

1. Agenda

Documents:

[CITY COUNCIL AGENDA 10 08 19.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 10 08 19.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 10 08 19.PDF](#)

**Council Agenda  
City Of Carthage, Missouri  
Tuesday, October 8, 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

- Alpha Delta Kappa Month

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 once again speak on the issue unless called to answer any further questions by the Council or Chair).

8. Reports of Standing Committees

9. Reports from Special Committees and Board Liaisons

10. Report of the Mayor

11. Reports/Remarks of Councilmembers

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

12. Administrative Reports

13. Report of Claims Presented Against the City

14. Public Hearings

15. Old Business

16. New Business

17. Mayor's Appointments

18. Resolutions

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  
October 8, 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 Captain Bill Hawkins led the flag salute.

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

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

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve the minutes of the September 24, 2019 Council Meeting. Motion carried unanimously.

Captain Hawkins introduced a new police officer to be sworn in that evening, Officer Chris Haddock. After City Clerk Traci Cox administered the Oath of Office, the officer was presented a certificate.

Mayor Rife reported on a Proclamation declaring the month of October as Alpha Delta Kappa Month.

During Citizen's Participation Period: Della Croft, 1627 Devin Drive, was present to discuss the wording content of the City's building permits, "all projects require proper drainage control." According to Ms. Croft, there was flooding on her property created by construction on an adjacent property. She alleged the building permit requirements were not followed. She said she cared about the growth of Carthage and was concerned when the City isn't enforcing codes cited on the building permit.

Mr. Snow reported the Budget, Ways and Means Committee met on October 7. At the meeting, there was open discussion about a possible use tax. The next budget meeting has been rescheduled to November 4, and its agenda will include a one-hour work session to discuss the need for a use tax. The committee also approved distribution of an RFQ for a compensation and benefit study.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. A proposed agreement for training that would allow an employee with 5 or more years of service to attend the Missouri Police Chiefs Command College with expenses to be paid by the City was reviewed. The cost to the city is approximately \$9500. Ms. Otero made a motion, seconded by Mr. Daugherty, to approve the agreement. Motion carried.

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

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for October 15.

Mr. Daugherty reported the Public Works Committee Meeting scheduled for October 1 was cancelled due to lack of quorum. Bids for equipment that had previously been declared obsolete were received. Bids received for the New Holland tractor were John Browder - \$3010 and Justin Lucas - \$2725. Bids received for the brush hog were John Browder - \$250 and Justin Lucas - \$301. Mr. Daugherty made a motion, seconded by Mr. Collier, to accept the highest bids of \$3010 for the New Holland tractor from John Browder and \$301 for the brush hog from Justin Lucas. Motion carried.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Tree Board, Ms. Otero for the Jasper County Commissioners, Harry S Truman Coordinating Council, and the Carthage Humane Society, Mr. West for the Over Sixty Center, Mr. Collier for the Carthage Water and Electric Plant, and Mr. Barlow for the Planning, Zoning & Historic Preservation.

Chuck Bryant, CWEP General Manager, gave a brief overview of results from recent well testing and steps that have been taken to resolve the issues found.

Mayor Dan Rife entertained a motion to move the second council meeting in December from Christmas Eve to December 19. Mr. Daugherty made a motion to move the December 24 council meeting to December 19, unless there is no old business to discuss, in which case the meeting would be cancelled. Mr. Snow seconded the motion. Motion carried unanimously.

Mayor Rife reported on an economic development meeting with the City Administrator and the Chamber of Commerce, a meeting with the Chamber of Commerce to discuss the possible merger between the Chamber and CVB, and a meeting with Della Croft.

During Reports of Council Members, Mr. Snow encouraged all council members to attend the next Budget Committee meeting to participate in discussions on the use tax. Mr. Collier reported he had met with Bill Townsley who attended the previous council meeting. All issues at Mr. Townsley's residence had been resolved expeditiously.

City Attorney Nate Dally addressed the issues at Della Croft's property and noted the City has already done what they can do.

Fire Chief Roger Williams gave an update on the operations at Station #2, noting the station has been registered with the State Fire Marshal, and ISO has also been contacted.

Parks Director Mark Peterson reported he had been meeting with several groups to develop relationships in preparation of the upcoming Parks Master Plan. He attended a meeting with the Regional Aquatic Center Planning Committee. This committee will be meeting with the Public Services Committee soon. Repairs to the Carter Park entrance will begin soon. Mr. Peterson has also been working on a partnership with Chanti Beckham with HERE4CARTHAGE to construct pickle ball courts at a cost of approximately \$70,000.

The Committee on Claims filed a report in the amount of \$523,329.24 against the following funds: General Revenue \$110,129.97, Public Health \$766.94, Parks Stormwater \$10,661.80, Golf \$13,966.31, Lodging \$8,500.00, Fire Protection \$1,336.67, Capital Improvements \$36,158.80, and Payroll \$341,808.75. Ms. Otero made a motion, seconded by Mr. Daugherty to accept the report and allow the claims. Motion carried.

There was no old or new business to conduct.

During closing remarks, Mr. Dally reminded council members that any changes to the Chamber of Commerce or CVB would have to go to the Budget Committee for approval then to council due to the contracts.

Mr. Harrison made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:40 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, OCTOBER 8, 2019  
6:30 P.M. – COUNCIL CHAMBERS**

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2. Invocation
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5. Reading and Consideration of Minutes of Previous Meeting
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9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

**11. Reports/Remarks of Councilmembers**

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**MINUTES OF THE MEETING OF THE CITY COUNCIL  
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September 24, 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: Ray West, David Armstrong, Mike Daugherty, Ceri Otero, Darren Collier, Alan Snow, Kirby Newport, Ed Barlow and Juan Topete. Council Member James Harrison was absent. City Administrator Tom Short and City Attorney Nate Dally were present.

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

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve the minutes of the September 12, 2019 Council Meeting. Motion carried unanimously.

Mayor Rife reported on a Proclamation for Public Power Week.

During Citizen's Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, gave an economic update and also reported he is working on a marketing plan for Carthage. He will be contacting council members to discuss ideas for marketing Carthage. William Townsend, 1917 Forest, discussed a drainage problem in his area. Mr. Townsend requested council look at the problem to help resolve the issue.

Mr. Snow reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for October 7.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Staff are currently working with Simmons Bank to implement new services, including Positive Pay.

Mr. Collier reported the Public Safety Committee met on September 19. Mr. Bonilla with the Iglesia Cristiana Hispanoamericana Church located at 122 Grant was present to request signage be installed to slow traffic down because they also utilize the building across the street at 137 Grant. Chief Dagnan stated the signage cannot be installed without a crosswalk, and this would need to be ADA approved. The Police Department will conduct a study to determine the number of pedestrians who would utilize the crosswalk and the costs involved. Todd Ericsson and Matt Duvall, employees of Butterball, were present to request changing the two crosswalks to one centralized crosswalk, and adding pedestrian crossing signage, a speed gun to display speeds and a speed bump on both sides of the centralized crosswalk. There have been two employees that were struck while utilizing the existing crosswalks. Butterball is willing

to fund the changes. Chief Dagnan will be discussing the city rules, standards and requirements with Public Works Director Zeb Carney. The committee will continue to explore options to bring back to a future Public Safety meeting. Mark Elliff and Trisha Swoveland were present to discuss street closures for Music in the Park, Music Under the Maples to be held on October 12. They are requesting street closures for 7<sup>th</sup> Street between Garrison and Lyon and Lyon between 7<sup>th</sup> Street and Chestnut from 2 p.m. to 11 p.m. Mr. Collier made a motion, seconded by Mr. Snow, to approve the street closures as requested. Motion carried. A Sheriff's Night Out will be held on October 11, 2019 to raise money for Shop with a Cop. They are requesting the closure of the roadway on the south side of the courthouse. Mr. Collier made a motion, seconded by Mr. Newport, to approve the street closures as requested on October 11 from 4 p.m. to 11 p.m. pending proper insurance. Motion carried. Margaret Stills has requested a stop sign be installed at 15<sup>th</sup> and James. It would either be a 2-way or a 3-way stop. The Police Department will conduct a study at this intersection to determine the need. Chief Dagnan discussed the need to install a school zone on Fairview in front of Fairview School. Chief Dagnan will be discussing this with Public Works Director Zeb Carney to devise a plan and bring back to the committee.

Mr. Barlow reported the Public Services Committee is between meetings with the next meeting scheduled for September 17. Mark Elliff and Trisha Swoveland were present to request permission to use Central Park for the Concert Under the Maples on October 12 in conjunction with Maple Leaf Festival with food and merchandise vendors. Mr. Barlow made a motion, seconded by Mr. Armstrong, to allow the use of Central Park for Concert Under the Maples on October 12. Motion carried. The Technical Center is wanting to donate benches to be used at various parks; however, Gage Tiller was unable to attend the meeting and discuss the benches, so no action was taken. Parks and Recreation Director Mark Peterson presented bids for a tractor/loader to be used at Fair Acres. Seven bids were received from four different companies. Staff has recommended purchasing the Kubota L3901 DT with attachments from Anderson Car & Tractor for \$22,289.00. The budgeted amount for this item is \$24,500.00. Mr. Barlow made a motion, seconded by Mr. Daugherty, to accept the bid from Anderson Car & Tractor for \$22,289.00. Motion carried. Two bids were received for repairing the Carter Park Entrance. Baucom Masonry submitted a bid for \$11,800 and Hodkin Masonry submitted a bid for \$6,800. Mr. Barlow made a motion, seconded by Mr. Daugherty, to accept the low bid of \$6800 from Hodkin Masonry. Motion carried. Committee also approved a 2001 Chevy Truck and a 2003 Ford Truck that were originally slated to be sold under sealed bid to now be sold at the surplus auction.

Mr. Daugherty reported the Public Works Committee Meeting is between meetings with the next meeting scheduled for October 1. Mr. Daugherty informed Mr. Townsend that the drainage issues at his property will be discussed at the next meeting of the Public Works.

Special Committee and Board Liaison reports were given by Mr. Collier for the Police & Fire Pension, Mr. Daugherty for the Chamber of Commerce, Ms. Otero for the Jasper County Commissioners, Harry S Truman Coordinating Council, and the Carthage



Humane Society, Mr. Snow for the Library Board, and Mr. Barlow for the Planning, Zoning & Historic Preservation.

Mayor Dan Rife reported he had spoken with Tom Nixon regarding Lakeview Estates. Mr. Nixon has requested a letter of support for construction of approximately 31 single family homes in Carthage that would qualify for Low-Income Housing Tax Credits. The City had submitted a letter of support with the Missouri Housing Development Commission last year as well. Mr. Armstrong made a motion, seconded by Mr. Snow, to approve the letter of support for Lakeview Estates. Motion carried.

Mayor Dan Rife reported on meeting with 2<sup>nd</sup> grade students from Mark Twain to discuss his role in local government and the Community of Carthage.

During Reports of Council Members, Mr. Collier questioned the cables on the streets. Mr. Short stated he thought MoDOT was doing a bi-annual traffic study. Mr. Snow thanked Mr. Peterson for the completion of the lighting project in Fair Acres, and Mr. West introduced a foreign exchange student from Palestine.

Police Chief Greg Dagnan discussed a new program, Handle With Care, in which they have partnered with the school. This program allows the police department to notify the school when a student who may have a difficult day due to circumstances at home to be handled with care.

Fire Chief Roger Williams gave an update on the operations at Station #2.

Public Works Director Zeb Carney gave an update on the Fairview Widening project.

Parks Director Mark Peterson thanked CWEP for their work on lighting at Fair Acres and reported there are now 24 planters due to a collaborative effort between Vision Carthage, America in Bloom and the City.

City Administrator Tom Short reported on the following: his attendance at the United Way luncheon, a meeting with the City Attorney to discussion contractual obligations with the CVB, meetings with Parks Director Mark Peterson to discuss potential reorganization, a Region M board meeting, a TAC meeting, the economic development report included in the packet, Humane Society financials, and the MoDOT project at Fairview and Garrison.

The Committee on Claims filed a report in the amount of \$2,420,189.30 against the following funds: General Revenue \$110,951.64, Public Health \$126,903.84, Parks Stormwater \$47,317.02, Public Safety \$15,325.00, Golf \$17,069.25, Civic Enhancement \$301.74, Library \$25,000.00, Fire Protection \$3,675.46, Payroll \$173,645.35, and CWEP \$1,900,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 19-38 – An Ordinance authorizing the Mayor to execute a

Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office providing for prisoner housing for inmates with municipal charges was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-40.

C.B. 19-39 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal year 2019-2020 for various funds was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-41.

C.B. 19-40 – An Ordinance authorizing the issuance of not to exceed \$4,501,000 principal amount of Combined Waterworks and Sewerage System Revenue Bonds (State of Missouri – Direct Loan Program) Series 2019 of the City of Carthage, Missouri, for the purpose of extending and improving the City's Combined Waterworks and Sewerage System; prescribing the form and details of the bonds and the agreements made by the City to facilitate and protect their payment; and prescribing other related matters was placed on second reading followed by a roll call vote of 8 yeas, 0 nays and 1 abstention. Ayes: Armstrong, Barlow, Daugherty, Newport, Otero, Snow, Topete, and West. Abstain: Collier. The council bill was approved and numbered Ordinance 19-42.

There was no new business to conduct.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1883 – a Resolution endorsing and supporting a request from the Carthage Planning, Zoning and Historic Preservation Commission presented by Carthage Historic Preservation (CHP) and authorizing the City of Carthage to submit an application for the Historic Preservation Fund Grant Program (HFP) – Planning and Outreach Grant – for a flooring restoration workshop in Carthage, Missouri. Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, Snow, Topete and West.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve Resolution 1884 – a Resolution approving the declaration of certain materials and pieces of equipment as surplus to the City's needs and authorizing their disposition. Resolution passed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, Snow, Topete and West.

During closing remarks, Mr. Armstrong commended former Council Member Tim Shields for his quick response to an incident at the Technical Center, Mr. Daugherty and Mr. Barlow thanked Mr. Townsend for coming to the meeting, and Mr. Barlow also thanked Chief Dagnan for implementing the Handle With Care program.

Mr. Topete made a motion, seconded by Mr. Collier, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:19 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***PRESENTATIONS/  
PROCLAMATIONS***

# PROCLAMATION

**WHEREAS**, Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding; and

**WHEREAS**, Alpha Delta Kappa gives recognition to outstanding women who are actively engaged in teaching profession; and

**WHEREAS**, Alpha Delta Kappa builds a fraternal fellowship among women in the teaching profession which will add to their effectiveness in the promotion of excellence in education; and

**WHEREAS**, Alpha Delta Kappa promotes high standards of education and thereby strengthens the status and advancement of the teaching profession; and

**WHEREAS**, Alpha Delta Kappa promotes educational and charitable projects and activities, sponsors scholarships, furthers and maintains worthy standards in the field of education and cooperates with worthy community programs relating to education and charities; and

**WHEREAS**, Alpha Delta Kappa contributes to world understanding, goodwill and peace through an international fellowship of women educators united in ideals of education; and

**NOW, THEREFORE**, I, Dan Rife, Mayor of the City of Carthage, MO, do hereby proclaim the month of October 2019 to be

## ALPHA DELTA KAPPA MONTH

in the City of Carthage, Missouri.

  
Dan Rife  
Mayor

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***

***NEW  
BUSINESS***



***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

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

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, SEPTEMBER 24, 2019  
CITY HALL COUNCIL CHAMBERS**

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

**OTHER COUNCIL MEMBERS:** None.

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox and Citizen Abi Almandinger

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the September 12, 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. **Staff Reports:** City Administrator Tom Short presented an updated list of the surplus items that will be sold at auction. He also reported the auditors are doing their field work this week, and a meeting is scheduled for September 26 with Anthem Blue Cross Blue Shield to review claims and renewal rates.

City Clerk Traci Cox reported on new services being utilized from Simmons Bank including Positive Pay.

2. **Committee Member Reports:** Mr. Barlow reported on meeting with the auditor.

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 5:21 PM. Motion carried 4-0.

Traci Cox  
City Clerk

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

***AGENDAS  
STANDING  
COMMITTEES***

**--NOTICE OF MEETING--**  
**COMMITTEE ON BUDGET/WAYS & MEANS**  
**MONDAY, OCTOBER 07, 2019**  
**5:30 P.M.**  
**SECOND FLOOR CONFERENCE ROOM, CITY HALL**  
**326 GRANT ST., CARTHAGE, MISSOURI**  
**--TENTATIVE AGENDA--**

**CITIZENS PARTICIPATION**

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

**OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting.
2. Consider and discuss the imposition of a use tax for general revenue purposes by the qualified voters of the City for their approval at a future, to be determined, election.

**NEW BUSINESS**

1. Consider and discuss Request for Proposals for Comprehensive Compensation Study.
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:** \_\_\_\_\_

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**

October 8, 2019

5:00 PM

Carthage City Hall

Council Chambers

**Old Business**

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

**Citizens Participation**

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

**New Business**

1. Consider and discuss an Ordinance authorizing the Mayor to sign an agreement for Training and Uniform Reimbursement for Missouri Police Chiefs Command College.
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***

# CITY OF CARTHAGE

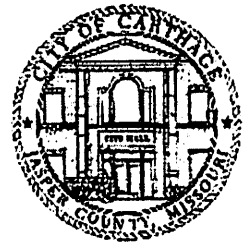
Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: 10/7/2019

Place: City Hall Chambers  
326 Grant St.

Time: 5:30 pm



### To Consider the following items:

1. Requested by: Ronald & Crystal Stiles  
Project Location: 11th & Grand (Car Misc W 75' Lot 55)  
Request type: Certificate of Appropriateness  
Reason for Hearing: Request for the new construction of a duplex
2. Requested by:  
Project Location:  
Request type:  
Reason for Hearing:
3. Requested by:  
Project Location:  
Request type:  
Reason for Hearing:
4. Requested by:  
Project Location:  
Request type:  
Reason for Hearing:
5. Requested by:  
Project Location:  
Request type:  
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 |
|--------|-----------------------|------------|-------------------------|--------------|

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darieux K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

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

COMMISSION AGENDA  
SEPTEMBER 24, 2019  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PRAYER
  - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ♦ Discuss Entering Negotiations for the Demolition of 633 Pearl Street (former First Baptist Church).
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED SEPTEMBER 20, 2019 AT 4:00 P.M.

(RSMO 610.020)

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darieux K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

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

COMMISSION AGENDA  
OCTOBER 1, 2019  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER  
PRAYER  
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ◊ Recognize October 4 as Manufacturing Day
  - ◊ Discuss Approval of a Resolution in Support of Jasper County Joining Freedom's Frontier National Heritage Area Inc.
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED SEPTEMBER 27, 2019 AT 4:00 P.M.

(RSMO 610.020)

## **MEETING NOTICE**

### **CARTHAGE TREE BOARD**

**DATE:** TUESDAY, October 1, 2019

**TIME:** 4:00 PM

**LOCATION:** CARTHAGE PARKS DEPARTMENT  
MUNICIPAL PARK  
720 ROBERT ELLIS YOUNG DRIVE  
CARTHAGE, MO 64836

#### **TENTATIVE AGENDA**

1. Review priority project initiatives determined at the last meeting. Revise if necessary.
  - a. Web site development
  - b. Arbor Day Presentation
  - c. New Christmas Tree on the Square
  - d. Food Truck Friday Educational Event
  - e. Clean-Up Project
  - f. List of Approved Trees
  - g. Dead Trees
  - h. Tree City USA Application
  - i. Tree Inventory
2. Determine leaders for the project initiatives
3. Set next meeting date and adjourn

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

**CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES**

Tuesday, October 8, 2019 5:15 p.m.

**CARTHAGE PUBLIC LIBRARY BOARD ROOM**

**612 S. Garrison Ave.**

**AGENDA**

**Roll Call of Members**

**Minutes of the Last Meeting**

**Guest Speaker; Robin Westphall, State of Missouri,  
State Librarian**

**Financial Report**

**Director's Progress and Service Report**

**President's Message**

**Council Liaison's Report**

**Committee Reports**

**Building Committee**

**Multipurpose Building bids/update**

**Update on masonry work on original building**

**Budget Committee**

**Community Relations**

**By-Laws**

**Library Gardens**

**Update on new flower beds/original building**

**ADA Compliance**

**Communications**

**New Business**

**Payment of Bills**

**Adjournment**

# ***CORRESPONDENCE***



October 4, 2019

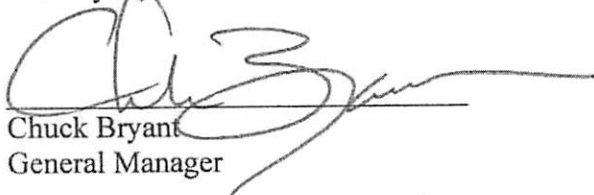
Carthage City Hall  
Attn: Tom Short  
326 Grant Street  
Carthage, MO 64836

Mayor Rife and Council:

You will find included in these materials information from the Missouri Department of Natural Resources ("DNR") regarding their recent investigation into the unknown cause and extent of the presence of tetrachloroethene ("PCE"), which was recently detected in the aquifer that supplies water to the Carthage area. Please know that while PCE was detected in raw, untreated water at a couple of CWEP wells, CWEP immediately took the wells offline and **at no time has the treated water supplied to CWEP customers been in violation of drinking water standards.** CWEP will continue to assist DNR in its investigation and is testing our water quarterly in coordination with these efforts.

CWEP is committed to providing a high-quality product to our customers and will continue be vigilant in our efforts to ensure our water is properly treated and safe to drink. I plan to attend the October 8<sup>th</sup> City Council meeting and will be happy to answer any questions you may have regarding this investigation.

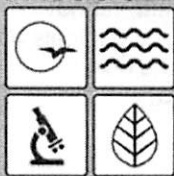
Thank you,

A handwritten signature in black ink, appearing to read "Chuck Bryant", is written over a horizontal line.

Chuck Bryant  
General Manager



## MISSOURI



## NATURAL RESOURCES

### Carthage Well #1 Site Carthage, MO Jasper County

September 2019

## Site Summary

The Carthage Well #1 Site is a tetrachloroethene (PCE) groundwater plume whose source is currently unknown. The Department of Natural Resources (Department) is working to discover the source and extent of the contamination. Although PCE has been detected in three out of twelve wells that supply raw water to the Carthage Water and Electric Plant (CWEP) public water-supply system, please note that CWEP treats all raw water before it distributed to the public, and all samples of treated drinking water currently show that the system is meeting all Safe Drinking Water Act (SDWA) standards.

## Site History

The Department became aware of the presence of PCE in the groundwater through routine monitoring of the CWEP public drinking water. Sampling in 2016 and 2019 showed levels of PCE below the Maximum Contaminant Level (MCL), which is five parts per billion (ppb). The MCL is the level established pursuant to the federal SDWA for public water consumption. CWEP has previously reported the 2016 detection in its annual Consumer Confidence Report. Because the detections are below the MCL, they are not violations of the SDWA.

**Supply wells (raw water):** In February/March 2019, at the Department's request, CWEP sampled each of the twelve supply wells in the system and submitted the samples to the Department's laboratory for analysis; the Department documented PCE in two wells (Wells 1 and 6) and CWEP immediately took the two wells offline in March. In August 2019 the Department collected samples from five selected wells and found PCE in three of them: Wells 1, 5, and 6. Wells 1 and 6 already were offline; Well #5 was offline at the time of the sampling of the treated drinking water in February 2019. All three wells have remained offline since.

**Treated water:** PCE was detected in treated water at a level below the MCL in January 2016 and February 2019. Because CWEP blends water from multiple wells based upon demand, no samples of treated water distributed for public consumption have exceeded the MCL for PCE. Nevertheless, CWEP removed from service the three supply wells where PCE was detected. In March 2019, the Department placed CWEP on quarterly monitoring. The samples are analyzed at the Department's laboratory in Jefferson City for all regulated volatile organic compounds (VOCs), including PCE. Samples of treated water collected in March, April, and July 2019 showed no detections of PCE or any other VOCs. CWEP will continue to submit quarterly samples for VOC analysis to the Department. The next quarterly sampling is October 2019.

The table below includes all detections of PCE.

#### PCE Detections in CWEP Public Water Supply System

| Date         | Source             | Level (ppb)* |
|--------------|--------------------|--------------|
| Jan 25, 2016 | Treated Water      | 1.01         |
| Feb 4, 2019  | Treated Water      | 1.35         |
| Feb 22, 2019 | Treated Water      | 0.86         |
| Feb 22, 2019 | Well 1-raw water   | 15.2         |
| Mar 5, 2019  | Well 6-raw water** | 2.58         |
| Aug 13, 2019 | Well 1-raw water** | 13.8         |
| Aug 13, 2019 | Well 5-raw water** | 3.25         |
| Aug 13, 2019 | Well 6-raw water** | 4.67         |

\* The MCL for PCE is 5 ppb

\*\*Off line at time of sampling

## Description of Contaminant

PCE is a nonflammable, colorless VOC that is used in many applications, including as a dry cleaning agent, fabric finish/water repellant, and metal degreasing solvent. It is also used as a starting material for making other chemicals and is used in some consumer products (i.e. patio & garden adhesive, art glue, jewelry & bead adhesive, fabric textile adhesive, auto rust buster aerosol, brake parts cleaner, carburetor cleaner). Other names for PCE include tetrachloroethylene, perchloroethylene, perc, and perchlor.

Although PCE evaporates quickly from water into air, it can filter easily through the soil and into the groundwater. It is generally slow to break down in the environment and can remain for decades. It is a common contaminant at Superfund sites across the nation. EPA classifies PCE as likely to be carcinogenic to humans.

## Investigation Activities

The Department will continue investigating the PCE groundwater contamination in the Carthage area through a Cooperative Agreement with the U.S. Environmental Protection Agency (EPA) pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Superfund Amendments and Reauthorization Act of 1986 (SARA). The investigation will assess the extent of contamination and potential risks of exposure, and attempt to determine the source of the PCE. The next phase will include groundwater sampling in existing public, private, residential, and industrial wells. Depending on those findings, the Department may expand the investigation to include soil, soil gas, surface water, indoor air, sub-slab vapor beneath structures, and outdoor air.

As noted above, the Department will continue to analyze samples quarterly from CWEP's public water supply wells and work with CWEP to ensure its water remains in compliance with all SDWA standards.

## How You Can Help

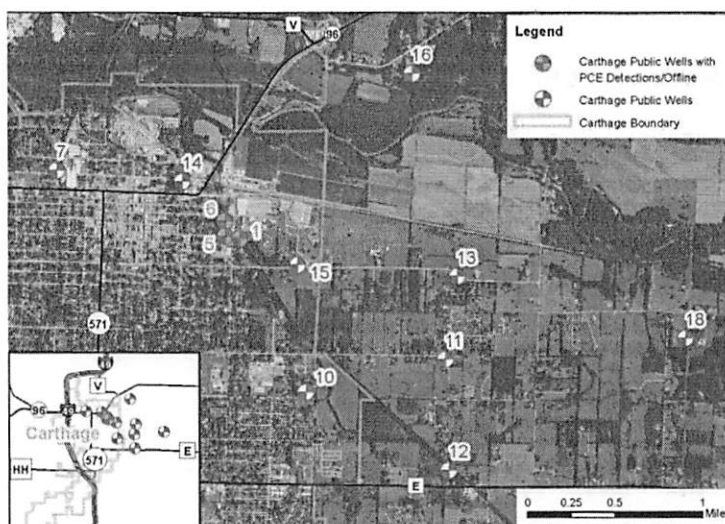
The Department is looking for additional information to assist with this investigation, including the location of private residential or industrial wells in the Carthage area, and knowledge regarding any entity, past or present, that may have used PCE in its processes. If you have any information, or know someone with information that may assist with this investigation, please contact the Department's Project Manager, Pia Capell, at 573-751-3176.

## For More Information

For additional information regarding the site or the related investigation, contact the Project Manager, Pia Capell, with the Missouri Department of Natural Resources at 573-751-3176 or [pia.capell@dnr.mo.gov](mailto:pia.capell@dnr.mo.gov). If you need these materials in Spanish, please contact Pia Capell. For information about compliance monitoring results for CWEP's drinking-water treatment plant or any public drinking-water system in Missouri, visit the Department's Drinking Water Watch website at <https://dnr.mo.gov/DWW/>.

Si necesita estos materiales en español, comuníquese conmigo al (573) 751-2115 o al 1-800-361-4827 o por correo electrónico a [pia.capell@dnr.mo.gov](mailto:pia.capell@dnr.mo.gov).

## Aerial Map



September 27, 2019

Resident  
«addressline»  
«City», «State» «Zip\_Code»

Re: <<Parcel Address>>

Dear Resident:

The Missouri Department of Natural Resources (Department) is conducting an environmental investigation of tetrachloroethene (PCE) groundwater contamination in the Carthage area. PCE is a man-made volatile organic chemical (VOC) used as a cleaner and degreaser. As part of the investigation, the Department is sampling private drinking-water and industrial groundwater wells in the area in October 2019.

Information provided by the city of Carthage indicates a private drinking-water well or an industrial well may be located on your property at the address listed above. If you do use a private well for drinking water or other purposes, we would like permission to sample your well. If you grant permission, we will collect and analyze a water sample for VOCs at **no cost to you**, and will notify you of your results within two to four weeks after sampling. *Please indicate your permission on the enclosed form and return it in the self-addressed, stamped envelope by October 11, 2019.*

As part of the Department's investigation, we are researching information about sites in the Carthage area where PCE may have been used and possibly disposed of. If you have any information about past or current PCE use that could be contributing to PCE in the groundwater, please contact me (see contact information below.)

For additional information concerning the PCE groundwater contamination in the Carthage area, please see the enclosed fact sheet, which you can also access on our website at <https://dnr.mo.gov/env/hwp/sfund/CarthageWell#1/>.

If you have any questions about well sampling or the Department's investigation, please feel free to contact me at (573) 751-2115 or 1-800-361-4827 or by email at [pia.capell@dnr.mo.gov](mailto:pia.capell@dnr.mo.gov). You may also contact me if you need these materials in Spanish.

Sincerely,

ENVIRONMENTAL REMEDIATION PROGRAM



Pia Capell  
Site Assessment Unit  
Superfund Section

Enclosures

**Si necesita estos materiales en español, comuníquese conmigo al (573) 751-2115 o al 1-800-361-4827 o por correo electrónico a [pia.capell@dnr.mo.gov](mailto:pia.capell@dnr.mo.gov).**

**Tom Short**

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**From:** Neel Baucom <neelbaucom@outlook.com>  
**Sent:** Wednesday, October 02, 2019 4:13 PM  
**To:** Chuck Bryant; Danny Lambeth (dannylambeth79@gmail.com); 'Steve Beimdiek ' ; 'Brian Schmidt ' ; 'Ron Ross'; Pat Goff; Darren B Collier (Darren.Collier@edwardjones.com)  
**Cc:** Tom Short; Mayor Dan Rife  
**Subject:** Re: DNR Letter

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

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Thanks to you and your staff

Get [Outlook for iOS](#)

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**From:** Chuck Bryant <cbryant@cwep.com>  
**Sent:** Wednesday, October 2, 2019 12:28:50 PM  
**To:** Neel Baucom <neelbaucom@outlook.com>; Danny Lambeth (dannylambeth79@gmail.com) <dannylambeth79@gmail.com>; 'Steve Beimdiek ' <steve.beimdiek@beimdiek.com>; 'Brian Schmidt ' <brian@schmidt-cpapc.com>; 'Ron Ross' <ron.ross@wellsfargoadvisors.com>; Pat Goff <pgoff@locarni.com>; Darren B Collier (Darren.Collier@edwardjones.com) <Darren.Collier@edwardjones.com>  
**Cc:** Tom Short <t.short@carthagemo.gov>; Mayor Dan Rife (mayor.rife@carthagemo.gov) <mayor.rife@carthagemo.gov>  
**Subject:** DNR Letter

Gentlemen,

I have attached a copy of the private well access letter along with a fact sheet DNR will be sending out this afternoon. We are unsure of the response DNR will receive or how our office will be involved in the initial stages of the investigation, but are preparing our staff to be able to answer basic questions should the need arise. As I have reiterated to you several times, our drinking water has always been safe and the affected wells by this contaminant are offline until the next steps can be determined.

Please call if you have any questions.

Thank you,

**Chuck Bryant**

General Manager

Office: 417.237 7300  
Direct: 417.237 7333  
Address: P.O. Box 611  
627 W. Centennial Ave  
Carthage, MO 64836



# **Carthage CVB Board Meeting Minutes**

**September 11, 2019**

**Members Present:** Anthea Harbin, Stephanie Howard, Jonathan Roberts, Steve Willis, Gregg Wolf, Amy Campbell, Matt Freeman, Mark Elliff **Staff:** Niki Cloud

Meeting called to order at 8:10am, by Steve Willis at Carthage Water & Electric.  
Steve asked the board for a moment of silence in remembrance of September 11, 2001

**Approval of Minutes:** *A motion was made by Stephanie, second from Matt and passed to approve minutes from the September 11, 2019 meeting.*

## **Treasurer's Report-**

Copies of the Balance Sheet & Profit & Loss from July 31 & August 31, 2019, were presented. Lodging tax report was presented reflecting August 2019 to August 2018, July 2019 to July 2018. Over \$12,000 has been collected from FY19Q4 Marketing Matching Grants and over \$3000 from the City of Carthage. An upcoming expense will be the Missouri Life TV episode at \$3000 (Director is requesting to see a copy of the contract for this). A second reading of updating the CVB/City contract to include \$50,000 for wayfinding signs was passed at city council. There was discussion of how much can the director is allowed to spending on marketing. Niki & Amy will get together to look at the budget, the amount of \$1500 was put on the table.

## **Old Business-**

**Food Truck Friday-**September event (this upcoming Friday) has 25 food trucks and 15 table top vendors. Niki will be out of town, Steve is in charge. An end of the season FTF committee meeting will happen at a later date.

**Wayfinding Signs-**Niki emailed CDL about the signs that need to be fixed before a check is sent. *Motion was made by Jonathan, second from Stephanie and passed to form a committee to discuss phase 5 of the project.* Niki will reach out to 4 people to assist.

**Merger Discussion-**Niki discussed other communities with the Chamber/CVB set up, works well in Moberly, membership based CVB for Branson & Lake of the Ozarks. Steve spoke with mayor & city administrator. The lodging tax money is protected to have to be spent on tourism. *Motion was made by Gregg, second from Matt for the CVB to merge with the Chamber.* An electronic vote will be sent out by Steve later today and votes need to be submitted by September 18.

## **New Business-**

**New board members-**Steve asked everyone to think of new board members since terms for himself and Matt Freeman will be going off.

**City Liaison Report-Not in attendance**

**Chamber Report-Busy time with Maple Leaf fast approaching and banquet in January.**

**Executive Director Report-Will attend Governor's Conference on Tourism October 8-10 in Columbia. Search Engine Marketing results for August 2019 similar to that of July 2019. Spoke with Sign Design to get a quote for flags/banners over the bridge/viaduct east part of town to welcome visitors. Working on collecting items for silent auction for Tourism Auction with Missouri Travel Council. Roger with Hardy, Wrestler & Associates will be at the office September 16 for the CVB audit. The visitors guide will be \$560 and the historical homes guide will be \$80 plus the cost of printing, provided by Leggett & Platt creative services.**

***Motion was made, second and passed to pay director a flat mileage rate of \$75 per month for "around town" travel, \$10 for email and \$50 for cell phone.***

***Motion was made by Stephanie, second by Amy and passed to adjourn meeting at 10:08am***

The next meeting will be October 9, 2019, 9:20am at Lucky J.

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

|                           | CURRENT<br>BUDGET    | CURRENT<br>PERIOD   | YEAR TO DATE<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE   |
|---------------------------|----------------------|---------------------|------------------------|----------------|---------------------|
| <b>REVENUES</b>           |                      |                     |                        |                |                     |
| 110-GENERAL REVENUE       | 8,678,165.00         | 678,159.04          | 2,353,761.56           | 27.12          | 6,324,403.44        |
| 121-PUBLIC HEALTH         | 177,220.00           | 7,924.16            | 28,549.31              | 16.11          | 148,670.69          |
| 122-LANDFILL CLOSURE      | 186,798.00           | 216.58              | 101.14                 | 0.05           | 186,696.86          |
| 123-LOGGING TAX           | 105,050.00           | 14,068.45           | 37,657.08              | 35.85          | 67,392.92           |
| 124-CIVIC ENHANCEMENT     | 0.00                 | 102.19              | 336.62                 | 0.00 (         | 336.62)             |
| 125-STORMWATER            | 10.00                | 14.29               | 46.95                  | 469.50 (       | 36.95)              |
| 126-PUBLIC SAFETY GRANT   | 0.00                 | 0.00                | 0.00                   | 0.00           | 0.00                |
| 127-CDBG                  | 0.00                 | 0.00                | 0.00                   | 0.00           | 0.00                |
| 128-PARKS/STM WTR         | 1,153,503.00         | 120,833.84          | 310,032.82             | 26.88          | 843,470.18          |
| 129-TIF & CID SPECIAL TAX | 11,500.00            | 71.36               | 234.45                 | 2.04           | 11,265.55           |
| 130-INMATE SECURITY FUND  | 4,100.00             | 240.15              | 638.68                 | 15.58          | 3,461.32            |
| 131-FIRE PROTECTION TAX   | 576,786.00           | 61,701.12           | 158,970.46             | 27.56          | 417,815.54          |
| 141-FAIR ACRES SPORTS COM | 0.00                 | 0.00                | 0.00                   | 0.00           | 0.00                |
| 142-GOLF COURSE           | 540,025.00           | 49,503.96           | 153,587.32             | 28.44          | 386,437.68          |
| 161-CAPITAL IMPROVEMENTS  | 1,486,365.00         | 123,898.93          | 319,916.45             | 21.52          | 1,166,448.55        |
| 162-PARKS & RECREATION    | 178,650.00           | 2,731.94            | 4,242.59               | 2.37           | 174,407.41          |
| 163-MYERS PARK            | 1,500.00             | 700.22              | 2,271.48               | 151.43 (       | 771.48)             |
| 164-JUDICIAL EDUCATION FU | 2,000.00             | 52.07               | 248.33                 | 12.42          | 1,751.67            |
| 175-Public Fac/Bond Fund  | 25,000.00            | 3,572.50            | 14,989.06              | 59.96          | 10,010.94           |
| 221-ECONOMIC DEVELOPMENT  | 131,886.00           | 10.13               | 33.28                  | 0.03           | 131,852.72          |
| 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                 | 39,139.95           | 77,818.43              | 0.00 (         | 77,818.43)          |
| 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                |
| <b>TOTAL REVENUES</b>     | <b>13,258,558.00</b> | <b>1,102,940.88</b> | <b>3,463,436.01</b>    | <b>26.12</b>   | <b>9,795,121.99</b> |
|                           | =====                | =====               | =====                  | =====          | =====               |

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

PAGE: 2

|                                    | CURRENT<br>BUDGET    | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE    |
|------------------------------------|----------------------|-------------------|------------------------|----------------|----------------------|
| <b>EXPENDITURES</b>                |                      |                   |                        |                |                      |
| 110-GENERAL REVENUE                | 9,744,540.00         | 633,434.05        | 2,044,747.36           | 20.98          | 7,699,792.64         |
| 121-PUBLIC HEALTH                  | 228,095.00           | 10,180.74         | 32,865.22              | 14.41          | 195,229.78           |
| 122-LANDFILL CLOSURE               | 830,577.00           | 0.00              | 0.00                   | 0.00           | 830,577.00           |
| 123-LODGING TAX                    | 103,500.00           | 8,500.00          | 28,864.83              | 27.89          | 74,635.17            |
| 124-CIVIC ENHANCEMENT              | 2,260.00             | 456.59            | 456.59                 | 20.20          | 1,803.41             |
| 125-STORMWATER                     | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 126-PUBLIC SAFETY GRANT            | 0.00                 | 15,325.00         | 15,325.00              | 0.00           | ( 15,325.00)         |
| 127-CDBG                           | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 128-PARKS/STM WTR                  | 1,108,316.00         | 47,995.84         | 63,668.41              | 5.74           | 1,044,647.59         |
| 129-TIF & CID SPECIAL TAX          | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 130-INMATE SECURITY FUND           | 3,900.00             | 0.00              | 0.00                   | 0.00           | 3,900.00             |
| 131-FIRE PROTECTION TAX            | 533,759.00           | 4,347.58          | 5,794.39               | 1.09           | 527,964.61           |
| 141-FAIR ACRES SPORTS COM          | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 142-GOLF COURSE                    | 613,011.00           | 47,873.46         | 148,745.05             | 24.26          | 464,265.95           |
| 161-CAPITAL IMPROVEMENTS           | 1,900,225.00         | 11,394.63         | 9,714.36               | 0.51           | 1,890,510.64         |
| 162-PARKS & RECREATION             | 248,650.00           | 0.00              | 0.00                   | 0.00           | 248,650.00           |
| 163-MYERS PARK                     | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 164-JUDICIAL EDUCATION FU          | 0.00                 | 0.00              | 0.00                   | 0.00           | 0.00                 |
| 175-Public Fac/Bond Fund           | 3,543,309.00         | 0.00              | 0.00                   | 0.00           | 3,543,309.00         |
| 221-ECONOMIC DEVELOPMENT           | 131,886.00           | 0.00              | 0.00                   | 0.00           | 131,886.00           |
| 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         | 90,000.00              | 0.00           | ( 90,000.00)         |
| 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>18,992,028.00</u> | <u>804,507.89</u> | <u>2,440,181.21</u>    | <u>12.85</u>   | <u>16,551,846.79</u> |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 5,733,470.00)      | 298,432.99        | 1,023,254.80           |                | ( 6,756,724.80)      |

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



**Department Head - Fire District Board Report**  
2019

| 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 | 3        | 0    | 3     |
| Commercial Structure Fire  | 0        | 0    | 0     |
| Vehicle Fire               | 2        | 0    | 2     |
| Natural Cover Fire         | 0        | 1    | 1     |
| Motor Vehicle Accident     | 11       | 8    | 19    |
| Medical Call               | 25       | 64   | 89    |
| Hazardous Materials        | 0        | 3    | 3     |
| Automatic/Mutual Aid       | 1        | 0    | 1     |
| Miscellaneous              | 19       | 30   | 49    |
| Total Month to Date:       | 61       | 106  | 167   |
| Total Year to Date:        | 264      | 546  | 810   |
| Previous Month to Date:    | 291      | 568  | 859   |
| Previous Year to Date:     | 883      | 1737 | 2620  |

| June                       |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire | 1        | 0    | 1     |
| Commercial Structure Fire  | 0        | 0    | 0     |
| Vehicle Fire               | 2        | 2    | 4     |
| Natural Cover Fire         | 3        | 1    | 4     |
| Motor Vehicle Accident     | 10       | 5    | 15    |
| Medical Call               | 26       | 65   | 91    |
| Hazardous Materials        | 2        | 3    | 5     |
| Automatic/Mutual Aid       | 4        | 0    | 4     |
| Miscellaneous              | 11       | 36   | 47    |
| Total Month to Date:       | 59       | 112  | 171   |
| Total Year to Date:        | 323      | 658  | 981   |
| Previous Month to Date:    | 350      | 680  | 1030  |
| Previous Year to Date:     | 1233     | 2417 | 3650  |

**Department Head - Fire District Board Report  
2019**

| July                       |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire | 3        | 1    | 4     |
| Commercial Structure Fire  | 0        | 0    | 0     |
| Vehicle Fire               | 0        | 1    | 1     |
| Natural Cover Fire         | 2        | 7    | 9     |
| Motor Vehicle Accident     | 7        | 11   | 18    |
| Medical Call               | 22       | 66   | 88    |
| Hazardous Materials        | 2        | 2    | 4     |
| Automatic/Mutual Aid       | 0        | 0    | 0     |
| Miscellaneous              | 13       | 42   | 55    |
| Total Month to Date:       | 49       | 130  | 179   |
| Total Year to Date:        | 372      | 788  | 1160  |
| Previous Month to Date:    | 399      | 810  | 1209  |
| Previous Year to Date:     | 1632     | 3227 | 4859  |

| August                     |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire | 0        | 0    | 0     |
| Commercial Structure Fire  | 0        | 1    | 1     |
| Vehicle Fire               | 0        | 3    | 3     |
| Natural Cover Fire         | 2        | 1    | 3     |
| Motor Vehicle Accident     | 10       | 6    | 16    |
| Medical Call               | 28       | 95   | 123   |
| Hazardous Materials        | 0        | 2    | 2     |
| Automatic/Mutual Aid       | 4        | 0    | 4     |
| Miscellaneous              | 19       | 31   | 50    |
| Total Month to Date:       | 63       | 139  | 202   |
| Total Year to Date:        | 435      | 927  | 1362  |
| Previous Month to Date:    | 462      | 949  | 1411  |
| Previous Year to Date:     | 2094     | 4176 | 6270  |

| September                  |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire | 0        | 0    | 0     |
| Commercial Structure Fire  | 0        | 0    | 0     |
| Vehicle Fire               | 3        | 1    | 4     |
| Natural Cover Fire         | 1        | 0    | 1     |
| Motor Vehicle Accident     | 11       | 8    | 19    |
| Medical Call               | 29       | 81   | 110   |
| Hazardous Materials        | 0        | 1    | 1     |
| Automatic/Mutual Aid       | 1        | 0    | 1     |
| Miscellaneous              | 17       | 46   | 63    |
| Total Month to Date:       | 62       | 137  | 199   |
| Total Year to Date:        | 497      | 1064 | 1561  |
| Previous Month to Date:    | 524      | 1086 | 1610  |
| Previous Year to Date:     | 2618     | 5262 | 7880  |

| October                    |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire |          |      | 0     |
| Commercial Structure Fire  |          |      | 0     |
| Vehicle Fire               |          |      | 0     |
| Natural Cover Fire         |          |      | 0     |
| Motor Vehicle Accident     |          |      | 0     |
| Medical Call               |          |      | 0     |
| Hazardous Materials        |          |      | 0     |
| Automatic/Mutual Aid       |          |      | 0     |
| Miscellaneous              |          |      | 0     |
| Total Month to Date:       | 0        | 0    | 0     |
| Total Year to Date:        | 497      | 1064 | 1561  |
| Previous Month to Date:    | 524      | 1086 | 1610  |
| Previous Year to Date:     | 3142     | 6348 | 9490  |

| November                   |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire |          |      | 0     |
| Commercial Structure Fire  |          |      | 0     |
| Vehicle Fire               |          |      | 0     |
| Natural Cover Fire         |          |      | 0     |
| Motor Vehicle Accident     |          |      | 0     |
| Medical Call               |          |      | 0     |
| Hazardous Materials        |          |      | 0     |
| Automatic/Mutual Aid       |          |      | 0     |
| Miscellaneous              |          |      | 0     |
| Total Month to Date:       | 0        | 0    | 0     |
| Total Year to Date:        | 497      | 1064 | 1561  |
| Previous Month to Date:    | 524      | 1086 | 1610  |
| Previous Year to Date:     | 3666     | 7434 | 11100 |

| 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:        | 497      | 1064 | 1561  |
| Previous Month to Date:    | 524      | 1086 | 1610  |
| Previous Year to Date:     | 4190     | 8520 | 12710 |

| 2018 Year Totals           |          |      |       |
|----------------------------|----------|------|-------|
| Type of Incident           | District | City | Total |
| Residential Structure Fire | 15       | 10   | 25    |
| Commercial Structure Fire  | 0        | 1    | 1     |
| Vehicle Fire               | 12       | 8    | 20    |
| Natural Cover Fire         | 30       | 20   | 50    |
| Motor Vehicle Accident     | 77       | 61   | 138   |
| Medical Call               | 201      | 653  | 854   |
| Hazardous Materials        | 9        | 26   | 35    |
| Automatic/Mutual Aid       | 15       | 0    | 15    |
| Miscellaneous              | 138      | 285  | 423   |
| Total:                     | 497      | 1064 | 1561  |

## **"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.