the City, together with the appropriate bookkeeping information and date which is reasonable and required by law, by the City for its tax records.
 - f. The 4% collector commission shall be paid to the Jasper County Treasurer, with billing to be made by the Collector.
 - g. The entire 4% of the commission fee be paid to the County Treasurer, to be placed in the General Revenue Fund. In the event the Collector Tax Maintenance Fund currently in effect is eliminated, the entire 4% will be placed in a newly created Jasper County Collector TMF which is currently allowed under section 52.312, 52.315, 52.317 RSMo..
 - h. The County Collector will not receive any additional compensation in the form of salary, for this service to the City.
 - i. The Collector will pay the city the amount of interest collected on late taxes collected by the Office. The amount of interest earned by the deposited funds will also be distributed to the city.
4. It is contemplated by this agreement and understood by the parties that the City tax shall be added to and included on the County tax statements as an additional political subdivision and additional statements, envelopes, postage or other supplies will not be required.
5. It is further contemplated by this agreement and understood by the parties as follows:
- a. As provided by Section 140.680 RSMo., the power to collect the real and personal property taxes for the City is hereby granted to the Collector.
 - b. As provided by Section 140.690, RSMo., real property is in all cases liable for all taxes due the City and a lien is created for all these taxes, and the interest and costs provided by law, the same as for State and County taxes, which lien shall be enforced as in Chapter 140 RSMo. is provided.
6. The term of this contract will begin March 4, 2019.
7. The contract shall continue in force from year to year unless the City or the Collector give the other party written notice to terminate, by certified mail, not later than March 1. Any request for amendments to or modification of this contract by the City or Collector shall be submitted in the manner and by the

date specified for termination notices.

8. All accounting and reconciliation will be made as the date of termination. Any change in laws and regulations which substantially change or effects the responsibilities or performance of the parties hereto shall make this agreement voidable, at the option of the party or parties so affected.
9. Upon the termination of this contract without further renewal, the Collector shall make available to the City any such existing records under his control as may be necessary for the City to undertake the collection of taxes assessed on City property in the City of Carthage, Missouri in the year after termination.

Attest:

CITY OF _____, MISSOURI

City Clerk

Mayor

Approved as to Form:

Finance Director

City Attorney

City Manager

Attest:

JASPER COUNTY

County Clerk

County Collector of Revenue

County Counselor

Presiding Commissioner

***NEW
BUSINESS***

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

May 2019

Planning, Zoning, & Historic Preservation Commission

4 Year Term – 7 Members – Meets 3rd Monday – 5:15 PM – Council Chambers

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Harry Rogers	358-4527	1350 S Main	05-14-19	May 23

Care Leave Committee

2 Year Term – 7 Members – Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Jeff Steffen	237-7200	Police/ 310 W Fourth St	05-14-19	Apr 21

RESOLUTIONS

RESOLUTION NO. 1869

A RESOLUTION APPROVING THE DECLARATION OF DATED, DAMAGED AND/OR OBSOLETE CULVERTS AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THEIR DISPOSITION.

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

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

WHEREAS, the Public Works Director has discussed, and the Public Works Committee recommends, declaring the attached list of materials as obsolete and surplus to the City's needs for consideration by the full City Council of declaring such items as surplus and obsolete.

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

That the attached list of dated, damaged and/or used culverts (material) is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition through donation of said material to the **Missouri Department of Conservation** for the purpose of K-9 disaster search and rescue training.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: Public Works Committee

Culvert – Pipe

<u>Type</u>	<u>Number</u>	<u>Width</u>	<u>Length</u>
Concrete	10	24"	4'
Concrete	9	18"	4'
Concrete	10	12"	4'
HDPE	1	48"	4'

MINUTES
STANDING
COMMITTEES

**BUDGET WAYS & MEANS COMMITTEE
MONDAY, APRIL 22, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT: Alan Snow, Darren Collier and Ray West

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Collier made a motion to accept the minutes of the April 8, 2019 Budget Meeting. Motion carried 3-0.

NEW BUSINESS:

Fiscal 2020 Agency Budget Hearings: The following agencies presented their requests:

Convention & Visitors Bureau: Niki Cloud and Mark Elliff	\$102,000.00 Lodging Fund
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Humane Society: Deborah Bell and Rachel Bell	\$33,000.00
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Chamber of Commerce: Mark Elliff	\$153,000.00
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Mr. Short also discussed budgets for the Over 60 Center and Carthage Baseball/Softball programs.

Staff Reports: None

Other Business:None

ADJOURNMENT: The meeting adjourned at 7:13 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, APRIL 23, 2019
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Kirby Newport and Ed Barlow.

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox and Mark Peterson

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the April 9, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Armstrong.

NEW BUSINESS:

- 1. Consider and discuss Banking Service Proposals:** Ms. Cox presented proposals from seven different banks. UMB, Arvest, and SMB proposals charged fees for banking services. Community National, Old Missouri Bank, Guaranty Bank and Simmons Bank proposals had no fees associated with banking services. Simmons Bank had the highest interest rate for the checking account and currently provide banking services for the City of Carthage. Mr. Newport moved to accept the best bid from Simmons Bank. Motion carried 4-0.
- 2. Consider and discuss Job Descriptions related to the Parks & Recreation Department:** Mr. Short presented job descriptions for the Parks & Recreation Director, Golf Operations Supervisor, Assistant Golf Course Operations Supervisor, and Memorial Hall Facility Supervisor along with a revised Chain of Command for the Parks & Recreation Department. The job descriptions for Memorial Hall and Civil War Museum employees changed their supervision from the City Administrator to the Parks & Recreation Director. Mr. Short explained the Golf Operations Supervisor position needed to be changed to a Grade 6 and the Assistant Golf Course Operations Supervisor position to a Grade 4. Mr. Armstrong discussed the salary proposal for the new Parks and Recreation Director questioning the continued commission for the Golf Pro. Mr. Short stated an Offer Letter had not yet been presented to the incoming Parks & Recreation Director Mark Peterson. Mr. Newport moved to send the job descriptions with revisions of the Grades and the new chain of command to Council. Motion carried 3-1 with Mr. Armstrong casting the Nay vote.
- 3. Staff Reports:** Ms. Cox reported 65 employees had attended the recent Health Fair and Nicotine Affidavits are being collected. Mr. Short reported payments for the purchase of the Driving Range property and final payment for construction of Fire Station #2 are going to be issued.

4. **Committee Member Reports:** Mr. Newport requested moving the meeting time to 5:00 p.m. instead of the current time of 5:30 p.m. to allow additional time for discussions when necessary. All members agreed.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 6:26 PM. Motion carried 4-0.

Traci Cox
City Clerk

BUDGET WAYS & MEANS COMMITTEE
WEDNESDAY, APRIL 24, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Juan Topete, Darren Collier and Ray West

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull, City Attorney Nate Dally, City Clerk Traci Cox, IT Technician Amon Henady, Mark Peterson and Council Members Ed Barlow and Ceri Otero.

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

OLD BUSINESS:

Approval of minutes from previous meeting: Minutes for the April 22 Budget were approved unanimously on a motion by Mr. West .

NEW BUSINESS:

Fiscal 2019 Department Budget Hearings:

Mr. Short presented a brief overview of each fund, fund balances, existing personnel costs and other financial statistics for Fiscal Year 2020.

The Committee reviewed expenses for the following funds:

- General Fund
- Public Health Fund
- Landfill Closure Fund
- Capital Improvements Tax Fund
- Lodging Tax Fund
- Golf Fund
- Parks & Recreation Fund
- Meyers Park Fund
- Parks/Stormwater Sales Tax Fund
- Inmate Security Fund
- TIF & CID Special Tax Fund
- Public Facilities Bond Fund
- Economic Development Fund

Staff Reports: None

Other Business: None

ADJOURNMENT: The meeting adjourned at 9:27 P.M. on motion by Mr. West.

Respectfully submitted,
Traci Cox

**BUDGET WAYS & MEANS COMMITTEE
THURSDAY, APRIL 25, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT: Alan Snow, Juan Topete, Darren Collier and Ray West

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull, City Clerk Traci Cox, and IT Technician Amon Henady.

CWEP REPRESENTATIVES: General Manager Chuck Bryant, CFO Kelli Nugent, and Board Members Steve Beimdiek and Pat Goff.

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

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Collier made a motion to approve the minutes for the April 24 Budget Hearings. Motion carried 4-0.

NEW BUSINESS:

Fiscal 2020 CWEP Budget Hearings: Chuck Bryant and Kelli Nugent presented the CWEP Budget by beginning with highlights before going into specific details.

Consider and discuss perfection of Fiscal 2020 Annual Operating and Capital Budget:

Agency requests were discussed and contracts will be brought to the May 13 committee for additional review and approval. In reviewing the budget, it was noted funds for the Sidewalk Incentive Program were not included in the draft budget and need to be added. Capital requests were reviewed and the Closed Landfill Fund was discussed. Funds for the nicotine cessation program also need to be incorporated into the budget.

Staff Reports: None

Other Business: None

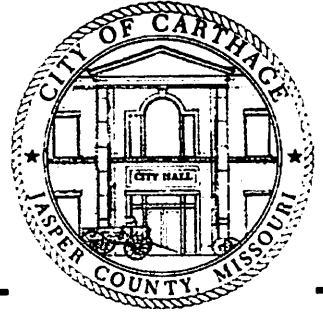
ADJOURNMENT: The meeting adjourned at 9:06 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

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"



5-07-19 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, Ceri Otero, David Armstrong, Ray West
Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Marcia Weng, Public Works Secretary

Guests present: Abi Almandinger

May 7, 2019 Public Works Committee meeting was called to order at 5:30 p.m. by Chairman Mike Daugherty.

A motion was made by David Armstrong to accept the minutes from the April 2, 2019 committee meeting. All ayes, motion passed.

Citizen Participation: None

Old Business: None.

New Business:

Zeb presented the committee with the only bid received for the demolition of 500 Oak Street. The bid came in from B & D Yardbuilders in the amount of \$22,643.00. Zeb suggested that an administrative search warrant be obtained and have Mid America Environmental come and run tests for asbestos. He figured this would run around \$700.00 to \$800.00. Committee members thought we should salvage the DeSoto sign and Zeb told them he already had someone interested in the sign for \$6500.00. It was also suggested American Pickers were coming to Missouri, that maybe we should let them know about the sign. The committee agreed that we should proceed with the demo of the building and getting Mid America Environmental to test for asbestos.

Tom brought information and bid sheets from MODOT on fixing the intersection at Fairview and Garrison so it would be ADA compliant. Our cost would be approximately \$70,000.00. MODOT is willing to foot the rest of the bill. If we don't pursue this at this time, it could run us as much as \$100,000.00 or more. Ceri Otero made a motion to propose to the council for us to partner with MODOT for the ADA improvements. All ayes, motion carried.

Staff Reports

Zeb reported on the following:

The storm water projects are going great. All the rain has slowed things down a bit. There was a snag on Fairview at H E Williams. The contractors hit a water line, then as CWEP was coming to fix it, they hit another water line. All in all though, things are running pretty smoothly.

We have received several calls about some of the curbing around town needing replaced (Belle Aire, Euclid, Forest Drive). Zeb is wondering if we should look into offering an incentive program for the residents to fix the curb and guttering.

We are looking at other companies to provide services for our recyclables. Joplin Waste Paper (Service Recycling), our current provider, is raising the price of services significantly.

The paperwork for the TAP program for the sidewalks along Central Avenue has all come back signed and we are ready to begin this project.

Zeb met with the Department of Conservation. They are asking if we would donate some old concrete whistles to use for dog training in Search & Rescue missions. David Armstrong made a motion to donate surplus concrete culverts to the Missouri Department of Conservation. All ayes, motion carried.

A resident of the Breckenwood subdivision is pressing charges against a contractor and the city for flooding in her yard. Nate Dally had to go to court for this case and charges were dropped against the city. The case has been rescheduled for next month against the contractor.

Tom reported on the following:

Tom talked to MODOT about fixing the "No Parking" area in the front of Habanero's, along Central. They will come in and repaint the area.

We need some warning signs coming off the highway out at the south Firestation. Possibly could put in some rumble strips to slow people down in the area.

Ray West made a motion to adjourn the meeting at 6:15 p.m. All ayes, motion carried.

BUDGET WAYS & MEANS COMMITTEE
WEDNESDAY, MAY 8, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Juan Topete, Darren Collier and Ray West

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan and Council Member Ceri Otero. Jonathan Roberts, Amber Gilmore and Robin Smith were present representing the Carthage Humane Society.

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Collier made a motion to approve the minutes for the April 25 Budget Hearings. Motion carried 4-0.

NEW BUSINESS:

Consider and discuss perfection of Fiscal 2020 Annual Operating and Capital Budget/Agency Request Animal Control Services:

"Included is the original Budget request from the Humane Society for this fiscal year. Jonathan Roberts will be at the meeting to discuss where he thinks the Carthage Humane Society (CHS) is heading after a change in the Director's position and the services required by the City. Possible questions that will need to be answered are: can CHS provide the appropriate services to the City, what will be the contract amount for those services, will we use the CHS provided contract or a previous updatable City initiated contract? All things being equal, the preference would be to continue to work together with CHS to provide the services the City requires. I'm sure there are other considerations the Committee would like addressed. Jonathan should be able to address those concerns. Copies of recent Joplin Globe articles regarding the Humane Society are included in the packet. Also, copies of the current Humane Society's proposed contract and the last approved City contract are included in the packet. Another option would be to negotiate a new contract taking appropriate sections from each contract. Further, included is information regarding the changes made by the Committee to the draft Budget during the budget hearings. These can be discussed at the meeting, they are fairly straight forward. The Council Bill for the recommended adoption of the Budget will appear on the next Budget Committee meeting agenda, May 13, 2019. Agency requests were discussed and contracts will be brought to the May 13 committee for additional review and approval. In reviewing the budget, it was noted funds for the Sidewalk Incentive Program were not included in the draft budget and need to be added. Capital requests were reviewed and the Closed Landfill Fund was discussed. Funds for the nicotine cessation program also need to be incorporated into the budget."

Mr. Short reported that the Director had been released and a new plan needed to be put into place. Mr. Roberts stated that Amber Gilmore is working as the Vet Tech and Dr. Saladin has registered to be the veterinarian for the Humane Society. The Humane Society Board has not decided what direction they will go in pursuing a new director. Mr. Roberts stated that an audit would be too costly but a review could be performed and bookkeeping outsourced. He also stated the Carthage Humane Society is currently performing the duties outlined in the contract with the City. The TNR program which was being administered by the Humane Society was discussed and this topic will be further discussed at the May 20 Public Safety Committee.

Staff Reports:

*"As stated above, the Council Bill to adopt the City of Carthage Annual Operating and Capital Budget for Fiscal 2020 will be prepared for Council consideration for the City Council's June 11, 2019 meeting. We will also have the Agency Agreements requiring Council Bills by the City for Fiscal 2020. These are the Agreements with the Chamber of Commerce for Economic Development Services; the Humane Society; the Over Sixty Center; and the Convention & Visitors Bureau. These are in the process of being reviewed by the Agencies now. There will also be a Council Bill for the rate adjustments as presented by CWE to the Committee during the hearings. **Sales Tax Numbers:** We would normally include the Sales Tax Report at the May 13, 2019 meeting, but if we receive the numbers before our May 8, 2019 meeting, we will bring it to the meeting. As previously discussed, we will also bring forward a Resolution to release the remainder of the Golf Course's assigned fund balance."*

Mr. Short reported agency contracts must be approved by June 11. Budget perfection was discussed noting the increased contract request for the Economic Development Contract was removed but additional funding for the sidewalk program was added. The Reserved Fund Balance was adjusted to 35%.

Other Business: None

ADJOURNMENT: The meeting adjourned at 6:46 P.M. on motion by Mr. West.

Respectfully submitted,
Traci Cox

PUBLIC SERVICES COMMITTEE

May 9, 2019
City Hall
326 Grant Street

Public Services Committee Members Present; Juan Topete, Ed Barlow, James Harrison, and Mike Daugherty

Members Absent;

Staff Present; Tom Short, Alan Bull, Lorie Neubert, and Mark Peterson

Non-Members Present; Ceri Otero

At 5:32 P.M. Mr. Topete called the meeting to order.

**Mr. Daugherty moved to approve minutes from the April 16, 2019 meeting.
Motion carried.**

NONE

NEW BUSINESS:

1.Consider and discuss bids on new playground equipment for Fair Acres.

Mr. Bull reports that 2 companies have submitted bids for the playground equipment to be put at the Fair Acres Sports Complex. Budgeted amounts were \$10,000 for cushioning material and \$48,000 for the equipment. Athco and Miracle have submitted 7 different proposals for the equipment and cushioning material. These proposals were presented to the council members for review. The Girls Softball League has expressed a willingness to pay for a shade structure to be added near the playground equipment. A representative from the Girls Softball League had expressed some concerns about structure size, but Mr. Bull had measured the area and the area available for the structure is 99 ft. x 116 ft. which is plenty of space for any of the structures proposed. Mr. Bull recommended to the committee proposal #3 from Athco at a cost of \$56,795. Mr. Daugherty asked if the structures were interchangeable and suggested adding a rock climbing wall to proposal #3. Mr. Bull stated that he will contact Athco and check but he was pretty sure that could be done.

Mr. Daugherty made a motion to recommend to Council the purchase of structure #3 from Athco with possible changes discussed to add a rock climbing feature for \$56,795.00. Motion carried.

STAFF REPORTS

City Administrator- Tom Short

Mr. Short reports that April rounds and revenue were higher than the projected, but that year-to-date totals were still \$20,000 below projected. Mr. Bull states that the month of May has been very good so far.

Golf Professional- Mark Peterson

Mr. Peterson reports that events were good in April and continuing through May. Mr. Harrison asked how many events (tournaments) were scheduled for the year. Mr. Peterson stated that 45 events have been scheduled so far. Mr. Peterson explained that the tournament fees have to be weighed against regular play fees for a particular day.

Mr. Topete suggests Mr. Peterson host a tour of the golf course for the Public Services Committee members.

Mr. Topete moved for adjournment.

Meeting adjourned at 6:00 P.M.

BID TABULATION FOR FAIR ACRES PLAYGROUND EQUIPMENT

Bids opened May 7, 2019

2:00 P.M.-City Hall

BIDDER		BID AMOUNT
--------	--	------------

Miracle Recreation	OPTION 1	<u>\$44,494.12</u>
Custom Playsystems		
Blue Springs, MO 64014	OPTION 2	<u>\$52,014.93</u>
(816) 795-7795	OPTION 3	<u>\$57,811.88</u>

ATHCO	OPTION 1	<u>\$57,495.00</u>
13500 W 108 th Street		
Lenexa, KS 66215	OPTION 2	<u>\$55,575.00</u>
(800) 255-1102	OPTION 3	<u>\$56,795.00</u>

Game Time		
Cunningham Recreation		
P.O. Box 240981		NO BID
Charlotte, NC 28224		
(800) 438-2780		

Bid Committee; Alan Bull, Brian Bradley and Michael Miller.

Budget amount for project: \$58,000.00.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

CWEP BOARD MEETING MINUTES

April 18, 2019

The Carthage Water & Electric Plant Board met in regular session April 18, 2019, 1:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

- | | |
|---|--|
| ☒ Pat Goff - President | ☒ G. Stephen Beimdiek - Member |
| ☒ Neel Baucom -Vice President | ☒ Brian Schmidt – Member |
| ☐ Danny Lambeth -Secretary | ☐ Ron Ross - Member |
| ☒ Darren Collier -Liaison | |

Staff:

- | | |
|---|--|
| ☒ Chuck Bryant-General Manager | ☒ Jason Choate-Director of Water Services |
| ☒ Cassandra Ludwig-General Counsel | ☒ Kelli Nugent/CFO |
| ☒ Jason Peterson-Director IT & Broadband | ☒ Kevin Emery-Director of Power Services |
| ☒ Megan Stump- Executive Assistant | ☒ Stephanie Howard-Director of Business & ED |
| ☒ Meagan Milliken-Customer Relations Mgr. | |

President Goff called the meeting to order at 1:02 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Baucom to approve the minutes of the regular meeting of March 21, 2019 as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Schmidt to approve disbursements for March in the amount of \$2,665,627.80 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for March noting that the net income for the utility combined was \$76,000 and \$230,000 more than budget and prior year respectively for the month. She noted that for the year net income is \$1.5 million more than budget, or 68%, and \$725,000 more than prior year to date, or 24%.

A motion by Beimdiek and seconded by Baucom to approve March financials passed unanimously.

COMMITTEE REPORTS: Addressed under item 2 under New Business

CITIZEN'S PARTICIPATION PERIOD: Addressed under item 1 under New Business

OLD BUSINESS: None.

NEW BUSINESS:

PRESENTATION OF ECONOMIC DEVELOPMENT REQUEST, CHAMBER DIRECTOR MR. MARK ELLIFF

General Manager Bryant introduced Chamber Director Mr. Mark Elliff to the board, Elliff noted that the Carthage Chamber of Commerce thanks Carthage Water and Electric Plant for the partnership in the economic development and marketing efforts for the City of Carthage. In a contract with the city for economic development services, Elliff presented the request for fiscal year 2019-2020 with an increase of \$34,925.00. He added that the relationship and involvement with Carthage Water and Electric has been productive in promoting Carthage to new businesses and help in growing demand for Carthage Water and Electric Plant products and services.

SELECTION OF BOARD OFFICERS FOR 2019-2020

Beimdiek reported on behalf of the Nominating Committee, which included Schmidt, presenting a slate of officers for the upcoming year as follows: President- Neel Baucom, Vice President- Danny Lambeth, and Secretary- Steve Beimdiek.

A motion by Beimdiek and seconded by Schmidt to approve the slate of officers as presented passed unanimously with terms to take effect in May.

CONSIDERATION OF FISCAL YEAR 2019-2020 BUDGET

GM Bryant and staff presented a budget draft for fiscal year 2019-2020. Board members discussed rates, ongoing infrastructure needs, major items including revenues, operating expenses, capital expenditures and cash reserve projections.

A motion by Beimdiek and seconded by Baucom to approve the proposed CWEP Fiscal Year 2019-2020 budget for presentation to the Carthage City Council with a 3% managerial flexible

pay increase, a rebase to the Purchase Power Adjustment resulting in a revenue neutral impact to customers, the 3rd year of tier adjustments to both Electric and Wastewater, and the 2nd year tier adjustment to the Water, passed unanimously.

STAFF REPORTS:

General Manager Bryant commended Director IT and Broadband Peterson on working hard with the accounting department and building a software named "Eagle" that helps prepare for the budget.

CFO Nugent also expressed appreciation to Director IT and Broadband Peterson and the tech department on their work on the new Software.

Customer Relations manager Milliken informed the board of the upcoming CWEP Picnic and Tower to Tower Run.

BOARD MEMBER COMMENTS

At 4:32 the meeting adjourned.

President – G. A. Pat Goff

Secretary – Danny Lambeth

MINUTES
CARTHAGE TREE BOARD

May 1, 2019
5:15 P.M.
Park Department Office

Tree Board Members Present; Robert Balek, Noah Smith, Bryan Stringer and Dale Hopp.

Tree Board Members Absent: Cody Smith.

Non-Members Present; Alan Bull, Brian Bradley and Jon Skinner.

Meeting was called to order at 5:17.

A) Consider and discuss 2019 Arbor Day Celebration – Mr. Bull reported that the Arbor Celebration had gone well. With over four hundred kids present it was the largest Arbor Day ever held. Mr. Bull also reported that in order to speed things up no trees were handed out at the event; instead the seedlings were left with the teachers who handed them out at the end of the day. Mr. Bull felt the kids and teachers alike seemed to enjoy the event and a nice bur oak was planted on school grounds. Two tree Board members were present along with a Chamber representative and a person from Vision Carthage. Mr. Skinner also thought it was a good event.

B) Consider and discuss possible ne City Forester - Mr. Bull reported that with his impending retirement there would be a new designated City Forester. Instead of Mr. Bull's replacement he felt that the Maintenance Supervisor, Brian Bradley, should assume these duties. This position is a title that is called out in our tree ordinance. Basically, this person helps coordinate work between the Tree Board and the City. Mr. Bull noted that Mr. Bradley had shown an interest in learning more about trees and was willing to serve in this capacity.

C) Consider and discuss possible time change for meetings- Mr. Bull noted that in the past there had been some discussion about changing the current meeting time. Mr. Bull thought it should be discussed and see if there would be any interest. After discussing different days and different times Mr. Stringer moved to change the meetings to the first Monday 9of the month and have them start at 5:30 P.M. Motion carried. Mr. Skinner mentioned that the Board didn't have to meet every month if they didn't want to. As long as they met six times per year they would meet Tree City USA standards. After discussion it was decided to stay at once a month. Mr. Smith asked about replacing Cody Smith, who wasn't able to attend as much as needed some times. It was felt that before he was removed there needed to be someone ready to take his place.

D) Any other business- Mr. Stringer asked about the Board applying for a Growth Award. Mr. Skinner explained the standards needed to apply for that, stating the City didn't meet the requirement yet. Mr. Stringer felt it could be done with not much more work. It is points based system and the City is only a couple of points away from meeting the standard. Mr. Skinner stated that if the Tree Ordinance would be revised that would put the City well over the threshold needed to win a Growth Award. Mr. Bull stated he would talk to the City Attorney and see where he was on this item.

Meeting adjourned 5:54

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: **5/20/2019**

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

Time: **5:15 pm**



To Consider the following items:

- 1. Requested by:** Carthage Chamber of Commerce - Mark Elliff **Request type:** Special Use Permit
Project Location: 2535 Grand Avenue **Reason for Hearing:** Request for the operation of Helicopter rides in conjunction with the Maple Leaf Festival
.....
- 2. Requested by:** Carthage Chamber of Commerce - Mark Elliff **Request type:** Special Use Permit
Project Location: Fair Acres Parking Lot (West of YMCA) **Reason for Hearing:** Request for the operation of a Carnival in conjunction with the Maple Leaf Festival
.....
- 3. Requested by:** Clarissa Dawn Sanders **Request type:** Certificate of Appropriateness
Project Location: 1113 S Grand Ave **Reason for Hearing:** Request for a master bedroom/storm shelter addition
.....
- 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	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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***AGENDAS
STANDING
COMMITTEES***

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE
MAY 7, 2019
5:30 PM
CITY HALL
326 GRANT STREET
2ND FLOOR CONFERENCE ROOM
-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None.

NEW BUSINESS

1. Consider and discuss the bid opening for demolition of 500 Oak Street.
2. Consider and discuss the MODOT ADA improvements at the Fairview Intersection.

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: 5/03/2019

BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

**WEDNESDAY, MAY 08, 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 perfection of Fiscal 2020 Annual Operating & Capital Budget/Agency Request Animal Control Services.
2. Staff Reports.
3. 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: _____

PUBLIC SERVICES COMMITTEE
THURSDAY MAY 9, 2019
5:30 P.M.
CITY HALL
UPSTAIRS CONFERENCE ROOM
326 GRANT STREET

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 bids on playground equipment.

Staff reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

--NOTICE OF MEETING--
BUDGET WAYS & MEANS COMMITTEE
MONDAY, MAY 13, 2019
5:30 P.M.
COUNCIL CHAMBERS, CITY HALL
326 GRANT ST., CARTHAGE, MISSOURI

--TENTATIVE AGENDA--

CITIZENS PARTICIPATION

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

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

NEW BUSINESS

1. Consider and discuss Ordinance adopting the 2020 Annual Operating and Capital Budget for the City of Carthage.
2. Consider and discuss agreement with Convention & Visitors in conjunction with adoption of Fiscal 2020 budget.
3. Consider and discuss agreement with Over 60 Center in conjunction with adoption of Fiscal 2020 budget.
4. Consider and discuss agreement with Humane Society in conjunction with adoption of Fiscal 2020 budget.
5. Consider and discuss agreement with Chamber of Commerce in conjunction with adoption of Fiscal 2020 budget.
6. Consider and discuss ordinance adjusting electric, water and waste water utility rates.
7. Consider and discuss Resolution releasing assigned Golf Course fund balance.
8. Staff Reports.
9. Other Business.

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

May 14, 2019

5:00 PM

Carthage City Hall

2nd Floor Conference Room

Agenda

Old Business

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

Citizens Participation

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

New Business

1. Consider and Discuss
2. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

CORRESPONDENCE

SALES TAX REPORT

For the Month of:

May

2019

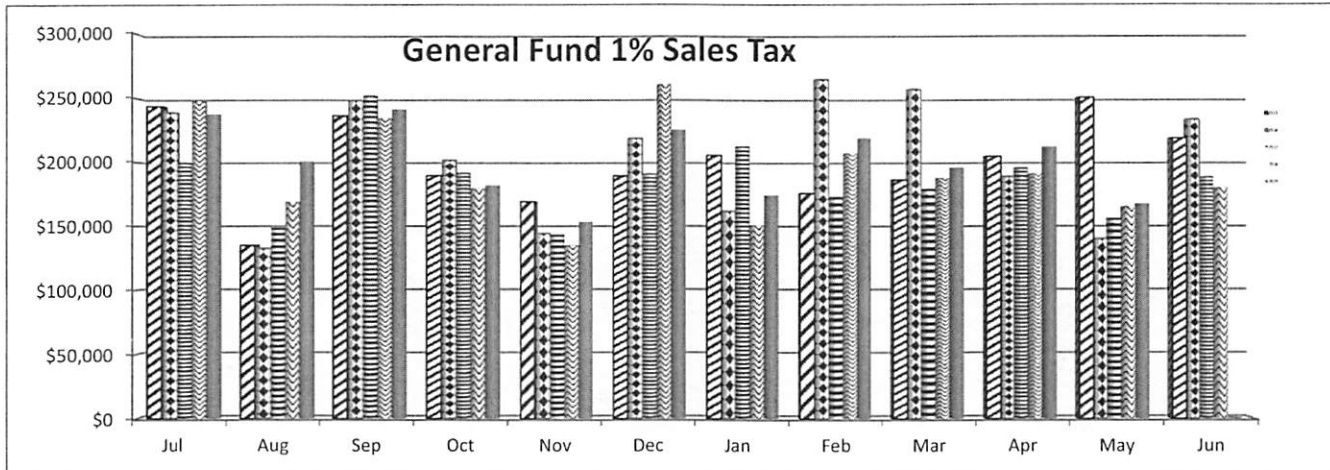
City's 1% General Fund Sales Tax

Current Month: \$ 167,837.24

Budgeted: \$ 171,099.93

% Difference -1.91%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Current Month	\$ 250,528.89	\$ 140,122.02	\$ 156,525.83	\$ 165,676.69	\$ 167,837.24
% Change		-44.07%	11.71%	5.85%	1.30%
\$Change		<u>-\$ 110,406.87</u>	<u>\$ 16,403.81</u>	<u>\$ 9,150.86</u>	<u>\$ 2,160.55</u>

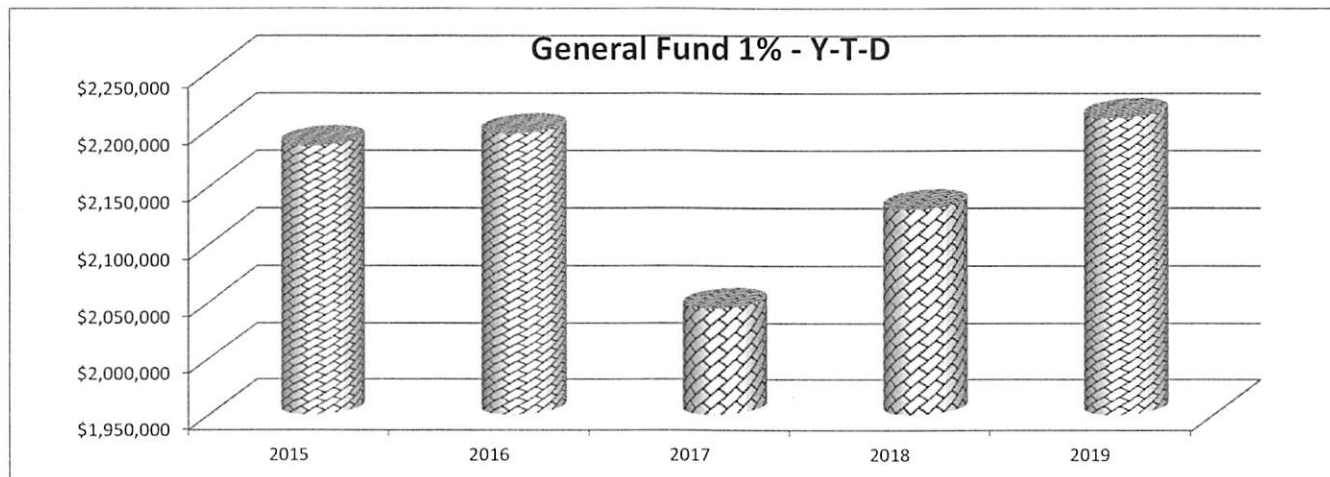


Year-To-Date: \$ 2,209,911.41

Budgeted: \$ 2,200,191.89

% Difference 0.44%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Y-T-D	\$ 2,185,696.44	\$ 2,196,305.96	\$ 2,044,845.69	\$ 2,130,453.87	\$ 2,209,911.41
% Change		0.49%	-6.90%	4.19%	3.73%
\$Change		<u>\$ 10,609.52</u>	<u>-\$ 151,460.27</u>	<u>\$ 85,608.18</u>	<u>\$ 79,457.54</u>



Comments:

City Sales Taxes total 2.750%. This includes 1% General, .5% Transportation, .5% Capital Improvements, .5% Parks/Stormwater, and .25% Fire. Numbers are shown as received by the City. Receipts lag collections by approximately 2 months. The total current Sales Tax rate in the City of Carthage is 8.2% which includes the passage of the County's 1/4% Sales Tax for the Juvenile Center and Courthouse work, in October 2016 with an approved extension until 2035. The General Fund Sales Tax (1%) receipts for May showed an increase of 1.3% from the same month last Fiscal Year. This amounted to approximately \$2,161 more than the same month last year. This is the eleventh month of the fiscal year and, the ninth month of collections which were higher than last year's total reported Sales Tax collections. Overall, the City had budgeted an increase of 0.01% from the previous year's budgeted amount. However, actual receipts for FY 18 fell short of projections. Final fiscal 2018 y-t-d numbers ended up 3.45% (\$77,102) higher than 2017 but approximately 3.16% (\$75,348) below what was anticipated (budgeted). Current Y-T-D receipts are 3.73% above last year's numbers. This amounts to approximately \$79,458 but is 0.44%, \$9,720 lower than anticipated budgeted collections.

CITY OF CARTHAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2019

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
110-GENERAL REVENUE	8,650,321.00	609,663.20	7,784,218.03	89.99	866,102.97
121-PUBLIC HEALTH	176,800.00	6,684.79	200,205.84	113.24 (	23,405.84)
122-LANDFILL CLOSURE	193,224.00	11.40	4,503.87	2.33	188,720.13
123-LODGING TAX	112,075.00	6,903.24	84,312.89	75.23	27,762.11
124-CIVIC ENHANCEMENT	4,000.00	6.30	4,628.26	115.71 (	628.26)
125-STORMWATER	5.00	0.76	7.96	159.20 (	2.96)
126-PUBLIC SAFETY GRANT	0.00	12,044.00	22,544.00	0.00 (	22,544.00)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,141,166.00	95,986.31	967,037.06	84.74	174,128.94
129-TIF & CID SPECIAL TAX	11,530.00	3.77	39.75	0.34	11,490.25
130-INMATE SECURITY FUND	4,000.00	386.44	3,387.68	84.69	612.32
131-FIRE PROTECTION TAX	564,010.00	48,079.14	490,237.04	86.92	73,772.96
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	527,939.00	46,283.46	397,216.57	75.24	130,722.43
161-CAPITAL IMPROVEMENTS	1,142,027.00	96,303.09	970,802.97	85.01	171,224.03
162-PARKS & RECREATION	187,750.00	2,191.72	250,944.82	133.66 (	63,194.82)
163-MYERS PARK	325.00	31.27	1,467.83	451.64 (	1,142.83)
164-JUDICIAL EDUCATION FU	2,000.00	192.28	1,682.18	84.11	317.82
175-Public Fac/Bond Fund	2,500.00	13.50	32,611.40	1,304.46 (	30,111.40)
221-ECONOMIC DEVELOPMENT	170,889.00	0.54	170,868.83	99.99	20.17
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	8,218.94	409,399.67	0.00 (	409,399.67)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	12,890,561.00	933,004.15	11,796,116.65	91.51	1,094,444.35
	=====	=====	=====	=====	=====

} Unaudited
Funds

CITY OF CARTHAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2019

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
110-GENERAL REVENUE	10,131,772.00	585,858.51	7,266,277.96	71.72	2,865,494.04
121-PUBLIC HEALTH	174,026.00	8,392.52	112,278.36	64.52	61,747.64
122-LANDFILL CLOSURE	928,579.00	0.00	0.00	0.00	928,579.00
123-LODGING TAX	104,000.00	8,500.00	85,800.55	82.50	18,199.45
124-CIVIC ENHANCEMENT	4,000.00	0.00	0.00	0.00	4,000.00
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	0.00	0.00	12,569.82	0.00 (	12,569.82)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,553,480.00	222,009.34	918,508.51	59.13	634,971.49
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	3,900.00	0.00	184.00	4.72	3,716.00
131-FIRE PROTECTION TAX	490,505.00	812.93	307,535.83	62.70	182,969.17
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	623,056.00	47,306.07	485,615.71	77.94	137,440.29
161-CAPITAL IMPROVEMENTS	2,651,271.00	351,993.01	1,209,338.66	45.61	1,441,932.34
162-PARKS & RECREATION	263,744.00	0.00	263,744.00	100.00	0.00
163-MYERS PARK	183,000.00	0.00	121,909.00	66.62	61,091.00
164-JUDICIAL EDUCATION FU	1,700.00	226.20	462.88	27.23	1,237.12
175-Public Fac/Bond Fund	0.00	0.00	0.00	0.00	0.00
221-ECONOMIC DEVELOPMENT	170,864.00	0.00	169,364.00	99.12	1,500.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	25,000.00	451,510.43	0.00 (	451,510.43)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	<u>17,283,897.00</u>	<u>1,250,098.58</u>	<u>11,405,099.71</u>	<u>65.99</u>	<u>5,878,797.29</u>
REVENUES OVER/(UNDER) EXPENDITURES	(4,393,336.00)	(317,094.43)	391,016.94		(4,784,352.94)

*Unaudited
Funds*

*** END OF REPORT ***

**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	0	0	0
Commercial Structure Fire	0	0	0
Vehicle Fire	1	1	2
Natural Cover Fire	2	2	4
Motor Vehicle Accident	9	4	13
Medical Call	14	54	68
Hazardous Materials	0	1	1
Automatic/Mutual Aid	1	0	1
Miscellaneous	15	28	43
Total Month to Date:	42	90	132
Total Year to Date:	88	199	287
Previous Month to Date:	115	221	336
Previous Year to Date:	188	352	540

March			
Type of Incident	District	City	Total
Residential Structure Fire	1	4	5
Commercial Structure Fire	0	0	0
Vehicle Fire	1	0	1
Natural Cover Fire	7	3	10
Motor Vehicle Accident	6	5	11
Medical Call	17	81	98
Hazardous Materials	3	8	11
Automatic/Mutual Aid	0	0	0
Miscellaneous	24	33	57
Total Month to Date:	59	134	193
Total Year to Date:	147	333	480
Previous Month to Date:	174	355	529
Previous Year to Date:	362	707	1069

April			
Type of Incident	District	City	Total
Residential Structure Fire	2	3	5
Commercial Structure Fire	0	0	0
Vehicle Fire	3	0	3
Natural Cover Fire	12	5	17
Motor Vehicle Accident	10	7	17
Medical Call	17	71	88
Hazardous Materials	0	3	3
Automatic/Mutual Aid	2	0	2
Miscellaneous	10	18	28
Total Month to Date:	56	107	163
Total Year to Date:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	592	1169	1761

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	822	1631	2453

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	1052	2093	3145

**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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	1282	2555	3837

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	1512	3017	4529

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	1742	3479	5221

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	1972	3941	5913

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	2202	4403	6605

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:	203	440	643
Previous Month to Date:	230	462	692
Previous Year to Date:	2432	4865	7297

2018 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	8	9	17
Commercial Structure Fire	0	0	0
Vehicle Fire	5	1	6
Natural Cover Fire	22	10	32
Motor Vehicle Accident	28	23	51
Medical Call	71	282	353
Hazardous Materials	5	15	20
Automatic/Mutual Aid	5	0	5
Miscellaneous	59	100	159
Total:	203	440	643

Michigan city asks full court to hear parking ticket case

By ED WHITE Associated Press

MAY 6, 2019 — 4:00PM

DETROIT — A Michigan city on Monday asked a federal appeals court to set aside a recent decision and reopen a dispute over whether marking tires to keep track of illegally parked cars violates the U.S. Constitution.

An attorney for Saginaw called it a case of "exceptional importance."

"Cities across the United States have ceased parking enforcement," Gregory Mair said in a court filing. "The question as to whether chalking tires constitutes a Fourth Amendment violation has a significant impact on law enforcement and order in municipalities."

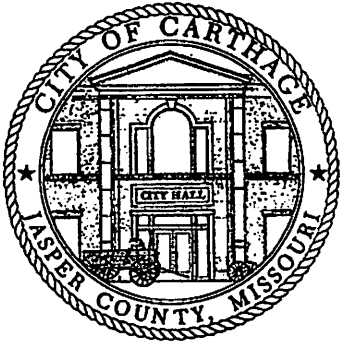
In April, a three-judge panel at the 6th U.S. Circuit Court of Appeals said marking tires qualifies as a search of property under the Fourth Amendment and could be illegal without a warrant. The case was sent back to a federal judge in Michigan for more work.

But Saginaw now wants the full appeals court to vote to throw out the decision and rehear the case. Opinions from the 6th Circuit set law in Michigan, Ohio, Tennessee and Kentucky.

"Even assuming chalking a tire was a search within the meaning of the Fourth Amendment, the search was reasonable. ... The chalking process is limited in scope, necessary only to enforce" a two-hour parking limit, Mair said.

Philip Ellison, a lawyer for a woman who sued after receiving more than a dozen tickets in Saginaw, said it's rare for the appeals court to set aside the work of one of its panels.

He recently filed similar lawsuits against the cities of Ann Arbor and Bay City.



The City of Carthage

"America's Maple Leaf City"

May 1, 2019
Mr. Mark Peterson
2121 Laura Street
Carthage, MO 64836

Dear Mark:

Pursuant to City policy, this letter will serve as the written confirmation of the verbal job offer for the Parks & Recreation Director's position for the City of Carthage beginning June 1, 2019.

This officer is generally responsible for professional and administrative work in planning, organizing, directing and evaluating the programs and services of the Carthage Parks and Recreation Department. Work involves responsibility for developing and administering a comprehensive year round Parks and Recreation program, including the operations of the Carthage Municipal Golf Course (CMGC). Work requires the development and planning of programs and facilities to meet the needs of the City, and assuring that program objectives are accomplished at City Parks and related physical facilities. An Organizational Chart is included for your information.

This position is classified as exempt under the requirements of the Fair Labor Standards Act and is covered by the City's Personnel Policy Manual. As this appointment is a result of a promotion, for purposes of compensation/classification only, your anniversary date shall be the date of appointment (June 1, 2019).

As discussed, the pay level for the Director's position will start at Grade 10, Step 6, which currently amounts to \$55,120 per year. All new hires (including promotions to a higher position) are required to serve a probationary period. The probationary or working-test period is six (6) months. Upon satisfactory completion of the trial period, an evaluation will be made of a final classification. Typically (by Policy), Department Heads are allowed vacation leave with pay at the rate of 120 hours per year upon hire date and through completion of twenty (20) years of service and 160 hours per year after the completion of twenty (20) years of service with the City. As your years of service exceed the maximum, your vacation time will not change.

Additionally, due to the City's commitments, obligations and/or previous arrangements for maintaining CMGC operational levels, the Director will receive remuneration of 3% of collected green fees and membership fees and 2% of gross cart rentals to be paid quarterly. These fees are contingent upon rounds not dropping below 17,500 per year.

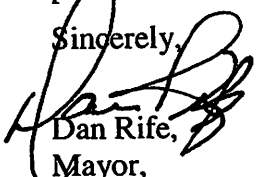
The City will also continue to lease to you, the Pro Shop, for a rental fee for use of said Pro Shop for the City. Said Pro Shop is to be rented from the City, at a rate of \$0.08 per round of total golf rounds played at CMGC, but not to exceed \$3,600 per year. Payments shall be calculated monthly from the first day of the month to the last day of the month and payable monthly at the office of the City Clerk on or before the seventh day of each succeeding month. You shall operate concessions on the CMGC premises.

The Director's position also includes a city vehicle, and availability of a cell phone or stipend through the department's operating budget. Normal work hours for this position are 8:00 a.m. to 5:00 p.m. daily. Evening meetings are required with the Council and various Oversight Committees.

This letter supersedes any other agreements or arrangements that may conflict or contradict the letter.

On behalf of the Selection Committee and the City Council, congratulation on your selection to this position. If I can be of any further assistance or if you require any additional information, please feel free to contact me.

Sincerely,



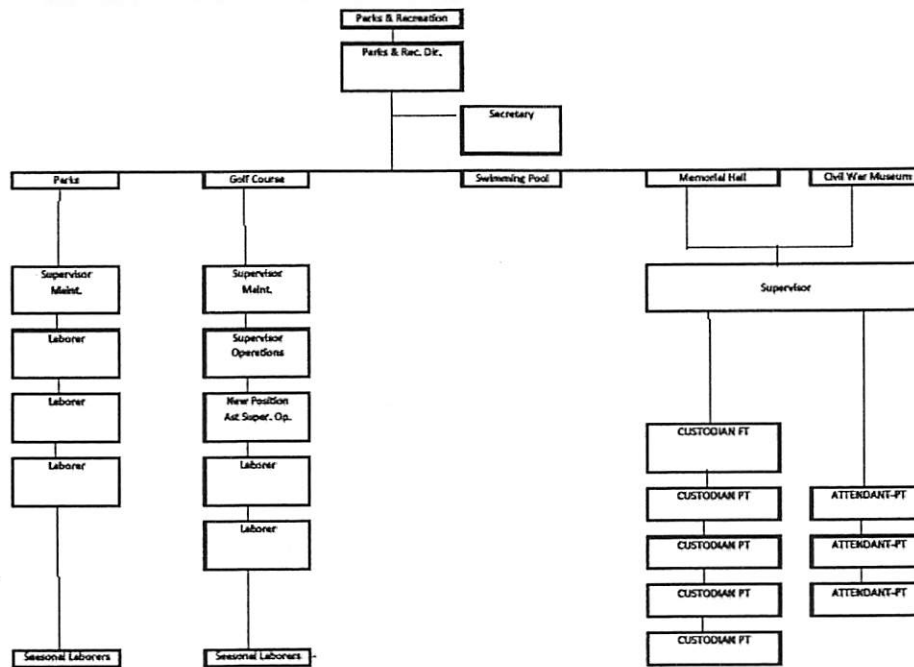
Dan Rife,
Mayor,
City of Carthage

Encl.

Copies: City Council ✓

Traci Cox, City Clerk

Michael Miller, Payroll Clerk



Golf Course Report

TARGETED BUDGETED ROUNDS.....				20,000	2018-19		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 19</u>			<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>		<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	13.72%	2,744	2,744		3,058	3,058	314	11.44%	314	11.44%
Aug	12.16%	2,432	5,176		2,506	5,564	74	3.05%	388	7.50%
Sep	12.02%	2,404	7,580		2,483	8,047	79	3.30%	467	6.17%
Oct	8.68%	1,737	9,316		1,539	9,586	-198	-11.38%	270	2.90%
Nov	4.32%	863	10,180		693	10,279	-170	-19.73%	99	0.98%
Dec	2.57%	513	10,693		611	10,890	98	19.06%	197	1.84%
Jan	2.78%	556	11,249		846	11,736	290	52.21%	487	4.33%
Feb	3.61%	721	11,970		564	12,300	-157	-21.78%	330	2.76%
Mar	6.67%	1,334	13,303		1,003	13,303	-331	-24.80%	0	0.00%
Apr	9.15%	1,829	15,132		1,927	15,230	98	5.36%	98	0.64%
May	11.49%	2,299	17,431		0	15,230	-2,299	-100.00%	-2,201	-12.63%
Jun	12.84%	2,569	20,000		0	15,230	-2,569	-100.00%	-4,770	-23.85%
TOTAL	100.00%	20,000								

TARGETED BUDGETED REVENUES				\$ 447,939.00	CITY REVENUE REPORTS		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 19</u>			<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>		<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>DOLLAR</u>	<u>PERCENT</u>	<u>DOLLAR</u>	<u>PERCENT</u>
Jul	14.11%	\$ 63,211.98	\$ 63,211.98		\$61,583.83	\$ 61,583.83	-\$ 1,628.15	-2.58%	-\$ 1,628.15	-2.58%
Aug	11.86%	\$ 53,122.31	\$ 116,334.29		\$52,172.94	\$ 113,756.77	-\$ 949.37	-1.79%	-\$ 2,577.52	-2.22%
Sep	11.89%	\$ 53,281.38	\$ 169,615.67		\$38,134.04	\$ 151,890.81	-\$ 15,147.34	-28.43%	-\$ 17,724.86	-10.45%
Oct	9.69%	\$ 43,425.52	\$ 213,041.20		\$34,680.83	\$ 186,571.64	-\$ 8,744.69	-20.14%	-\$ 26,469.56	-12.42%
Nov	5.43%	\$ 24,342.35	\$ 237,383.55		\$17,614.67	\$ 204,186.31	-\$ 6,727.68	-27.64%	-\$ 33,197.24	-13.98%
Dec	3.08%	\$ 13,802.23	\$ 251,185.77		\$15,647.10	\$ 219,833.41	\$ 1,844.87	13.37%	-\$ 31,352.36	-12.48%
Jan	2.49%	\$ 11,158.55	\$ 262,344.32		\$14,265.82	\$ 234,099.23	\$ 3,107.27	27.85%	-\$ 28,245.09	-10.77%
Feb	2.57%	\$ 11,511.05	\$ 273,855.38		\$12,310.75	\$ 246,409.98	\$ 799.70	6.95%	-\$ 27,445.40	-10.02%
Mar	5.36%	\$ 24,005.86	\$ 297,861.24		\$24,523.13	\$ 270,933.11	\$ 517.27	2.15%	-\$ 26,928.13	-9.04%
Apr	8.87%	\$ 39,725.45	\$ 337,586.69		\$46,283.46	\$ 317,216.57	\$ 6,558.01	16.51%	-\$ 20,370.12	-6.03%
May	12.21%	\$ 54,698.92	\$ 392,285.60		\$0.00	\$ 317,216.57	-\$ 54,698.92	-100.00%	-\$ 75,069.03	-19.14%
Jun	12.42%	\$ 55,653.40	\$ 447,939.00		\$0.00	\$ 317,216.57	-\$ 55,653.40	-100.00%	-\$ 130,722.43	-29.18%
TOTAL	100.00%	\$ 447,939.00								

TARGETED BUDGETED EXPENDITURES.....				\$623,056	2018-19		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 18</u>			<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>		<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	7.27%	45,269.89	45,269.89		\$52,496.26	\$52,496.26	\$7,226.37	15.96%	\$7,226.37	15.96%
Aug	9.86%	61,449.80	106,719.69		\$67,396.52	\$119,892.78	\$5,946.72	9.68%	\$13,173.09	12.34%
Sep	8.72%	54,355.75	161,075.43		\$58,263.03	\$178,155.81	\$3,907.28	7.19%	\$17,080.38	10.60%
Oct	9.63%	59,970.87	221,046.30		\$54,177.41	\$232,333.22	-\$5,793.46	-9.66%	\$11,286.92	5.11%
Nov	7.52%	46,884.21	267,930.51		\$40,918.24	\$273,251.46	-\$5,965.97	-12.72%	\$5,320.95	1.99%
Dec	8.81%	54,904.80	322,835.31		\$54,610.50	\$327,861.96	-\$294.30	-0.54%	\$5,026.65	1.56%
Jan	6.83%	42,580.73	365,416.04		\$47,917.40	\$375,779.36	\$5,336.67	12.53%	\$10,363.32	2.84%
Feb	6.10%	38,014.56	403,430.60		\$37,776.51	\$413,555.87	-\$238.05	-0.63%	\$10,125.27	2.51%
Mar	8.09%	50,424.89	453,855.48		\$24,753.77	\$438,309.64	-\$25,671.12	-50.91%	-\$15,545.84	-3.43%
Apr	8.84%	55,095.17	508,950.66		\$47,306.07	\$485,615.71	-\$7,789.10	-14.14%	-\$23,334.95	-4.58%
May	8.64%	53,818.27	562,768.92		\$0.00	\$485,615.71	-\$53,818.27	-100.00%	-\$77,153.21	-13.71%
Jun	9.68%	60,287.08	623,056.00		\$0.00	\$485,615.71	-\$60,287.08	-100.00%	-\$137,440.29	-22.06%
TOTAL	100.00%	623,056.00								

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Golf
POSITION TITLE: Golf Operations Supervisor

SALARY GRADE: 6
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

The supervisor shall devote his time, attention and energies to the management of the golf course and to the performance of duties as Golf Course Operations Supervisor. He shall always conduct himself and in all matters in accordance with the standards accepted for operations supervisors. He will emphasize expansion of community interest in golf and will maintain good public relations.

SUPERVISION RECEIVED:

Under direct supervision of the Parks and Recreation Director. Incumbent is expected to demonstrate considerable independent judgement and knowledge in the performance of assigned duties. Supervise employees on assigned duties dealing with all aspects of work by the Golf Department.

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

1. Supervisor shall conduct golf tournaments and shall initiate and promote golf activities for the community of Carthage.
2. The Supervisor shall be responsible for the collection of green fees and membership fees from all patrons in a manner which provides accountability and assurance that all players have properly paid their fees. These funds shall be deposited into the proper account daily.
3. The Supervisor shall utilize a system and enforce rules which provide for orderly play in a timely manner. The Supervisor shall be responsible for the hiring and supervising of part time staff.
4. The Supervisor shall manage a record keeping system which documents the number of plays by all segments of play.
5. The Supervisor is responsible for golf cart fleet management and maintenance. Minor maintenance will be necessary and should be done by the supervisor or his staff.
- 6.. The Supervisor shall monitor and update policies and procedures specific to the duties and responsibilities of golf course staff.
7. The Supervisor shall work with the Parks and Recreation Director to develop and implement annual Business and Marketing plans.
8. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Park and Recreation Administrator.

QUALIFICATIONS REQUIRED:

Knowledge: Proper knowledge of the game of golf and management of golf course operations. Knowledge of the rules of golf. Good understanding of golf cart maintenance.

Ability: Able to supervise full and part time workers, schedule hours worked and keep

Revised May 2019

accurate payroll records. Ability to operate a Golf Pro Shop, set up and run golf tournaments, work with golf leagues and organizations. Ability to budget and work within the budget. Work courteously and tactfully with customers and employees.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Education:** High school graduate (or GED equivalent); **Experience:** Three (3) to five (5) year's experience working in the golf industry.

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

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. The Park and Recreation Administrator shall establish hours of operation. Weekends and holiday work are required.

Overtime: The City provides compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER

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

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

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Memorial Hall
POSITION TITLE: Facility Supervisor

SALARY GRADE: 6
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Memorial Hall building and Civil War Museum. Included is the supervision of full and part time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from and reports to the Parks & Recreation Director. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over technical and clerical staff.

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

1. Plans, organizes and coordinates all activities associated with running assigned public facilities in an efficient and effective manner.
2. Prepares and monitors the department budget within established guidelines.
3. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization.
4. Completes inventory purchases, reconciliation and sales of merchandise.
5. Administers departmental personnel function and supervises subordinate employees.
6. Maintains and reports monthly and yearly on attendance figures for assigned public facilities.
7. Coordinates reservation and contract preparation and implementation for facility uses.
8. Maintains adequate beverage inventory and coordinates purchase, delivery and collections.
9. Plans, organizes and maintains City's web page to provide citizens with timely information regarding City operations and events.
10. Attends oversight Committee meetings as needed.
11. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Knowledgeable in the operations, services and activities of a comprehensive municipal museum and Memorial Hall program. Administrative skills to analyze programs, policies and operational needs. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Select, organize, direct and coordinate the work of staff members. Communicate clearly and concisely, both orally and in writing. Maintain appropriate

departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Assure work projects are completed according to directions, specifications and time lines. Work independently with little direction. Observe health and safety regulations. Ability to schedule and coordinate numerous events; promote and market events for a public facility; present a friendly positive image and enjoy working with the public. Communicate clearly and concisely, both orally and in writing to supervisors and oversight committee.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities of qualifying. Typical way to obtain the knowledge and abilities would be: **Experience:** Three (3) to five (5) years of broad and extensive experience supervising a similar operation in either the public or private sector. **Education:** High school graduate (or GED equivalent), including or supplemented by general studies or business.

Physical Requirements: This position requires an equal amount of time spent standing, walking, and sitting. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. The majority of the workday is spent indoors in an office environment.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri drivers' license; to maintain a functioning telephone at place of residence.

Miscellaneous Requirements: As this position entails contact with the public, the employee should present a friendly positive image and enjoy working with the public. This position may involve working nights and weekends. Computer skills and general office skills required.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings and monitor events. The City does not pay overtime for these hours but does provide compensatory time.

Overtime: The City provides compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

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

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

Signed: _____

Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Golf

SALARY GRADE: 4

POSITION TITLE: Asst. Golf Course Operations Supervisor

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Under the direction of the Golf Course Operations Supervisor, perform a variety of routine duties such as opening and closing Pro Shop, collecting green fees, helping run tournaments, daily cleaning of the Pro Shop, preparing golf carts for the day, parking golf carts and closing the Pro Shop. Supervises part time workers as directed by the Golf Course Operations Supervisor, assumes duties of the Golf Course Operations Supervisor in his absence, including preparing and making the daily deposit.

SUPERVISION RECEIVED AND EXERCISED:

Performs duties as directed by the Golf Course Operations Supervisor, supervises part time pro shop employees.

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

1. Opening Pro Shop and preparing for the day, including organizing golf carts and any preparations needed in the Pro Shop.
2. Collecting green fees, cart fees and entering information into point of sale management software.
3. Selling annual passes.
4. Supervising part time employees as needed.
5. Clean, repair and maintain golf carts.
6. Counting money, closing register and preparing daily deposit at end of day.
7. Assist with tournaments, including scoring, course set-up and rules interpretation.
8. Help maintain grounds around Pro Shop, including mowing and trash pick-up.
9. Help clean and maintain the Pro Shop, including replacing light bulbs, cleaning rest rooms, vacuuming, emptying trash and cleaning windows.
10. Help customer make tee times and assist on the first tee with maintaining proper order of players.
11. Help with the golf leagues using the course, tee times and any other assistance needed.
12. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Parks and Recreation Director.

QUALIFICATIONS REQUIRED:

Knowledge: Proper knowledge of the game of golf. Should have a good understanding of the rules of the golf. Some mechanical ability for golf cart maintenance.

Abilities: Able to supervise part time employees, able to communicate effectively, both orally and in writing, able to understand and follow oral and written instructions. Operate, service and make minor repairs on equipment. Establish and maintain

cooperative and effective working relationships with others. Perform minor maintenance using a variety of tools and machines utilized in golf cart maintenance. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Experience:** Understanding of the rules of golf and some mechanical ability for golf cart maintenance. **Education:** High school graduate (or GED equivalent).

Physical Requirements: Standing for extended periods of time behind a counter, working on concrete surface when repairing golf carts.

License/Certificate: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone at place of residence.

Miscellaneous Requirements: Must pass pre-employment drug test and submit to periodic drug testing as required by applicable law.

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. Golf Course Manager will establish bi-weekly work schedule for employee. Employee will typically work 80 hours during the bi-weekly work period. Hours will vary for special assignments. Weekends and holiday work are required.

Overtime: Periodic overtime may be required; the City may provide compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

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

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

Signed: _____

Date: _____



<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>PLEA DATE</u>	<u>CONVICTION DATE</u>	<u>TOTAL DUE</u>
190185810	ACUNA, DESIREE MONTANA	IA	6/13/2019 9:00	4/19/2019	POSSESSION DRUG PARAPH				29
190185827	ADDINGTON, PHILIP JOEY	WI	6/27/2019 14:00	4/22/2019	SPEEDING 20 - 25 OVER				225
190185780	AGUERO, REFUGIO	TR	6/13/2019 9:00	4/24/2019	VICIOUS DOG	NG	4/25/2019		29
190185781	AGUERO, REFUGIO	UF	5/23/2019 17:02	4/24/2019	NO RABIES VACCINATION	PG	4/25/2019	4/25/2019	89
190185873	AGUILAR, PABLO	CL	4/29/2019 15:39	4/10/2019	ASSAULT-4TH DEGREE	PG	4/25/2019	4/25/2019	
190185798	ALVARADO PEREZ, GEORGIN	CL	4/25/2019 11:08	4/22/2019	DRIVING WHILE REVOKED	PG	4/25/2019	4/25/2019	
190185841	ALVARADO, HUGO	CL	4/23/2019 10:16	4/23/2019	NO OPERATORS LICENSE	PG	4/23/2019	4/23/2019	
170538568	ALVAREZ TAHUAL, WALTER F	CL	4/22/2019 16:19	4/4/2019	NO OPERATORS LICENSE	PG	4/22/2019	4/22/2019	
190185842	ANAYA, ALAN	WI	5/30/2019 14:00	4/22/2019	NO OPERATORS LICENSE				189
170538637	ANDERSON, COLTON DEAN	WI	5/30/2019 14:00	4/4/2019	INATTENTIVE DRIVING				135
170538435	ANDREWS, BECKY S	WI	5/30/2019 14:00	4/4/2019	OVERTIME PARKING				40
190185916	ARTYM, ROBERT MICHAEL	IA	5/30/2019 9:00	4/22/2019	PETIT THEFT 1ST OFFENSE				279
170538403	ASH, BEVERLY ANN	DP	4/11/2019 9:00	4/4/2019	NO PROOF OF INSURANCE				
170538504	AVANZADO, GINA RACQUEL	WI	8/22/2019 14:00	4/4/2019	PETIT THEFT				29
170539282	BARLETT, VICTOR TONY	DP	4/25/2019 9:00	4/4/2019	IMPROPER REGISTRATION				
19-01048	BARRIOS-MEJIA, DERQUI	IA	5/9/2019 0:00	4/10/2019	ASSAULT-4TH DEGREE				29
170538636	BECKNER, BRITTANY CHRISTI	IA	6/13/2019 9:00	4/4/2019	NO PROOF OF INSURANCE				29
190185865	BEVIS, SHARON	CL	4/30/2019 9:36	4/22/2019	SPEEDING 16 - 19 OVER	PG	4/25/2019	4/25/2019	
170535644	BLYTHE, DANNY RAYGEAN LE	IA	5/9/2019 9:00	4/4/2019	PETIT THEFT				29
170538995	BLYTHE, DANNY RAYGEAN LE	IA	5/9/2019 9:00	4/4/2019	TRESPASS				229
190185885	BORLAND, STEPHANIE S	UF	5/9/2019 9:00	4/22/2019	SPEEDING 10 - 15 OVER	PG	4/25/2019	4/25/2019	159
170539050	BRACKETT, REANA LOUISE	CL	4/11/2019 11:37	4/4/2019	SEATBELT	PG	4/11/2019	4/11/2019	
170539051	BRACKETT, REANA LOUISE	TR	6/13/2019 14:00	4/4/2019	NO PROOF OF INSURANCE	NG	4/11/2019		29
190185756	BREWER, JASON P	IA	6/13/2019 9:00	4/19/2019	NO PROOF OF INSURANCE				29
190185776	BRITT, CHRISTOPHER LEE	IA	5/9/2019 9:00	4/22/2019	OBSTRUCT OFFICER				29
190185796	BROWN, TOBY AARON	UF	5/23/2019 9:00	4/22/2019	SPEEDING 10 - 15 OVER	PG	4/25/2019	4/25/2019	159
190185797	BROWN, TOBY AARON	UF	5/23/2019 9:00	4/22/2019	SEATBELT	PG	4/25/2019	4/25/2019	10
170538631	BROWNING, LASHERRI SAND	DI	4/11/2019 9:00	4/4/2019	NO PROOF OF INSURANCE				
190185813	BROWNING, SCOTT B	UF	5/23/2019 9:00	4/22/2019	PETIT THEFT 1ST OFFENSE	PG	4/26/2019	4/25/2019	279
190185737	BURTON, CORY M	IA	6/13/2019 9:00	4/24/2019	PETIT THEFT 1ST OFFENSE				279
170538438	CANTERBURY, KYLE ARNOLD	UF	5/23/2019 9:00	4/4/2019	PETIT THEFT	PG	4/25/2019	4/25/2019	279
170538635	CARDENAS, JOSEFA	CL	4/24/2019 15:16	4/4/2019	SPEEDING 16 - 19 OVER	PG	4/24/2019	4/24/2019	
170539042	CASEBEER, ALEXANDER A	CL	4/16/2019 14:29	4/4/2019	SEATBELT	PG	4/11/2019	4/11/2019	

170538630	CASTOR, MARK ALLEN	CL	4/10/2019 12:15	4/4/2019	PETIT THEFT	PG	4/10/2019	4/10/2019	
170538566	CASTRO, OLGA MARIA	IA	5/9/2019 9:00	4/4/2019	ASSAULT-4TH DEGREE			29	
190185808	CHAMBERS, JENNIFER	CL	5/2/2019 9:10	4/19/2019	OVERTIME PARKING	PG	4/29/2019	4/29/2019	
190185815	CHAMBERS, JENNIFER	CL	5/2/2019 9:10	4/23/2019	OVERTIME PARKING	PG	4/29/2019	4/29/2019	
170531835	CHAVEZ, CARLOS A	DP	4/11/2019 9:00	4/4/2019	SCHOOL BUS STOP ARM VIC				
190185875	CHILEL, RANDY E	UF	5/9/2019 9:00	4/22/2019	FOLLOW TOO CLOSE	PG	4/25/2019	4/25/2019	134
170538302	CIFUENTES-ALVARADO, OMAF CL	CL	4/19/2019 10:51	4/4/2019	NO OPERATORS LICENSE	PG	4/19/2019	4/19/2019	
170538303	CIFUENTES-ALVARADO, OMAF UF	UF	5/23/2019 9:00	4/4/2019	NO PROOF OF INSURANCE	PG	4/25/2019	4/25/2019	275
190185771	CIFUENTES-ALVARADO, OMAF UF	UF	5/23/2019 9:00	4/22/2019	NO PROOF OF INSURANCE	PG	4/25/2019	4/25/2019	275
190185775	CIFUENTES-ALVARADO, OMAF VD	VD	4/24/2019 9:00	4/24/2019	IMPROPER REGISTRATION				
19085770	CIFUENTES-ALVARADO, OMAF UF	UF	5/23/2019 9:00	4/22/2019	NO OPERATORS LICENSE	PG	4/25/2019	4/25/2019	189
190185891	CLAYTON, SHAWN C	TR	6/13/2019 14:00	4/24/2019	IMPROPER REGISTRATION	NG	4/25/2019		124
190185892	CLAYTON, SHAWN C	TR	6/13/2019 14:00	4/24/2019	DRIVING WHILE REVOKED	NG	4/25/2019		29
190185823	CLINE, RACHEL	IA	6/13/2019 9:00	4/24/2019	PETIT THEFT 1ST OFFENSE				279
190185824	CLINE, RACHEL	IA	6/13/2019 9:00	4/24/2019	POSSESSION DRUG PARAPH				29
190185743	COLLINS, KYLE STERLING	IA	5/9/2019 9:00	4/10/2019	NO PROOF OF INSURANCE				29
170537974	COMBS, DAVID ANTHONY	TR	6/13/2019 9:00	4/4/2019	STOP SIGN	NG	4/25/2019		134
190185855	COMBS, DAVID ANTHONY	TR	6/13/2019 9:00	4/22/2019	TRESPASS	NG	4/25/2019		229
170538334	COMER, KORY LEE	UF	5/9/2019 9:00	4/4/2019	IMPROPER EQUIPMENT	PG	4/11/2019	4/11/2019	189
170538335	COMER, KORY LEE	UF	5/9/2019 9:00	4/4/2019	IMPROPER EQUIPMENT	PG	4/11/2019	4/11/2019	189
170539127	CONAWAY, RICHARD	CL	4/29/2019 9:30	4/4/2019	SPEEDING 10 - 15 OVER	PG	4/24/2019	4/24/2019	
190185850	COVERT, LANDON	TR	6/13/2019 14:00	4/22/2019	STOP LIGHT-STEADY RED	NG	4/25/2019		134
170538934	CROW, ZACHERY A	DP	4/11/2019 9:00	4/4/2019	IMPROPER REGISTRATION				
170538935	CROW, ZACHERY A	CL	4/11/2019 9:49	4/4/2019	SEATBELT	PG	4/11/2019	4/11/2019	
170539109	CRUM, CARL W	DP	4/19/2019 14:00	4/4/2019	ASSAULT-4TH DEGREE	NG	4/11/2019		
190185881	CRUZ CHUTA, LUIZ ADOLFO LIA	LIA	6/13/2019 9:00	4/22/2019	POSS INTOX BY A MINOR				29
1901044	CUNDIFF, CARY CARL	WI	5/30/2019 14:00	4/10/2019	C & I DRIVING				185
190185932	CUNNINGHAM, MIRIAH DAN	IA	5/30/2019 9:00	4/22/2019	ASSAULT-4TH DEGREE				29
170538633	CURRY, DEANNA JUNE	UF	5/9/2019 9:00	4/4/2019	IMPROPER EQUIPMENT	PG	4/11/2019	4/11/2019	189
190185870	DALE WITT, DENNIS	CL	5/1/2019 8:11	4/22/2019	FAIL TO YIELD RIGHT OF WA	PG	4/30/2019	4/25/2019	
190185897	DANIEL, KRISTEN RENEE	WI	6/27/2019 14:00	4/22/2019	DRIVING WHILE INTOXICATE				29
190185828	DANIELS, KELLY MAY	IA	6/13/2019 9:00	4/22/2019	PETIT THEFT 2ND OFFENSE				329
190185829	DANIELS, KELLY MAY	IA	6/13/2019 9:00	4/22/2019	TRESPASS				229
190185835	DAVENPORT, DARREN D	IA	6/13/2019 9:00	4/22/2019	ASSAULT-4TH DEGREE				29

170539105	DAVIS, ANDRE ALEXANDER	WI	5/30/2019 14:00	4/4/2019	POSSESSION DRUG PARAPH			29
170539106	DAVIS, ANDRE ALEXANDER	WI	5/30/2019 14:00	4/4/2019	POSS CONTROLLED SUBSTAI			29
190185750	DAVIS, CARL ANTONIO	IA	6/13/2019 9:00	4/19/2019	NO OPERATORS LICENSE			189
190185784	DAVIS, DAWN MARIE	IA	6/13/2019 9:00	4/22/2019	POSSESSION DRUG PARAPH			29
#####	AVIS, RAYMOND ALEXANDI	DP	4/11/19	4/4/19	SEATBELT			
#####	DE LA GARZA, FIDEL JR	CL	4/19/19	4/4/19	PETIT THEFT	PG	4/11/2019	4/11/2019
#####	DE LA GARZA, FIDEL JR	TR	6/13/19	4/4/19	TRESPASS	NG	4/11/2019	229
#####	DEAN, ADAM GREGORY	CL	4/30/19	4/19/19	NO RABIES VACCINATION	PG	4/25/2019	4/25/2019
#####	DELEON-RIVERA, MAUDILIA	UF	5/23/19	4/22/19	LEAVE SCENE OF ACCIDENT	PG	4/25/2019	289
#####	DELEON-RIVERA, MAUDILIA	UF	5/23/19	4/22/19	DRIVE REVOKED	PG	4/25/2019	279
#####	DELEON-RIVERA, MAUDILIA	TR	6/13/19	4/22/19	NO PROOF OF INSURANCE	NG	4/25/2019	29
#####	DIAZ, BENNIE	IA	6/13/19	4/22/19	DRIVING WHILE REVOKED			29
#####	DODGE, SAMUEL THOMAS	DP	4/11/19	4/4/19	NO PROOF OF INSURANCE			
#####	DORRIS, GARY	IA	5/30/19	4/22/19	SPEEDING 20 - 25 OVER			225
170538206	DUNHAM, LARA KAYNE	CL	4/16/2019 14:32	4/4/2019	IMPROPER REGISTRATION	PG	4/12/2019	4/12/2019
170538207	DUNHAM, LARA KAYNE	CL	4/16/2019 14:33	4/4/2019	SEATBELT	PG	4/12/2019	4/12/2019
190185952	EDWARDS, MONICA DANIELI	IA	5/30/2019 9:00	4/22/2019	PEACE DISTURBANCE			29
190185934	ERSKIN, ROY ALLEN	IA	5/30/2019 9:00	4/22/2019	TRESPASS			229
170538840	ESCOBAR, ROBERTO	CL	4/18/2019 10:27	4/4/2019	NO OPERATORS LICENSE	PG	4/18/2019	4/18/2019
190185992	FERGUSON, SETH JEREMIAH	IA	5/30/2019 9:00	4/24/2019	DRIVING WHILE SUSPENDE			29
170537969	FINLEY, JONATHAN M	IA	5/9/2019 9:00	4/4/2019	IMPROPER EQUIPMENT			134
170537970	FINLEY, JONATHAN M	IA	5/9/2019 9:00	4/4/2019	NO OPERATORS LICENSE			189
170537971	FINLEY, JONATHAN M	IA	5/9/2019 9:00	4/4/2019	OBSTRUCT OFFICER			29
190185926	FLEISCHMAN, CHRISTOPHER	IA	5/30/2019 9:00	4/22/2019	IMPROPER REGISTRATION			124
170537972	FLICK, ELIZABETH A	DP	4/5/2019 9:00	4/4/2019	NO PROOF OF INSURANCE			
190185831	FOSTER, JOY	IA	6/13/2019 9:00	4/22/2019	PETIT THEFT 1ST OFFENSE			279
170538884	FRANKLIN, HARLIN LEROY	UF	5/9/2019 9:00	4/4/2019	DRIVING WHILE REVOKED	PG	4/11/2019	4/11/2019
190185887	FREELEND, KEISHA	UF	5/23/2019 9:00	4/22/2019	IMPROPER EQUIPMENT	PG	4/25/2019	159
190185917	FREEMAN, MIKE	IA	5/30/2019 9:00	4/22/2019	FOLLOW TOO CLOSE			134
190185918	FREEMAN, MIKE	IA	5/30/2019 9:00	4/22/2019	IMPROPER REGISTRATION			124
190185919	FREEMAN, MIKE	IA	5/30/2019 9:00	4/22/2019	NO PROOF OF INSURANCE			29
1901043	GALBRAITH, GREGORY C	IA	5/9/2019 9:00	4/10/2019	SPEEDING 10 - 15 OVER			159
#####	GARCIA, CARLOS	CL	4/24/19	4/22/19	IMPROPER REGISTRATION	PG	4/24/19	4/24/19
#####	GARCIA, CARLOS	CL	4/24/19	4/22/19	NO OPERATORS LICENSE	PG	4/24/19	4/24/19

#####	GARCIA, MANUEL	IA	6/13/19	4/4/19	PETIT THEFT	1/29/00
#####	GARCIA, MANUEL	IA	6/13/19	4/4/19	TRESPASS	8/16/00
#####	GARCIA, SERGIO JOSE	CL	4/29/19	4/22/19	SPEEDING 16 - 19 OVER	4/29/19
#####	GEORGE, ELIJAH	CS	4/23/20	4/22/19	IMPROPER EQUIPMENT	4/25/19
11/23/04	GIERSCH, ELIZABETH NICOLE	VD	4/23/19	4/10/19	DRIVING WHILE SUSPENDED	1/29/00
#####	GILLIAM, DOROTHY	IA	6/13/19	4/22/19	FOLLOW TOO CLOSE	1/29/00
190185878	GILSTRAP, WALTER COLTON	IA	6/13/2019 9:00	4/22/2019	IMPROPER REGISTRATION	124
170537975	GOEKEN, SARA RAE	DP	4/25/2019 9:00	4/4/2019	NO PROOF OF INSURANCE	
190185857	GOMEZ CHAVAJAY, DOMING CL	CL	4/25/2019 11:35	4/22/2019	NO OPERATORS LICENSE	PG 4/25/2019
190185858	GOMEZ CHAVAJAY, DOMING CL	CL	4/25/2019 11:35	4/22/2019	CHILD RESTRAINT	PG 4/25/2019
190185782	GONZALES, EMILIO	TR	6/13/2019 9:00	4/24/2019	OBSTRUCT OFFICER	NG 4/29/2019
170537209	GONZALEZ JUAREZ, ALEXANDER	CL	4/22/2019 13:08	4/4/2019	NO OPERATORS LICENSE	PG 4/22/2019
170539283	GONZALEZ, AVRA	DI	4/25/2019 9:00	4/4/2019	NO PROOF OF INSURANCE	
170539284	GONZALEZ, AVRA	CL	4/25/2019 11:37	4/4/2019	NO OPERATORS LICENSE	PG 4/25/2019
190185901	GONZALEZ, EMILIO M	TR	6/13/2019 14:00	4/19/2019	OBSTRUCT OFFICER	NG 4/25/2019
190185801	GOODMAN, MATTHEW P	IA	6/13/2019 9:00	4/22/2019	DOG TIED OUT	29
190185862	GOUGE, CASEY A	TR	6/13/2019 14:00	4/22/2019	POSS CONTROLLED SUBSTANCE	4/25/2019
170539064	GREENE, TAYLOR	CL	4/24/2019 16:14	4/4/2019	SEATBELT	PG 4/24/2019
170538404	GRIMM, TAMMY RAE	WI	5/30/2019 14:00	4/4/2019	PETIT THEFT	29
190185814	GUEVARA, EDGAR	CL	4/30/2019 9:49	4/22/2019	NO OPERATORS LICENSE	PG 4/25/2019
190185746	GUTIERREZ, NICOLE	UF	5/9/2019 0:00	4/10/2019	ASSAULT-4TH DEGREE	PG 4/11/2019
170538002	HALVERSON, JODEE A	TR	6/13/2019 14:00	4/4/2019	IMPROPER REGISTRATION	NG 4/26/2019
170538003	HALVERSON, JODEE A	TR	6/13/2019 14:00	4/4/2019	NO PROOF OF INSURANCE	NG 4/26/2019
190185767	HALVERSON, JODEE A	TR	6/13/2019 14:00	4/19/2019	ASSAULT-4TH DEGREE	NG 4/25/2019
190185768	HALVERSON, JODEE A	TR	6/13/2019 14:00	4/24/2019	PETIT THEFT 1ST OFFENSE	NG 4/26/2019
190185912	HAMILTON, THOMAS	IA	5/30/2019 9:00	4/22/2019	SPEEDING 16 - 19 OVER	
190185733	HAMMOND, WALTER	CL	4/16/2019 14:37	4/10/2019	SPEEDING 20 - 25 OVER	PG 4/11/2019
190185935	HARDEE, ROBERT GENE	VD	4/30/2019 9:00	4/22/2019	TRESPASS	
190185861	HAYWOOD, LEONARD	VD	4/23/2019 9:00	4/22/2019	FAIL TO RETURN RENTAL PR	
190185762	HENCY, CLAYTON RYAN	DP	4/25/2019 9:00	4/22/2019	NO PROOF OF INSURANCE	
190185868	HERNANDEZ GONZALEZ, NANCY	CL	4/29/2019 14:26	4/5/2019	IMPROPER REGISTRATION	PG 4/25/2019
190185869	HERNANDEZ GONZALEZ, NANCY	CL	4/29/2019 14:28	4/5/2019	NO OPERATORS LICENSE	PG 4/25/2019
170538505	HERNANDEZ, JANETH LIZETH	WI	5/30/2019 14:00	4/4/2019	PETIT THEFT	29
190185764	HERRERA ORDONEZ, HECTOR	CL	4/23/2019 16:31	4/22/2019	NO OPERATORS LICENSE	PG 4/23/2019

170539060	HINOJOSA PEDROZA, OSCAR	DP	4/25/2019 9:00	4/4/2019 NO PROOF OF INSURANCE	PG	4/26/2019		
170539061	HINOJOSA PEDROZA, OSCAR	CL	4/25/2019 10:38	4/4/2019 NO OPERATORS LICENSE	PG	4/25/2019	4/25/2019	
170538004	HITCHCOCK, STEVEN P	IA	5/30/2019 9:00	4/4/2019 IMPROPER REGISTRATION				124
190185740	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/19/2019 DRIVING WHILE REVOKED	NG	4/25/2019		29
190185816	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/22/2019 TRESPASS	NG	4/29/2019		229
190185817	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/22/2019 PEACE DISTURBANCE	NG	4/29/2019		29
190185818	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/22/2019 DRIVE REVOKED	NG	4/29/2019		29
190185819	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/22/2019 C & I DRIVING	NG	4/29/2019		185
190185964	HODSON, DUSTIN RAY	TR	6/13/2019 14:00	4/22/2019 PEACE DISTURBANCE	NG	4/29/2019		29
170539059	HODSON, DUSTY RAY	TR	6/13/2019 14:00	4/4/2019 DRIVING WHILE REVOKED	NG	5/2/2019		29
190185785	HODSON, DUSTY RAY	TR	6/13/2019 12:00	4/22/2019 DRIVING WHILE REVOKED	NG	5/2/2019		29
190185786	HODSON, DUSTY RAY	TR	6/13/2019 14:00	4/22/2019 POSSESSION DRUG PARAPH	NG	5/2/2019		29
170538569	HOLMAN, BRANDON WILLIA	IA	6/13/2019 9:00	4/4/2019 SEATBELT				10
190185911	HORNBECK, TODD	IA	5/30/2019 9:00	4/22/2019 DRIVING WHILE REVOKED				29
190185924	HOUTS, PAYTON	IA	5/30/2019 9:00	4/22/2019 POSS CONTROLLED SUBSTAI				29
190185925	HOUTS, PAYTON	IA	5/30/2019 9:00	4/22/2019 POSSESSION DRUG PARAPH				29
190185738	HUELAT, SAWYER IVER	CL	4/29/2019 10:03	4/19/2019 STOP LIGHT-STEADY RED	PG	4/26/2019	4/25/2019	
170538561	HUFF, KRISTY LEA	DP	4/11/2019 9:00	4/4/2019 DRIVING WHILE SUSPENDE				
170538562	HUFF, KRISTY LEA	DP	4/11/2019 9:00	4/4/2019 NO PROOF OF INSURANCE				
170539053	HULL, AMANDA JO	CL	4/8/2019 12:52	4/4/2019 SEATBELT	PG	4/8/2019	4/8/2019	
190185761	HULL, HANNAH LEE	IA	6/13/2019 9:00	4/19/2019 POSSESSION DRUG PARAPH				29
190185900	HUNT, CRAIG JOE	IA	5/30/2019 9:00	4/19/2019 ASSAULT-4TH DEGREE				29
170539070	HUTCHINS, AARON MICHAEL	SA	6/13/2019 9:00	4/4/2019 POSS CONTROLLED SUBSTAI	PG	4/25/2019	4/25/2019	29
190185804	ISIDORO SOLARIO, TIMOTHY	IA	6/13/2019 9:00	4/24/2019 DOG TIED OUT				85
190185805	ISIDORO SOLARIO, TIMOTHY	IA	6/13/2019 9:00	4/24/2019 DOG AT LARGE				85
190185806	ISIDORO SOLARIO, TIMOTHY	IA	6/13/2019 9:00	4/24/2019 NO RABIES VACCINATION				189
190185807	ISIDORO SOLARIO, TIMOTHY	IA	6/13/2019 9:00	4/24/2019 NO CITY DOG LICENSE				80
190185830	JACK, GARRETT EVAN	CL	4/25/2019 16:13	4/22/2019 IMPROPER EQUIPMENT	PG	4/25/2019	4/25/2019	
190185930	JACKSON, ALEESHA	IA	5/30/2019 9:00	4/22/2019 IMPROPER REGISTRATION				124
170537210	JAMERSON, WILLIAM PAUL	DP	4/19/2019 9:00	4/4/2019 ASSAULT-4TH DEGREE				
190185903	JARDIN, ANGEL M	IA	5/30/2019 9:00	4/22/2019 PETIT THEFT 1ST OFFENSE				279
190185904	JARDIN, ANGEL M	IA	5/30/2019 9:00	4/22/2019 PETIT THEFT 1ST OFFENSE				279
190185905	JARDIN, ANGEL M	IA	5/30/2019 9:00	4/22/2019 PETIT THEFT 1ST OFFENSE				279
190185907	JARDIN, ANGEL M	IA	5/30/2019 9:00	4/22/2019 PETIT THEFT 1ST OFFENSE				279

190185846	JOHNSON, RICHARD JOHN	CL	4/29/2019 14:56	4/5/2019	IMPROPER EQUIPMENT	PG	4/25/2019	4/25/2019	
170539048	JONES, SARAH MARIE	UF	4/25/2019 9:00	4/4/2019	IMPROPER REGISTRATION	PG	4/11/2019	4/11/2019	124
190185794	JUAREZ-MEJIA, JUANA ALICIA	CL	4/25/2019 9:36	4/22/2019	NO OPERATORS LICENSE	PG	4/25/2019	4/25/2019	
190185795	JUAREZ-MEJIA, JUANA ALICIA	CL	4/25/2019 9:36	4/24/2019	LEAVE SCENE OF ACCIDENT	PG	4/25/2019	4/25/2019	
190185895	JUAREZ RAMOS, JULIO	UF	5/9/2019 9:00	4/22/2019	NO OPERATORS LICENSE	PG	4/25/2019	4/25/2019	189
190185896	JUAREZ RAMOS, JULIO	DP	4/25/2019 9:00	4/22/2019	NO PROOF OF INSURANCE				
190185963	KEENE, ALEX DAVID	IA	5/30/2019 9:00	4/22/2019	NO OPERATORS LICENSE				189
190185760	KENDALL, MICHELLE	IA	6/13/2019 9:00	4/24/2019	NO OPERATORS LICENSE				189
190185927	KLUSENER, JERRY ALLEN	IA	5/30/2019 9:00	4/22/2019	FOLLOW TOO CLOSE				134
190185765	KOSILLA, ANGELA RENEE	TR	6/13/2019 14:00	4/24/2019	POSS CONTROLLED SUBSTANCE	NG	4/25/2019		29
190185766	KOSILLA, ANGELA RENEE	TR	6/13/2019 14:00	4/19/2019	POSSESSION DRUG PARAPHERNALIA	PG	4/25/2019		29
190185921	KOSILLA, DEBORAH LYNN	IA	5/30/2019 9:00	4/22/2019	DRIVING WHILE REVOKED				29
170538994	KRTEK, DEVIN MICHAEL	TR	6/13/2019 14:00	4/4/2019	TRESPASS	PG	4/11/2019		229
170537214	LANG, HARLEY BLAZE	SA	6/13/2019 9:00	4/4/2019	POSSESSION DRUG PARAPHERNALIA	PG	4/25/2019	4/25/2019	29
190185923	LAWSON, NATASHA	IA	5/30/2019 9:00	4/22/2019	IMPROPER REGISTRATION				124
190185888	LEWIS, JOSEPH MICHAEL	TR	6/13/2019 14:00	4/24/2019	OBSTRUCT OFFICER	NG	4/25/2019		29
170537211	LOGSDON, CHANCE L	SA	6/13/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	PG	4/25/19	4/25/19	\$ 29.00
170537212	LOGSDON, CHANCE L	SA	6/13/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	PG	4/25/19	4/25/19	\$ 29.00
190185937	LOPEZ ALVARADO, MEMPHIS	IA	5/30/2019 9:00	4/22/19	NO OPERATORS LICENSE				\$ 189.00
170537213	LOPEZ C, ESVIN O	UF	5/2/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	PG	4/25/19	4/25/19	\$ 529.00
190185920	LOPEZ HERNANDEZ, MARIA	IA	5/30/2019 9:00	4/22/19	NO OPERATORS LICENSE				\$ 189.00
170539101	LOPEZ, FRANK P	IA	5/9/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA				\$ 29.00
170538938	LOVELL, WILLIAM RAY	IA	6/13/2019 9:00	4/4/19	OBSTRUCT OFFICER				\$ 29.00
190185820	MACMORRAN, MARY CATHERINE	TR	6/13/2019 14:00	4/22/19	ASSAULT-4TH DEGREE	NG	4/25/19		\$ 29.00
170539066	MACMORRAN, WILLIAM JAYMZ	SA	6/13/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	PG	4/25/19	4/25/19	\$ 29.00
170539067	MACMORRAN, WILLIAM JAYMZ	SA	6/13/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	PG	4/25/19	4/25/19	\$ 29.00
190185730	MALDONADO-POAC, K	CL	4/19/2019 11:45	4/10/19	STOP LIGHT-STEADY RED	PG	4/11/19	4/11/19	
170538885	MALDONADO-CARILLO, PEDRO E	CL	4/8/2019 15:09	4/4/19	NO OPERATORS LICENSE	PG	4/8/19	4/8/19	
190185772	MAQAVELLE MONTEPEQUE, ENRIQUE	UF	5/23/2019 9:00	4/22/19	ASSAULT-4TH DEGREE	PG	4/25/19	4/25/19	\$ 350.00
190185894	MCGEE, MICHAEL	CL	4/30/2019 9:48	4/22/19	FAIL TO YIELD RIGHT OF WAY-STOP SIGN	PG	4/25/19	4/25/19	
170538886	MCMULLEN, JOLEEN APRIL	SA	6/13/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	NC	4/11/19	4/11/19	\$ 29.00
170538887	MCMULLEN, JOLEEN APRIL	SA	6/13/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	NC	4/11/19	4/11/19	\$ 29.00
170537208	MCPHETRIDGE, JORDAN LEE	TR	6/13/2019 14:00	4/4/19	DRIVING WHILE SUSPENDED	NG	4/11/19		\$ 29.00
190185834	MEDRANO, DAVID	TR	6/13/2019 14:00	4/22/19	PEACE DISTURBANCE	NG	4/25/19		\$ 29.00

190185909	MEJIA, RANDALL EMILIO RAMOS	IA	5/30/2019 9:00	4/22/19	DRIVING WHILE REVOKED				\$	29.00
1901290	MENDOZA, KELSEY LYNN	CL	4/29/2019 9:48	4/22/19	SEATBELT	PG	4/24/19	4/24/19		
190185872	MERLOS, DELMY	CL	4/25/2019 10:05	4/22/19	NO OPERATORS LICENSE	PG	4/25/19	4/25/19		
190185791	MEYER, KELLY	CL	4/25/2019 9:29	4/22/19	SPEEDING 26 PLUS OVER	PG	4/25/19	4/25/19		
170538406	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/4/19	PETIT THEFT	PG	4/15/19	4/11/19	\$	229.00
170538407	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/4/19	TRESPASS	PG	4/15/19	4/11/19	\$	229.00
170538998	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/4/19	PETIT THEFT	PG	4/15/19	4/11/19	\$	279.00
170538999	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/4/19	TRESPASS	PG	4/15/19	4/11/19	\$	229.00
190185732	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/15/19	TRESPASS	PG	4/15/19	4/11/19	\$	229.00
190185745	MILLER, HANNAH CHRISTINE	UF	5/9/2019 9:00	4/15/19	PETIT THEFT 1ST OFFENSE	PG	4/15/19	4/11/19	\$	279.00
190185747	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:00	4/19/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185748	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:00	4/19/19	TRESPASS				\$	229.00
190185749	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:00	4/19/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185751	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:30	4/19/19	TRESPASS				\$	229.00
190185752	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:00	4/19/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185753	MILLER, HANNAH CHRISTINE	IA	6/13/2019 9:30	4/19/19	TRESPASS				\$	229.00
190185803	MILLER, MELISSA	CL	4/30/2019 9:47	4/24/19	INATTENTIVE DRIVING	NC	4/25/19	4/25/19		
190185931	MITCHELL, JENNIFER J	IA	5/30/2019 9:00	4/22/19	IMPROPER REGISTRATION				\$	124.00
190185811	MOBLEY, JOHN DAVID	UF	5/23/2019 9:00	4/22/19	TAMPERING	PG	4/25/19	4/25/19	\$	189.00
190185812	MOBLEY, JOHN DAVID	UF	5/23/2019 9:00	4/22/19	THEFT OF SERVICES	PG	4/25/19	4/25/19	\$	189.00
170537390	MONTERO, DAVID	IA	6/13/2019 9:00	4/4/19	NO RABIES VACCINATION				\$	189.00
170537391	MONTERO, DAVID	IA	6/13/2019 9:00	4/4/19	NO CITY DOG LICENSE				\$	80.00
190185744	MONZON LOPEZ, M	IA	5/9/2019 9:00	4/10/19	SPEEDING 20 - 25 OVER				\$	225.00
190185922	MOORE, JARETH ALEXANDER R	IA	5/30/2019 9:00	4/22/19	NO PROOF OF INSURANCE				\$	29.00
170538634	MUNOZ, SINDY CAROLINA	CL	4/17/2019 10:42	4/4/19	SPEEDING 16 - 19 OVER	PG	4/17/19	4/17/19		
170538936	NEVELS, NICOLE R	IA	6/13/2019 9:00	4/4/19	PETIT THEFT				\$	29.00
170538937	NEVELS, NICOLE R	IA	6/13/2019 9:00	4/4/19	TRESPASS				\$	229.00
170539062	NEWBY, NICHOLE MARIE	UF	5/30/2019 9:00	4/4/19	SPEEDING 16 - 19 OVER	PG	4/25/19	4/25/19	\$	183.00
170539063	NEWBY, NICHOLE MARIE	UF	5/30/2019 9:00	4/4/19	SEATBELT	PG	4/25/19	4/25/19	\$	10.00
19-01034	NOLASCO-REHBACH, BRAYAN	TR	5/9/2019 2:00	4/10/19	TRESPASS	NG	4/11/19		\$	229.00
1901057	NOLASCO-REHBACH, BRAYAN	TR	5/9/2019 14:00	4/10/19	TRESPASS	NG	4/11/19		\$	229.00
190185938	ORDONEZ-LOPEZ, CRISTIAN	IA	5/30/2019 9:00	4/22/19	NO OPERATORS LICENSE				\$	189.00
190185792	ORDONEZ, KARYN W	CL	4/22/2019 16:04	4/22/19	DOG AT LARGE	PG	4/22/19	4/22/19		
170538997	ORDONEZ, VICTOR	CL	4/25/2019 9:43	4/4/19	NO OPERATORS LICENSE	PG	4/25/19	4/25/19		

190185879	ORTEGA, BRIAN	UF	5/23/2019 9:00	4/22/19	POSS INTOX BY A MINOR	PG	4/25/19	4/25/19	\$	300.00
190185739	OWENS, ETHAN WAYNE DUNNIGAN	UF	5/23/2019 9:00	4/24/19	IMPROPER EQUIPMENT	PG	4/25/19	4/25/19	\$	159.00
170538632	OXLAJ TEBALAN, DONIS NEFTALI	CL	4/11/2019 10:30	4/4/19	NO OPERATORS LICENSE	PG	4/11/19	4/11/19		
190185859	PATTERSON, RION LEE	IA	6/13/2019 9:00	4/24/19	POSS CONTROLLED SUBSTANCE				\$	29.00
190185851	PELKEY, CHELSEY LEE ALLISON	CL	4/24/2019 14:07	4/22/19	IMPROPER REGISTRATION	PG	4/24/19	4/24/19		
170539102	PERKINS, JAMES CLIFTON	VD	4/11/2019 9:00	4/4/19	SPEEDING 10 - 15 OVER					
170539069	PERRIN, STACY	IA	6/13/2019 9:00	4/4/19	DOMESTIC ASSAULT-3RD DEGREE				\$	29.00
190185802	PERRY, CLAUDE LEE	CL	4/24/2019 14:12	4/22/19	DOG TIED OUT	PG	4/24/19	4/24/19		
170537968	PINION, JAKE DAVID	DP	4/5/2019 9:00	4/4/19	NO PROOF OF INSURANCE					
170539107	PIVARAL-CHACON, CRISTIAN W	UF	5/9/2019 9:00	4/4/19	IMPROPER EQUIPMENT	PG	4/11/19	4/11/19	\$	159.00
170537966	POBLETE, CECILIA	TR	6/13/2019 2:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	NG	4/11/19			
190185973	POBLETE, CHRISTIAN WILLIAM	IA	5/30/2019 9:00	4/22/19	POSSESSION DRUG PARAPHERNALIA				\$	29.00
170539071	POTTS, JUSTIN MICHAEL	UF	5/23/2019 9:00	4/4/19	IMPROPER REGISTRATION	PG	4/25/19	4/25/19	\$	124.00
170539072	POTTS, JUSTIN MICHAEL	UF	5/23/2019 9:00	4/4/19	IMPROPER EQUIPMENT	PG	4/25/19	4/25/19	\$	225.00
170539073	POTTS, JUSTIN MICHAEL	SA	6/13/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	PG	4/25/19	4/25/19	\$	29.00
170539045	PRIDE, DANIEL RAY	CL	4/8/2019 10:34	4/4/19	SEATBELT	PG	4/8/19	4/8/19		
170539128	PROCTOR, DEVIN TATE	UF	5/23/2019 9:00	4/4/19	IMPROPER EQUIPMENT	PG	4/25/19	4/25/19	\$	129.00
190185736	PROFFITT, SHEENA L	DP	4/25/2019 9:00	4/19/19	C & I DRIVING					
190185809	QUEEN, CHANDLER ASHLY	IA	6/13/2019 9:00	4/19/19	IMPROPER REGISTRATION				\$	124.00
190185889	RANDOLPH, CHASITY HOPE	UF	5/23/2019 9:00	4/22/19	OBSTRUCT OFFICER	PG	4/25/19	4/25/19	\$	189.00
170535645	REEVES, ALESIA N	IA	5/9/2019 9:00	4/4/19	PETIT THEFT				\$	29.00
170538996	REEVES, ALESIA N	IA	5/9/2019 9:00	4/4/19	TRESPASS				\$	229.00
170539113	REHBACH-NOLASCO, BRAYAN R	IA	6/13/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA				\$	29.00
190185757	REYES, BRYAN	UF	5/23/2019 9:00	4/24/19	STOP SIGN	PG	4/25/19	4/25/19	\$	134.00
190185758	REYES, BRYAN	UF	5/23/2019 9:00	4/24/19	NO OPERATORS LICENSE	PG	4/25/19	4/25/19	\$	189.00
190185759	REYES, BRYAN	DP	4/25/2019 9:00	4/22/19	NO PROOF OF INSURANCE					
190185793	RICE, TERENCE CHARLES	SA	6/13/2019 9:00	4/22/19	POSSESSION DRUG PARAPHERNALIA	PG	4/25/19	4/25/19	\$	29.00
170538933	RITTER, CRYSTAL A	UF	5/9/2019 9:00	4/4/19	IMPROPER REGISTRATION	PG	4/11/19	4/11/19	\$	124.00
190185822	ROBBINS, NATHANIEL FORREST	TR	6/13/2019 14:00	4/22/19	ASSAULT-4TH DEGREE	NG	4/25/19		\$	29.00
170539276	ROBERTS, JORDAN STEELE	DP	4/11/2019 9:00	4/4/19	DRIVING WHILE SUSPENDED					
190185882	ROBINSON, MARCUS	UF	5/16/2019 9:00	4/22/19	SPEEDING 16 - 19 OVER	PG	4/25/19	4/25/19	\$	183.00
170539110	RODRIGUEZ, TYLER WAYNE	IA	5/9/2019 9:00	4/4/19	NO OPERATORS LICENSE				\$	189.00
170538931	ROGEL REYES, JORGE	UF	5/9/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE	PG	4/11/19	4/11/19	\$	529.00
170538932	ROGEL REYES, JORGE	UF	5/9/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	PG	4/11/19	4/11/19	\$	529.00

190185799	RONNFELDT, NADINE MARIE	UF	5/23/2019 9:00	4/22/19	IMPROPER REGISTRATION	PG	4/25/19	4/25/19	\$	124.00
190185800	RONNFELDT, NADINE MARIE	DP	4/25/2019 9:00	4/22/19	NO PROOF OF INSURANCE					
170539047	ROOT, BRANDON SCOTT	WI	6/27/2019 14:00	4/4/19	SPEEDING 10 - 15 OVER				\$	159.00
190185962	ROOT, DELTA RAY	IA	5/30/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
170539068	ROSS, TIMOTHY WAYNE	IA	6/13/2019 9:00	4/4/19	REC STOLEN PROPERTY				\$	29.00
190185902	ROYER, CHARLES	IA	5/30/2019 9:00	4/22/19	LEAVE SCENE OF ACCIDENT				\$	29.00
170538570	RUTLEDGE, TAMARA ANNETTE	UF	5/23/2019 9:00	4/4/19	IMPROPER REGISTRATION	PG	4/25/19	4/25/19	\$	84.00
170538402	SABASNIKI, MADELINE ASHLEY	IA	5/9/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA				\$	29.00
190185945	SALAS, CARLOS	IA	5/30/2019 9:00	4/16/19	DRIVING WHILE SUSPENDED				\$	29.00
190185856	SALAZAR, JESUS	CL	4/24/2019 13:23	4/22/19	TRUCK ROUTE VIOL	PG	4/24/19	4/24/19		
170538301	SALDIVAR, JUANITA	CL	4/8/2019 12:40	4/4/19	SEATBELT	PG	4/8/19	4/8/19		
190185836	SAMUELSON, COLE MICHAEL	WI	6/27/2019 14:00	4/24/19	IMPROPER REGISTRATION				\$	124.00
190185837	SAMUELSON, COLE MICHAEL	WI	6/27/2019 14:00	4/24/19	NO PROOF OF INSURANCE				\$	29.00
190185880	SANAMWAR, T J	UF	5/23/2019 9:00	4/22/19	POSS INTOX BY A MINOR	PG	4/25/19	4/25/19	\$	300.00
190185783	SCOTT, JEREMY M	IA	6/13/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
170537967	SELLS, YOLONDA	TR	6/13/2019 14:00	4/4/19	POSSESSION DRUG PARAPHERNALIA	NG	4/11/19		\$	29.00
190185777	SHEPHERD, STEPHANIE	IA	6/13/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
170539055	SHERRILL, JOSHUA R	WI	6/27/2019 14:00	4/4/19	INATTENTIVE DRIVING				\$	135.00
190185941	SHERRILL, JOSHUA R	WI	6/27/2019 14:00	4/22/19	SPEEDING 20 - 25 OVER				\$	225.00
170539126	SHORTER, BAYLEE CHRISTINA	UF	5/23/2019 9:00	4/4/19	SPEEDING 10 - 15 OVER	PG	4/25/19	4/25/19	\$	159.00
190185910	SHORTER, LESLIE ANNE	IA	5/30/2019 9:00	4/22/19	NO PROOF OF INSURANCE				\$	29.00
190185914	SIMMONS CRUM, TONI RENEE MCKENN	IA	5/30/2019 9:00	4/22/19	TRESPASS				\$	229.00
190185915	SIMMONS CRUM, TONI RENEE MCKENN	IA	5/30/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
170538405	SIMONDS, ZACHARY L	IA	5/9/2019 9:00	4/4/19	PETIT THEFT				\$	29.00
170538000	SMITH, ABBY S	CL	4/23/2019 10:06	4/4/19	FOLLOW TOO CLOSE	PG	4/11/19	4/11/19		
190185933	SMITH, ADRIAN	IA	5/30/2019 9:00	4/22/19	POSS CONTROLLED SUBSTANCE				\$	29.00
170538434	SMITH, MARGARET MARIE	CL	4/12/2019 13:06	4/4/19	FAIL TO YIELD RIGHT OF WAY-UNCON	PG	4/11/19	4/11/19		
190185877	SMITH, ROBIN	WI	7/25/2019 14:00	4/22/19	SPEEDING 16 - 19 OVER				\$	183.00
190185886	SMITH, SHANE ALEXANDER	TR	6/13/2019 14:00	4/19/19	PETIT THEFT 1ST OFFENSE	NG	4/25/19		\$	279.00
170539103	SPRY, ROBERT L	UF	5/9/2019 9:00	4/4/19	IMPROPER REGISTRATION	PG	4/11/19	4/11/19	\$	124.00
190185876	SPRY, ROBERT L	UF	5/9/2019 9:00	4/22/19	IMPROPER REGISTRATION	PG	4/25/19	4/25/19	\$	124.00
190185899	SUMNERS, JOEY DON	IA	5/30/2019 9:00	4/10/19	DRIVING WHILE REVOKED				\$	29.00
190185928	TAFFNER, MISTY DEANN	IA	5/30/2019 9:00	4/22/19	FOLLOW TOO CLOSE				\$	134.00
190185966	TAFFNER, SHERRIE L	IA	5/30/2019 9:00	4/22/19	ASSAULT-4TH DEGREE				\$	29.00

170538939	TAYLOR, TIFFANI P	IA	6/13/2019 9:00	4/4/19	NO OPERATORS LICENSE				\$	189.00
170538940	TAYLOR, TIFFANI P	IA	6/13/2019 9:00	4/4/19	SEATBELT				\$	10.00
170539108	TAYLOR, TIFFANI PEARL	IA	5/9/2019 9:00	4/4/19	NO OPERATORS LICENSE				\$	189.00
190185728	TAYLOR, TIFFANI PEARL	IA	5/9/2019 9:00	4/10/19	SEATBELT				\$	10.00
190185729	TAYLOR, TIFFANI PEARL	IA	5/9/2019 9:00	4/10/19	NO OPERATORS LICENSE				\$	189.00
190185844	TELLEZ, ANDRES RUVI	UF	5/23/2019 9:00	4/24/19	SPEEDING 16 - 19 OVER	PG	4/25/19	4/25/19	\$	183.00
190185845	TELLEZ, ANDRES RUVI	UF	5/23/2019 9:00	4/24/19	NO PROOF OF INSURANCE	PG	4/25/19	4/25/19	\$	250.00
190185790	TEODOCIO, VALENTIN	CL	4/26/2019 8:50	4/22/19	SPEEDING 20 - 25 OVER	PG	4/23/19	4/23/19		
170539100	TEVALAN GONZALEZ, MISAEAL	CL	4/29/2019 14:29	4/4/19	NO OPERATORS LICENSE	PG	4/29/19	4/29/19		
190185974	THOMAS, ALEXANDRE	IA	5/30/2019 9:00	4/22/19	SPEEDING 16 - 19 OVER				\$	183.00
170538204	THOMAS, HEATHER LYN	CL	4/24/2019 16:39	4/4/19	SEATBELT	PG	4/11/19	4/11/19		
170538205	THOMAS, HEATHER LYN	DI	4/11/2019 9:00	4/4/19	NO PROOF OF INSURANCE					
190185940	THOMPSON, ALEXUS NICOLE	IA	5/30/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185847	THORNSBROUGH, WILLIAM	IA	6/13/2019 9:00	4/22/19	ASSAULT-4TH DEGREE				\$	29.00
190185863	THORNTON, MATTHEW WAYNE	UF	5/23/2019 9:00	4/22/19	POSSESSION DRUG PARAPHERNALIA	PG	4/25/19	4/25/19	\$	529.00
170539043	THRASHER, CORD DENTON	UF	5/9/2019 9:00	4/4/19	IMPROPER REGISTRATION	PG	4/11/19	4/11/19	\$	124.00
170539065	TIPTON, JOHN D	UF	5/23/2019 9:00	4/4/19	IMPROPER EQUIPMENT	PG	4/25/19	4/25/19	\$	179.00
170531836	TOPETE, CARMEN LILIANA	CL	4/11/2019 10:19	4/4/19	SCHOOL BUS STOP ARM VIOL	PG	4/11/19	4/11/19		
190185929	UTLEY, SCHYLAR STEPHEN	CL	4/29/2019 9:32	4/22/19	IMPROPER REGISTRATION	PG	4/24/19	4/24/19		
190185898	VEGA RIVERA, MIGUEL OMAR	TR	6/13/2019 14:00	4/19/19	PEACE DISTURBANCE	NG	4/25/19		\$	29.00
190185972	VIAR, JOSEPH BLAKE	IA	5/30/2019 9:00	4/22/19	POSSESSION DRUG PARAPHERNALIA				\$	29.00
170535646	VINEYARD, JASON PAUL	WI	6/27/2019 14:00	4/4/19	PETIT THEFT				\$	29.00
190185825	WADDELL, ZACKARY JAMES	IA	6/13/2019 9:00	4/22/19	SEATBELT				\$	10.00
190185826	WADDELL, ZACKARY JAMES	IA	6/13/2019 9:00	4/22/19	NO PROOF OF INSURANCE				\$	29.00
190185908	WALLS, JESSICA	IA	5/30/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185778	WELLS, A'SHA'NA IDA PILAR	CL	4/29/2019 9:39	4/22/19	SPEEDING 16 - 19 OVER	PG	4/24/19	4/24/19		
190185866	WELLS, ELI SCOTT	UF	5/23/2019 9:00	4/24/19	FAIL TO YIELD RIGHT OF WAY-STOP SIC	PG	4/25/19	4/25/19	\$	134.00
170538993	WELLS, REBECCA RYAN	UF	5/9/2019 9:00	4/4/19	PETIT THEFT	PG	4/11/19	4/11/19	\$	279.00
190185867	WHEELER, RONALD DWAYNE	IA	5/30/2019 9:00	4/22/19	PETIT THEFT 1ST OFFENSE				\$	279.00
190185965	WHEELER, RONALD DWAYNE	IA	5/30/2019 9:00	4/17/19	ASSAULT-4TH DEGREE				\$	29.00
170539104	WHITAKER, CELIA M	IA	5/9/2019 9:00	4/4/19	ASSAULT-4TH DEGREE				\$	29.00
170539056	WHITFIELD, MICHAEL SCOTT	IA	4/11/2019 9:00	4/4/19	POSS CONTROLLED SUBSTANCE				\$	29.00
170539057	WHITFIELD, MICHAEL SCOTT	IA	4/11/2019 9:00	4/4/19	POSSESSION DRUG PARAPHERNALIA				\$	29.00
190185832	WIEHE, ELDON ANCIL	TR	6/13/2019 14:00	4/22/19	IMPROPER REGISTRATION	NG	4/25/19		\$	124.00

190185833	WIEHE, ELDON ANCIL	TR	6/13/2019 14:00	4/22/19	NO PROOF OF INSURANCE	NG	4/26/19		\$	29.00
190185883	WILLIAMS, ROXANE	SA	6/13/2019 9:00	4/22/19	POSSESSION DRUG PARAPHERNALIA	PG	4/25/19	4/25/19	\$	29.00
170538567	WILLIAMS, WILLIAM C	CL	4/19/2019 9:04	4/4/19	SEATBELT	PG	4/19/19	4/19/19		
170538563	WISEMAN, KYLE WILLIAM	TR	6/13/2019 14:00	4/4/19	ASSAULT-4TH DEGREE	NG	4/11/19		\$	29.00
190185860	WOLFE, JENOVAH	UF	5/16/2019 9:00	4/22/19	IMPROPER EQUIPMENT	PG	4/25/19	4/25/19	\$	225.00
170538639	WOODS, BRANDON J	IA	6/13/2019 9:00	4/4/19	ASSAULT-4TH DEGREE				\$	29.00
170538500	WRIGHT, MICHELE LANAE	IA	5/9/2019 9:00	4/4/19	PETIT THEFT				\$	29.00
170538501	WRIGHT, MICHELE LANAE	IA	5/9/2019 9:00	4/4/19	TRESPASS				\$	229.00
170538502	WRIGHT, MICHELE LANAE	IA	6/13/2019 9:00	4/4/19	PETIT THEFT 2ND OFFENSE				\$	329.00
170538503	WRIGHT, MICHELE LANAE	IA	6/13/2019 9:00	4/4/19	TRESPASS				\$	229.00
17538503	WRIGHT, MICHELE LANAE	VD	4/23/2019 9:00	4/19/19	TRESPASS					
170538436	WRIGHT, MICHELLE LANAE	IA	6/13/2019 9:00	4/4/19	PETIT THEFT 3RD OFFENSE OR SUBSEC				\$	379.00
170538437	WRIGHT, MICHELLE LANAE	IA	6/13/2019 9:00	4/4/19	TRESPASS				\$	229.00
170539277	ZABASNIKI, MADELINE ASHLEY V	IA	5/9/2019 9:00	4/4/19	IMPROPER REGISTRATION				\$	124.00

STATUS DESCRIPTION:

CLOSED	65
SUSPENDED SENTENCE	1
DISMISSED BY JUDGE	0
DISMISSED BY PROSECUTOR	20
DISMISSED PRESENTED INSURANCE	3
SENTENCING	11
INITIAL ARRAIGNMENT	128
TRIAL	41
UNPAID FINES	60
VOIDED DOCKET	6
ATTORNEY ENTERED	18
TOTAL	353

"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.