

1. Agenda

Documents:

[CITY COUNCIL AGENDA 10 22 19.PDF](#)

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[CITY COUNCIL MINUTES 10 22 19.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 10 22 19.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, OCTOBER 22, 2019
6:30 P.M. – COUNCIL CHAMBERS**

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

7. Public Comments

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

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

11. Reports/Remarks of Councilmembers

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

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
16. New Business
17. Mayor's Appointments
18. Resolutions

1. **Resolution 1885** – A Resolution approving the declaration of certain materials and pieces of equipment as surplus to the City's needs and authorizing their disposition. (Public Services)

19. Closing Comments
20. Executive Session
21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
October 22, 2019

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

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

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

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

During Citizen's Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, gave an update on Project Vacca and thanked all staff involved with Maple Leaf for their hard work. Niki Cloud, Convention and Visitors Bureau Director, reported on her attendance at the Governor's Conference and meetings with Sign Design for banners to be placed on the square and the bridge on the east end of the city. Ms. Cloud reported on a possible merger of the CVB and the Chamber of Commerce that has been voted on by both entities. The possible merger will be presented at the November 4 Budget Ways & Means Committee meeting. Mr. Elliff discussed some of the benefits of merging and also stated the by-laws would have to be changed.

Mr. Topete reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for November 4. He encouraged all council members to attend the meeting.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. The Wellness Committee is currently working to organize an employee flu shot clinic.

Mr. Collier reported the Public Safety Committee met on October 21. Mr. Collier made a motion, seconded by Mr. Newport, to close Grand between Highland and Fairview for the Run Through the Lights to be held on December 17 beginning at 6:30 p.m. Motion carried. Mr. Collier made a motion, seconded by Mr. Daugherty, to approve street closures for the Christmas parade as in years past on Chestnut, 9th, 10th, 11th and Main Street and to vacate the parking spots on the inside corners of the square. This event will be held on December 2 from 5:00-8:00 p.m. Motion passed. The Committee has approved a school zone at Fairview. Signs will be added to transition traffic coming into

town. This will require an ordinance change that will be presented at a future Council Meeting. The request for an ADA approved crosswalk at 2nd & Grant has been put on hold due to deteriorating sidewalks. Parking issues at 15th and James were discussed but no action taken. Staff are working on an agreement with Butterball for the installation of a crosswalk and speed humps with the City doing the work and Butterball compensating the City. Abi Almandinger presented proposed changes to the parking ordinances regarding parking on City lots that would limit long-term parking to 14 days. Ms. Almandinger also discussed plans for Vision Carthage to revitalize parking lots at 6th and Main and 5th and Grant. For Halloween, the square will be closed from the end of school to the end of business hours, and Grand Street will be closed from Macon to Centennial from 4:00 p.m. to 9:00 p.m. Deputy Fire Chief David Myers has announced his retirement effective December 22 after 25 years of service.

Mr. Topete reported the Public Services Committee met on October 15. Copiers from the Public Works Department and City Hall were declared obsolete. This is being presented in Resolution 1885. Mary Riley contacted Parks Director Mark Peterson about putting barn quilts on the north exterior of Memorial Hall, but no action was taken. Bids for the golf course wide area mower were reviewed. Professional Turf Products presented a bid for a new Toro Groundsmaster 4000D for \$63,425 or a demo Groundsmaster for \$53,000. Kansas Golf and Turf presented a bid for a new Jacobson HR 600 for \$57,669 or a demo Jacobson for \$52,600. Van Wall presented a bid for a new John Deere 1600 for \$51,000 or a demo for \$49,500. The City currently has a John Deere model which has been difficult to maintain. The budgeted amount for this item is \$51,000 under a 3 year lease of \$17,000 per year. Mr. Topete made a motion, seconded by Mr. Daugherty, to accept the lowest, best bid from Professional Turf Products for the Toro demo mower at \$53,000.

Mr. Daugherty reported the Public Works Committee is between meetings with the next meeting scheduled for November 5.

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. Barlow for the Planning, Zoning & Historic Preservation, and Mr. Collier for the Carthage Water and Electric Plant.

Mayor Rife reported on his attendance at the Maple Leaf Parade, and he had witnessed the setting of a stone at Pioneer Cemetery. Mayor Rife entertained a motion to form a 2020 Census Committee that would focus on increasing citizen participation in the census. Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the appointment of Ceri Otero, Ray West, Juan Topete and Ed Barlow to the committee. Motion carried.

During Reports of Council Members, Mr. Armstrong stated he had read in the minutes from the Public Services Committee that Memorial Hall is in the Historic Preservation District and that was incorrect, Memorial Hall is not in the Historic Preservation District.

Police Chief Greg Dagnan reported only two cars had been towed during Maple Leaf.

Fire Chief Roger Williams gave an update on operations at Fire Station #2, and he reported ISO will be in town on October 25 for an inspection.

Public Works Director Zeb Carney reported Hunter Chase is being charged liquidated damages of \$500 per day due to the delay on the Fairview Widening project. Street Department employee Bob Sanders has announced his retirement effective January 3 after 25 years of service.

Parks Director Mark Peterson reported the last event of the season will be held this weekend at the golf course. Staff will then review the marketing plan and analyze operations in preparation of the next season.

City Administrator Tom Short reported on the following: a performance agreement with the City and Leggett and Platt, Project Vacca, evaluation of economic development reports, upgrades to the City's webpage, compensation and benefit study specifications have been sent out, and an agreement with the county to store office furniture during their renovation.

The Committee on Claims filed a report in the amount of \$1,495,981.76 against the following funds: General Revenue \$64,649.48, Public Health \$125,099.54, Parks Stormwater \$36,703.44, Golf \$4,131.94, Parks & Recreation \$7.42, Library \$25,000.00, Fire Protection \$414.89, Capital Improvements \$72,617.40, Payroll \$167,357.65 and Carthage Water & Electric \$1,000,000.00. 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.

Mr. Armstrong made a motion, seconded by Mr. Newport, to approve Resolution 1885 – 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 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, Topete and West.

During closing remarks, council members thanked all involved for their work with Maple Leaf festivities. Mr. Barlow stated he would like to promote discussions to highlight other streets in town for Halloween by moving the celebration to other areas.

Mr. West made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:17 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

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**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.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

***NEW
BUSINESS***

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1885

A RESOLUTION APPROVING THE DECLARATION OF CERTAIN MATERIALS AND PIECES OF EQUIPMENT AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THEIR DISPOSITION.

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

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

WHEREAS, City's Public Works Director and City Clerk have submitted a list of said obsolete or surplus materials to the City Council for review and consideration of declaring such items as surplus or obsolete.

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

That the attached list of copier equipment is determined and declared to be obsolete and surplus to the City of Carthage's needs and are authorized for disposal through a donation to the Diamond Special Road District and City of Diamond, respectively.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

SURPLUS LIST OF EQUIPMENT OCTOBER 22, 2019

Public Works

Copier

- Canon IR-ADV C350; SN QNN09625

City Hall/Clerk

Copier

- Canon IR-ADV 4245; SN RKM15322

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, OCTOBER 7, 2019 5:30 P.M.
CITY HALL CONFERENCE ROOM

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

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Council Members Ceri Otero and Ed Barlow, and Citizen Eli Bruton

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

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

OLD BUSINESS:

1. Consideration and approval of minutes from previous meeting. Mr. Topete made a motion to approve the minutes for the September 5 Budget meeting. Motion carried 4-0
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.

"This item was requested to be considered again at this month's meeting. The Chairman and Committee requested discussion of this item at the last Committee meeting. The City has been discussing a Use Tax, in earnest, since 2012 when the "Street Decision" by the Missouri Supreme court created a loophole in the Missouri Sales Tax laws allowing vehicles purchased out of state or from an individual to be exempted from the local Sales Tax. For a short period, Missouri cities that did not have a local Use Tax in place, lost the tax revenues they once had from vehicle sales. In 2013 the City attempted to pass an issue involving the vehicle titling portion and the retail portion of this issue. It was defeated by a 13.8% or 33 vote margin. In August 2017, the City placed on the ballot just the titling (portion) of motor vehicles, trailers, boats and outboard motors that were purchased from a source other than a licensed Missouri dealer of this tax. Voters passed this tax by a margin of 69% for and 31% against. This progression was also roughly experienced by the Cities of Joplin, Carl Junction, Airport Drive and Alba. As Carthage's percentage of General Fund's Sales Tax is about 27% of revenues, and as sales from e-commerce continue to grow, there is a concern of being able to maintain operational service levels in the General Fund, as well as leveling the playing field for brick and mortar businesses. The Budget Committee had previously discussed the possibility of calling for an August 07, 2018 election considering, among other things, what the City of Joplin would be doing. Included are a couple of Joplin Globe articles from back then regarding Joplin's discussions and the Committee's support for an August election, which ultimately was defeated. Since then, Joplin has changed their position and have put a 1/2 percent General Sales Tax issue for vote on the November 2019 election. The tax would be dedicated to resolving the issues Joplin

has been having with its Police & Firemen's Pension Fund and change out to a LAGERS system for new employees. Additionally, the City of Carl Junction has attempted three times, and failed, to get this item passed. Included is information regarding Use Taxes for background that was in the last packet, a US Census Bureau News report about the growth of e-commerce, an estimated amount of potential 2015 Use Tax projected by the Department of Revenue provided by MML, a list of Municipalities with a Use Tax as of 5/10/2018, and an election calendar for 2020. Timing is as much a factor in passing issues like this as the issue itself. We'll discuss some timing concerns along this line at the meeting."

Mr. Short reviewed the election calendar, noting the importance of timing. In 2015, it was estimated that the City would generate an additional \$263,000 in revenue with passage of a use tax. Citizen Eli Bruton noted e-commerce isn't going away. Mr. Bruton suggested waiving the fee for occupational license for businesses as an incentive to get business owners to support the use tax initiative. Mr. Snow suggested a marketing strategy be devised and capital improvements should be reviewed to determine how the additional revenue could be used. The November meeting was rescheduled to November 4 due to Veteran's Day falling on the next regularly scheduled meeting. Mr. Snow suggested inviting all department heads and all council members to the meeting for a one-hour mini workshop to be included on the agenda.

NEW BUSINESS:

1. Consider and discuss Request for Proposals for Comprehensive Compensation Study.

"The idea of a new Classification and Compensation Study has been discussed at a number of previous meetings. Included in the packet is a DRAFT of a Request for Proposal (RFP) whereby The City of Carthage, Missouri invites proposals from qualified consulting firms to complete a Classification and Compensation Study. The TENTATIVE TIMETABLE for the study would attempt to have numbers for the fiscal 2021 budget. The TENTATIVE TIMETABLE is:

<i>Release of Specifications</i>	<i>October 14, 2019</i>
<i>Initial response date</i>	<i>November 08, 2019</i>
<i>Short list</i>	<i>November 14, 2019</i>
<i>Personal interviews</i>	<i>November 21, 2019</i>
<i>Reference checks and review</i>	<i>November 28, 2019</i>
<i>Recommendation to Committee</i>	<i>December 09, 2019</i>
<i>Contract negotiations</i>	<i>December 16, 2019</i>
<i>Contract award</i>	<i>January 14, 2020</i>
<i>Effective Date</i>	<i>January 15 2020</i>

Additionally, a Review Committee consisting of five (5) members would review the submissions, prepare a short list, conduct the interviews, and negotiate a contract. The Review Committee would then forward its recommendation to the full City Council for final action. The Review Committee would consist of the Chairman and Vice-Chairman of the Budget Ways & Means Committee of the City Council, the Mayor, City Administrator, and City Clerk. A final contract would be presented to the City Council for approval. If the Committee is generally satisfied with the RFP, we would send it out to vendors we know that are interested and advertise it no later than October 14, 2019. We will also need to eventually amend the budget to appropriate funds for the study. We can do this prior to awarding a contract when we have specific numbers or can estimate about \$30,000 -

\$45,000.”

Mr. Short reported the specifications are basically the same as used in 2008 and 2015 with minor wording changes. The tentative timeline was reviewed. The committee that will review the proposals consists of the Mayor, City Administrator, City Clerk, and Budget Committee Chair and Vice Chair. Mr. Short has a list of twelve companies to contact regarding the study. Mr. Topete wants to ensure transparency throughout the process. The Committee approved the RFQ and instructed Mr. Short to send out the proposals.

2 Staff Reports.

- a) *Sales Tax Report; as of the writing of this memo, we have not received the Sales Tax numbers for October. We do expect them by Monday. If we receive them, we will bring the report to the meeting.*
- b) *Due to time constraints, we will not have the detailed spreadsheets on the first quarter's unaudited budget reports for the Committee. However, we've included the regular monthly reports for the Committee. We will review and discuss these at the meeting. We want to keep up on any potential problems or concerns regarding the economic condition of the City's budget in order to make any necessary adjustments in a timely manner in case reviews reveal serious problems in order to preserve services levels. Right now, there are no red flags.*
- c) *As you may recall, the County Court inquired about using City facilities for conducting court during the court construction project. That request has been withdrawn. However, they would like to use our basement for storage of office furniture during construction. They are needing a place to store the office furniture for 3 Judges, 1 Family Court Commissioner and the Jasper County Circuit Clerk for a year to 18 months. The City and the Court previously had an agreement for leasing space in the basement of City Hall. If there are no problems with this, we will refine the agreement to facilitate this.*
- d) *The Chamber of Commerce is reviewing/discussing a request that it received from the CVB Board to merge the CVB functions in to the Chamber. The plan is to have the Chamber of Commerce present their "proposal" to the Budget Committee regarding the CVB Agreement for discussion, etc., for a recommendation to the full Council. It is anticipated that a full proposal will be submitted to the Committee for its November meeting.*
- e) *It looks like the Committee's next scheduled meeting falls on November 11, 2019. This is Veterans Day and a City Holiday. In light of the above item, the Committee will need to decide about rescheduling the meeting.*
- f) *The Direct Loan for the Wastewater Treatment Work, which was approved by the Council at the September 24, 2019 meeting was closed on Friday, September 27, 2019.*

Mr. Short reviewed the sales tax revenues which are up approximately 5.96% compared to the same time last year. Financial reports were reviewed with no red flags noted. Staff is working with the county regarding using the basement at City Hall to store their office furniture during remodel. The possible merger of the Chamber and CVB was discussed. Any contract changes for these entities would need to be approved by the Budget Committee and then Council.

3. Other Business. None known at this time.

ADJOURNMENT: The meeting adjourned at 6:54 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, OCTOBER 8, 2019
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Clerk Traci Cox and Police Chief Greg Dagnan

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. Newport, the minutes of the September 24, 2019 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 3-0 on a motion by Mr. Barlow.

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.**

Chief of Police Greg Dagnan presented an 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. This program is a seven week program with training held one week each month for seven months. Approximate cost to the City is \$9500. Mr. Newport moved to approve the agreement and send to council. Motion carried.

2. **Staff Reports:** City Clerk Traci Cox reported on a meeting with Anthem representatives to review a Utilization report and discuss future changes to the plan. The auditors completed their field work and hope to present the final audit in December. The Wellness Committee is working to implement a point-based wellness program.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:34 PM. Motion carried 3-0.

Traci Cox
City Clerk

PUBLIC SERVICES COMMITTEE

October 15, 2019
City Hall
326 Grant Street

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

Members Absent; James Harrison

Staff Present; Mark Peterson, Traci Cox and Lorie Neubert

Non-Members Present; Ceri Otero, Abi Almindinger

At 5:35 P.M. Mr. Topete called the meeting to order.

**Mr. Daugherty moved to approve minutes from the September 2019 meeting.
Motion carried.**

NEW BUSINESS:

1. Consider and discuss declaring copiers from Public Works and City Hall surplus.

Ms. Cox reports the Public Works department and City Hall have surplus copiers after recently receiving new copiers and would like to donate the old copiers to the City of Diamond.

Mr. Daugherty made a motion to donate old Canon IR-ADV C350 and Canon IR-ADV 4245 copiers to the City of Diamond. Motion carried.

2. Consider and discuss barn quilts for North side exterior of Memorial Hall.

Mr. Peterson reports being contacted by Mary Riley about putting barn quilts on Memorial Hall North exterior wall. Mr. Peterson believes windows may be under the exterior and will possibly be exposed at some time for another purpose. Mr. Topete asks who will be funding the purchase of the barn quilts. Mr. Peterson states that Ms. Riley is still working on a proposal. Mr. Daugherty believes that Memorial Hall should stay a "memorial". Ms. Almandinger reports that Ms. Riley had also approached her group Vision Carthage and they felt the barn quilts would not be an appropriate representation of Carthage and suggests if the City wants something on Memorial Hall, a mural would be a better choice. Memorial Hall is a building that falls under Historical Preservation.

3. Consider and discuss bids for golf course wide area mower.

Mr. Peterson presents bids from 3 companies that met specs for a wide area mower. Professional Turf Products submitted a bid for a new Toro and a demo

Toro mower.

Kansas Golf and Turf presented bids for a new Jacobson and a demo Jacobson, and Van Wall had a bid for a John Deere mower. All of the models having been tried by golf maintenance employees. Mr. Peterson reports that the John Deere wide area mower currently in use has been difficult to maintain in good working order in 5 years and the Van Wall bid for a John Deere mower would more than likely have the same issues. Mr. Peterson reports that the wide area mower gets the most use of any piece of golf maintenance equipment and his and golf maintenance staff's recommendation is the demo Toro mower with 400 hours from Professional Turf Products. **Mr. Daugherty made a motion to accept the bid from Professional Turf Products for a Toro demo with 400 hours at \$53,000. Motion carried.**

STAFF REPORTS

Parks and Recreation Director- Mark Peterson

Mr. Peterson reports that golf rounds were down in September due to rainy weather. Rounds are down 4% for the year. October is looking good so far.

Will be opening sealed bids on a dump truck and a flame thrower on October 28.

Chanti Beckham will be reporting and presenting a plan for community gardens at Griggs Park possibly next month.

Mr. Peterson is currently working with Here4Carthage on the funding for pickle ball courts in Griggs Park.

Hodkin Masonry has begun the repairs to the entrance at Carter Park.

Memorial Hall parking lot lights have been installed by CWEP.

Memorial Hall resurfacing of parking lot still 3 or 4 weeks out.

New shelter for Municipal Park has been delivered and will be starting installation soon. Engineering documents from Anderson Engineering have been received for the addition to the Parks and Recreation maintenance building.

Mr. Barlow moved for adjournment.

Meeting adjourned at 6:10 P.M.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes – September 10, 2019

The Carthage Public Library Board of Trustees met Tuesday, September 10, 2019 in the Carthage Public Library Board Room.

The official meeting was called to order at 5:15 pm by Peggy Ralston.

Roll Call

Board members present were Carrie Campbell, Gary Cole, Donna Maggard, Peggy Ralston, and Sandy Swingle. Also present was Julie Yockey, library director.

Minutes of the Last Meeting

Motion was made to approve the August 14, 2019, by Gary Cole, and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. August financial report was presented. A motion to approve financial report was made by Gary Cole and seconded by Donna Maggard. Motion passed unanimously.

Director's Progress and Service Report

Attached. Julie presented her September 2019 report. State librarian, Robin Westphall, will be attending our October meeting.

President's Message

No report

Council Liaison's Report

No report

Committee Reports

Building Committee – Gary reported about the roof. Gary met with the inspector and the inspector did a thorough job. It was determined that the mortar needs to be replaced on several areas of the old portion of the building. The board approved repairs costing up to \$10,000.00.

Budget Committee – No report

Community Relations – No report

By-Laws – No report

Library Gardens – Peggy will meet with Miriam and Amy Grimes about the Tim Geisert memorial tree.

ADA Compliance – No report

Communications – No report

Unfinished Business

No report

New Business – Interested contractors are invited to walk through the library building at 10am on Thursday, September 19th before placing bids for the new construction. Bids will be opened on September 26th at 3:00pm.

Julie reported that she had received 5 bid proposals from area banks for the RFP line of credit for the new building project. After discussion, Donna moved that the board accept the lowest bid proposed by Community National Bank, and Sandy seconded. Motion passed unanimously. Julie will be in contact with Darrin Kaempfe, VP of CNB.

Julie called the State Library to verify that we are an independent library and that a public vote is not necessary to move forward on the building project. The library is a municipal voted tax library independent of the city. Julie also sought Kevin Checkett's counsel, as well. He will send a letter stating that we are independent and can go forward. The library owns itself.

Payment of Bills

Gary moved to pay the August bills with a second by Donna. Motion passed unanimously.

Adjournment

With no further business, Gary made a motion to adjourn the August meeting. Donna seconded. Motion passed unanimously. Meeting was adjourned at 6:25.

Respectfully submitted,

Carrie Campbell



Secretary



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet October 17, 2019, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: August 2019

APPROVAL OF DISBURSEMENTS:	August	\$3,465,347.45
	September	\$3,155,893.53

FINANCIAL STATEMENT: August & September

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration for the purchase of fiber cable and materials for the "Macon-02" fiber extension
2. Consideration of health insurance proposal
3. Consideration of dental insurance proposal

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

CWEP BOARD MEETING MINUTES

October 17, 2019

The Carthage Water & Electric Plant Board met in regular session October 17, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

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

Staff:

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

President Baucom called the meeting to order at 4:02 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Lambeth and seconded by Beimdiek to approve the minutes of the regular meeting of August 15, 2019 as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Goff and seconded by Beimdiek to approve disbursements for August in the amount of \$3,465,347.45 passed unanimously.

A motion by Lambeth and seconded by Goff to approve disbursements for September in the amount of \$3,155,893.53 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for August noting that the net income for the utility combined is ahead of both budget and prior year by \$306,000 and \$346,000 respectively for the month. Included in this net income is approximately \$170,000 of back interest income. This

was due to a clerical error with the bank. She noted that for the year to date power and water loss percentages came in at 7.09% and 9.85%, respectively.

A motion by Lambeth and seconded by Goff to approve August financials passed unanimously.

CFO Nugent presented the financials for September noting that the net income for the utility combined was ahead of both budget and prior year by approximately \$50,000 for the month. She noted that for the year to date power and water loss percentages came in at 5.43% and 8.51%, respectively.

A motion by Goff and seconded by Beimdiek to approve September financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: General Manager Bryant introduced four new employees to the Board. The following employees were recognized: IT Help Desk Technician: Sabrina Menapace; Field Service Representative: Michael Greenstreet; Water Distribution/Collections Operator: Scott Gardner; Electrical Technician B: Jacob Terry. GM Bryant commended them for the work they have already done and is excited for what the future is to hold with these individuals on staff.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION FOR THE PURCHASE OF FIBER CABLE AND MATERIALS FOR THE "MACON-02" FIBER EXTENSION

General Manager Bryant reported that the Carthage Water and Electric communications department is requesting to purchase fiber cable and materials which is needed to extend residential fiber service to prospective service locations in the vicinity of the Macon Street Water Tower. Bryant noted that this area will consist of approximately 292 service locations. The cost of purchasing this material will be in the amount of \$42,963.47, which will exceed the \$25,000.00 threshold that requires formal bidding.

GM Bryant recommends moving forward with this request of purchasing the material which is needed to extend residential fiber service to prospective service locations.

A motion by Lambeth and seconded by Schmidt to approve the purchase of fiber cable and materials for the "Macon-02" fiber extension, passed unanimously.

CONSIDERATION OF HEALTH INSURANCE PROPOSAL

General Counsel Ludwig reviewed the proposal from Cox Health Insurance for renewing the existing plan as is with no change in coverage and 0% increase in premium. Tobacco policies will also stay the same, tobacco users will pay 25% of the cost of their premiums. Ludwig outlined with the Board the method the Board has authorized in the past and noted that other proposals received were not competitive when comparing the plan coverage and rates.

A motion by Goff and seconded by Schmidt to accept the Cox Partners 80 Plan, with no change in coverage and 0% increase in premium, passed unanimously. Beimdiek was present in the meeting but abstained from voting.

CONSIDERATION OF DENTAL INSURANCE PROPOSAL

General Counsel Ludwig reviewed the Dental Insurance Proposal, reporting that it would be 100% voluntary and employee funded. Ludwig noted that other proposals received did not compete when comparing plan coverage and rates, she added that this proposal made the most sense for our employees.

A motion by Lambeth and seconded by Goff to accept the Principal Voluntary Dental Insurance, passed unanimously. Beimdiek was present in the meeting but abstained from voting.

STAFF REPORTS:

General Manager Bryant noted that Natural gas prices are getting pretty low. He reported he attended a meeting with the Mayor and Public Works Director of Lockwood to discuss the work our crews have been doing for them. Bryant commended our Electric crews on the lights they have installed for the Fair Acres YMCA, he added that he has received a lot of compliments from that project and is glad we could be a part of it. GM Bryant updated the Board on the status of DNR's investigation into the PCE plume discovered in groundwater in the Carthage area. Bryant also mentioned the tech team have been hard at work with locking down websites in an effort to secure our system, Cyber security has become a main priority for the tech team. He also reported the RP3 application has been completed and submitted, results are expected early 2020.

CFO Nugent stated the bond issue closed on the wastewater treatment plant.

General Counsel Ludwig informed the board that Carthage water and electric is fully staffed, there are currently no open positions.

Director of Power Services Emery reported the repairs on generator #11 are finished.

Executive Assistant Stump announced the date of the Company Christmas Party.

BOARD MEMBER COMMENTS:

City Liaison Collier thanked GM Bryant for diffusing a lot of questions about the PCE Plume site at the City Counsel Meeting.

At 5:00 p.m. the meeting adjourned.

President – Neel Baucom

Secretary – Steve Beimdiek

***AGENDAS
STANDING
COMMITTEES***

**PUBLIC SERVICES COMMITTEE
TUESDAY OCTOBER 15th, 2019
5:30 P.M.
CITY HALL CONFERENCE ROOM
326 GRANT STREET**

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

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

New Business

1. Consider and discuss declaring copiers from Public Works and City Hall surplus.
2. Consider and discuss Barn Quilts for north side exterior of Memorial Hall.
3. Consider and discuss bids for golf course wide area mower.

Staff reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

City of Carthage



NOTICE OF MEETING

Public Safety Committee – Agenda

Monday October 21, 2019

5:30 p.m.

Carthage City Hall – Upstairs Conference Room
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Discuss update on school zone at Fairview School
3. Discuss update on crosswalk at 2nd and Grant.

CITIZEN PARTICIPATION

1. Consider and discuss Parking ordinance change – Abi Almandinger
2. Consider and discuss No parking zone on SE corner of Sophia and Budlong – Ann Stocker
3. Consider and discuss Christmas Parade – Mark Sponaule
4. Consider and discuss Run Through Lights – Chanti Beckham

NEW BUSINESS.

1. Staff reports
 - a. Police Department
 - b. Fire Department
 - i. Acceptance of donation
 - ii. Discuss PPE bids

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

October 22, 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. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

CORRESPONDENCE

**Carthage Public Library
Balance Sheet - Cash basis
September 30, 2019**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 158,970.74
Cash in bank - Simmons Bank	29,644.31
Cash in bank - Community National Bank	100.00
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Employee advance	2,800.00
MOSIP Investment	<u>662,782.22</u>
Total Current Assets	<u>854,557.27</u>
 Total Assets	 <u><u>\$ 854,557.27</u></u>

Liabilities and Net Assets

Net Assets

Unrestricted Net Assets	\$ 579,161.12
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	13,048.92
Debbie Putnam - Ebooks	30,139.74
Debbie Putnam - Children's section	2,000.00
Library Gardens	13,403.70
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57
Spotlight on Literacy - MOSL -2020	2,189.25
Spotlight on Literacy Grant - Local - 2020	13,778.65
Steadley Trust	2,546.16
Summer reading program - Local - 2019	75.18
Summer reading program - MOSL grant - 2019	(2,489.79)
Thelma Stanley Foundation Grant	7,012.96
Operational reserves	195,998.47
Change in net assets	<u>(20,692.58)</u>
Total Net Assets	<u>854,557.27</u>
 Total Liabilities and Net Assets	 <u><u>\$ 854,557.27</u></u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and three months ended September 30, 2019

	2019	Monthly	Monthly	2019	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Revenue						
Book sale income	\$ 144.95	\$ 250.00	\$ (105.05)	\$ 527.75	\$ 3,000.00	\$ (2,472.25)
Copier income	679.35	583.34	96.01	1,842.60	7,000.00	(5,157.40)
Donations	1,143.29	0.00	1,143.29	3,454.04	0.00	3,454.04
Donations-restricted	31,034.00	1,125.00	29,909.00	31,549.00	13,500.00	18,049.00
Fax income	106.00	83.34	22.66	248.80	1,000.00	(751.20)
Fine income	703.75	583.34	120.41	2,091.93	7,000.00	(4,908.07)
Interest income	2,113.91	833.34	1,280.57	31,697.21	10,000.00	21,697.21
Non-resident fee income	800.00	666.67	133.33	2,040.00	8,000.00	(5,960.00)
Payment for lost books	55.92	0.00	55.92	137.06	0.00	137.06
Postage income	2.50	166.67	(164.17)	2.50	2,000.00	(1,997.50)
State aid	0.00	1,000.00	(1,000.00)	0.00	12,000.00	(12,000.00)
Sur tax	0.00	1,500.00	(1,500.00)	0.00	18,000.00	(18,000.00)
Tax income	2,301.75	16,916.67	(14,614.92)	3,467.70	203,000.00	(199,532.30)
Tax income - Park and storm water	47,899.78	38,966.67	8,933.11	122,685.27	467,600.00	(344,914.73)
Miscellaneous income	32.49	166.67	(134.18)	454.99	2,000.00	(1,545.01)
Other income	24.59	166.67	(142.08)	312.02	2,000.00	(1,687.98)
Total revenue	87,042.28	63,008.38	24,033.90	200,510.87	756,100.00	(555,589.13)

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and three months ended September 30, 2019

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	34,322.69	40,509.66	6,186.97	128,197.27	486,116.00	357,918.73
Lagers	1,805.85	1,959.91	154.06	6,679.46	23,519.00	16,839.54
Insurance - health	405.36	1,250.00	844.64	3,942.14	15,000.00	11,057.86
Payroll taxes - FICA	2,626.19	3,042.91	416.72	9,808.54	36,515.00	26,706.46
Total payroll expenses	39,160.09	46,762.48	7,602.39	148,627.41	561,150.00	412,522.59
Employee goodwill	512.29	250.00	(262.29)	1,316.92	3,000.00	1,683.08
Advertising	0.00	83.33	83.33	0.00	1,000.00	1,000.00
Audio-visuals	45.92	166.66	120.74	330.25	2,000.00	1,669.75
Books	2,394.85	2,500.00	105.15	9,800.77	30,000.00	20,199.23
Books - children's	1,823.04	1,250.00	(573.04)	8,308.84	15,000.00	6,691.16
Contract fees	1,731.40	3,083.33	1,351.93	15,371.55	37,000.00	21,628.45
Dues and travel	451.27	833.33	382.06	1,856.96	10,000.00	8,143.04
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	583.33	583.33	0.00	7,000.00	7,000.00
Information technology (IT)	2.99	583.33	580.34	559.98	7,000.00	6,440.02
Insurance	0.00	2,083.33	2,083.33	2,746.00	25,000.00	22,254.00
Legal and professional	0.00	500.00	500.00	0.00	6,000.00	6,000.00
Periodicals	47.39	500.00	452.61	3,359.63	6,000.00	2,640.37
Postage	128.69	125.00	(3.69)	264.67	1,500.00	1,235.33
Programs - adult	150.69	500.00	349.31	1,073.31	6,000.00	4,926.69
Programs - children	95.88	1,083.33	987.45	1,295.09	13,000.00	11,704.91
Programs, teens	0.00	83.33	83.33	325.79	1,000.00	674.21
Repairs and maintenance	4,068.74	2,916.66	(1,152.08)	9,236.92	35,000.00	25,763.08
Supplies	1,582.59	2,083.33	500.74	4,443.14	25,000.00	20,556.86
Telephone	610.83	500.00	(110.83)	1,299.07	6,000.00	4,700.93
Utilities	2,677.07	2,916.66	239.59	7,487.15	35,000.00	27,512.85
	16,323.64	22,916.61	6,592.97	72,576.04	275,000.00	202,423.96
Total expenses and losses	55,483.73	69,679.09	14,195.36	221,203.45	836,150.00	614,946.55

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and three months ended September 30, 2019

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	31,558.55	(6,670.71)	38,229.26	(20,692.58)	(80,050.00)	59,357.42
Transfers from temporary restricted	3,880.78	6,670.84	(2,790.06)	15,219.89	80,050.00	(64,830.11)
Transfers to temporary restricted	(31,034.00)	0.00	(31,034.00)	(31,549.00)	0.00	(31,549.00)
Increase/(Decrease) in unrestricted net assets	<u>4,405.33</u>	<u>0.13</u>	<u>4,405.20</u>	<u>(37,021.69)</u>	<u>0.00</u>	<u>(37,021.69)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and three months ended September 30, 2019

	2019	Monthly	Monthly	2019	Annual
	Month Actual	Budget	Variance	Year to date	Variance
Changes in temporarily restricted net assets					
Debbie Putnam - Children's section	(2,000.00)			(2,000.00)	
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,258.00			4,258.00	
Spotlight on Literacy Grant - MOSL - 2020	6,776.00			6,776.00	
Summer reading program - Local - 2019	0.00			515.00	
Mult Purpose Building	22,000.00			22,000.00	
Debbie Putnam - Ebooks	0.00			(3,500.00)	
Library Gardens	0.00			(185.83)	
Spotlight on Literacy (RTR) Grant - MOSL 2020	(1,383.88)			(1,461.38)	
Spotlight on Literacy (RTR) Grant - Local 2020	(233.71)			(353.71)	
Spotlight on Literacy Grant - MOSL 2020	(1,187.50)			(2,843.75)	
Spotlight on Literacy Grant - Local - 2020	(1,075.69)			(3,013.19)	
Summer reading program - Local - 2019	0.00			(75.18)	
Summer reading program - MOSL - 2019	0.00			(3,786.85)	
Increase/(Decrease) in temporarily restricted net assets	27,153.22			16,329.11	
Change in net assets	\$ 31,538.55			\$ (20,692.58)	

See accountant's compilation report.

**Carthage Public Library
Gift Account Activity
For the one month and three months ended September 30, 2019**

Beginning	Increases	Decreases	Ending
Balance			Balance
\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
13,048.92	0.00	0.00	13,048.92
30,139.74	0.00	(3,500.00)	26,639.74
2,000.00	(2,000.00)	0.00	0.00
13,403.70	0.00	(185.83)	13,217.87
4,397.25	4,258.00	(1,461.38)	7,193.87
7,735.57	0.00	(353.71)	7,381.86
2,189.25	6,776.00	(2,843.75)	6,121.50
13,778.65	0.00	(3,013.19)	10,765.46
2,546.16	0.00	0.00	2,546.16
75.18	515.00	(75.18)	515.00
(2,489.79)	0.00	(3,786.85)	(6,276.64)
7,012.96	0.00	0.00	7,012.96
22,000.00	22,000.00	0.00	22,000.00
195,998.47	0.00	0.00	195,998.47
\$ 296,088.73	\$ 31,549.00	\$ (15,219.89)	\$ 312,417.84

Boylan Grant
CPL Development Foundation
Debbie Putnam - Ebooks
Debbie Putnam - Children's section
Library Gardens
Spotlight on Literacy (RTR) Grant - MOSL 2020
Spotlight on Literacy (RTR) Grant - Local 2020
Spotlight on Literacy - MOSL - 2020
Spotlight on Literacy Grant - Local - 2020
Steadley Trust
Summer reading program - Local - 2019
Summer reading program - MOSL grant - 2019
Theima Stanley Foundation Grant
Multi Purpose Building
Operational reserves
Totals

Carthage Public Library Check register

September 1, 2019 - September 30, 2019

Date Reference Description Amount

09/09/19	Cash in bank - Simmons Bank	TASCINSURAN	300.00
09/10/19		Baker & Taylor	807.74
09/10/19		Bloom Boudque	89.00
09/10/19		Carthage Water & Electric	2,624.40
09/10/19		Forette By Countryside	12.98
09/10/19		Gale/Cengage Learning Inc	38.92
09/10/19		Great America Financial Services	181.14
09/10/19		Houghton Bindery	221.25
09/10/19		LakeLand Office Systems, Inc	124.80
09/10/19		Lowes Business Acct/GEORB	140.40
09/10/19		Sherril Luce	153.01
09/10/19		PineWood Nursery, Inc.	729.99
09/10/19		Recorded Books	62.94
09/10/19		Sam's Club MC/SYNCR	526.69
09/10/19		Schmidt Associates P.C.	55.00
09/10/19		TASC	105.36
09/10/19		Unique Management Services, Inc.	80.55
09/10/19		Wolman Trophies & Awards	47.40
09/10/19		Julie Yockey	238.61
09/13/19		Impound Payment - Tax Agent	464.50
09/13/19		Impound Payment - Firm Vendor	157.20
09/13/19		Internal Revenue Service	3,949.65
09/19/19		Amazon	1,084.33
09/19/19		AT&T	83.55
09/19/19		Baker & Taylor	317.66
09/19/19		Carthage Printing Services	145.75
09/19/19		CDL Electric, Inc.	130.00
09/19/19		Children's Plus Inc.	1,233.71
09/19/19		Gale/Cengage Learning Inc	438.43
09/19/19		Lowes Business Acct/GEORB	51.00
09/19/19		OCLC, INC.	336.60
09/19/19		Race Brothers	226.86
09/19/19		Reed Electrical Contracting LLC	551.55
09/19/19		Schender Pest Services	2,250.00
09/19/19		Spire	52.67
09/26/19		Abdo-Spotlight-Magic Wagon	55.85
09/26/19		AFLAC	866.52
09/26/19		Alice Greenwood-Mathe	400.00
09/26/19		Carthage Parks & Recreation Dept	25.00
09/26/19		Petty Cash	30.00
09/26/19		Race Brothers	17.99
09/26/19		Total Electronics Contracting Inc	378.95
09/26/19		VISA Card Services	427.11
09/26/19		Voya Financial	150.82
09/26/19		Wampler Plumbing Repair	50.00
09/26/19		Jerry Welch	35.31
09/26/19		Judy Welch	6.42
09/27/19		Impound Payment - Tax Agent	455.00
09/27/19		Impound Payment - Firm Vendor	121.80
09/27/19		Internal Revenue Service	3,929.05
09/30/19		Baker & Taylor	382.19
09/30/19		Carthage Printing Services	310.36
09/30/19		Children's Plus Inc.	39.93
09/30/19		Community National Bank	100.00
09/30/19		Great America Financial Services	181.14
09/30/19		Joplin Fire Protection Company	476.50

Carthage Public Library
Check register
September 1, 2019 - September 30, 2019

Date	Reference	Description	Amount
09/30/19	32892	Rhonda Wyrsh	25.96
09/30/19	LAGERS-PMT	MO Lagers Payment	2,655.67
09/30/19	P89	2019 Deductions	26,448.52
09/30/19		Payroll Journal Entry	55,583.73
		Total demand	

Director's Progress and Service Report
October 2019
Julie Yockey, Director

“And all at once, summer collapsed into fall!” Oscar Wilde

Thank goodness, summer has collapsed, and with the cooler temps, a change in attitude abounds! Everyone seems to feel better, from patrons to staff, and even the mailman and UPS driver, all feel better without the extreme heat. The Library has pretty awesome programs scheduled for fall, you will surely not want to be left out.

The Carthage Fire Department is with us for Story Times this week as we celebrate and educate our youngest of learners about fire safety. Everyone loves our firemen, and the children had a great time. Adult citizenship classes are full to the brim. I am so proud of our students and teachers. They are determined and devoted to learning. Check out the great article on the front page of the Joplin Globe from Monday, October 7. The Citizenship Class held a Class Reunion on Saturday the 5th, which showed a great turnout from our 24 new citizens. In November I have been asked to partner with the USCIS to do a webinar for the State Library in order to educate other public libraries in our state about how to implement a citizenship program like we have in place in Carthage.

The Missouri Library Association yearly conference was last week in Kansas City. Sherri Luce, Children's Director and I attended and represented our library. The three days were full of networking, workshops, learning about new technology and materials, as well as a bit of fun seeing old friends. Some of the workshops that Sherri and I attended covered things like; early literacy, children's book awards, intellectual freedom, DIY programs, makerspace programs, grant opportunities at the State level, legislation etc. Great things to bring back to the library to share.

Pinewood Nursery is back with us this week planting flower beds along the south side of the original library. Due to renovation a year ago, we have had to start all over with landscaping in that area. Thanks goes out to the Boylan Trust for their continued support of our Garden area and for providing the funds to create the new gardens and also for helping us with completing the repairs on our garden fountain.

Baucom Masonry completed their repairs to the original library walls that have been leaking on the west and east sides. Gary Cole will fill us in on those repairs. The roof over the internet desk continues to leak when we have rain. Curtis Garner, contractor, has been in contact with Gary Cole, and a plan for completing these repairs will be shared with the Board this evening.

The bids for our new multipurpose/educational building were opened on September 26th. We hope to be able to choose a contractor for the project this evening. Exciting times are ahead!!!

Have a great rest of your month, stop by your library to see all the new and exciting materials that are out for fall.

Respectfully submitted, Julie Yockey

**Children's Progress Report
September 2019, Sherri Luce**

This September, we've hosted two English Story Times, and one Bilingual Story Time here at the Library; and one tour/story time to a home school group. I have visited several of our partnering agencies, and outreach programs will officially begin October 8. Even with school back in session, our Children's Department has several visitors each day, at all times of the day.

The Missouri Librarians Association annual conference begins October 2. I look forward to visiting with librarians from across the state and bringing back fresh ideas to incorporate into our programs. Believe it or not, planning for summer 2020 is well underway!

CIRCULATION REPORT for September 2019

New Books/Periodicals	
Adult Books	<u>122</u>
Adult Periodicals	<u>83</u>
YA Books	<u>1</u>
YA Periodicals	<u>1</u>
Juvenile Books	<u>66</u>
Juv Periodicals	<u>7</u>
Totals	<u>280</u>

New Applications	
Adult	<u>73</u>
Juvenile	<u>48</u>
Total	<u>121</u>

AWE Computers	
AWE #1	<u>93</u>
AWE #2	<u>89</u>
AWE #3 (Bilingual)	<u>91</u>
AWE #4 (Bilingual)	<u>79</u>
Total	<u>352</u>

Computer Use	
Adult	<u>690</u>
Reference/Genealogy	<u>2</u>
Microfilm	<u>3</u>
Juvenile	<u>67</u>
Tablets	<u>32</u>
AWE	<u>352</u>
Teen Laptops	<u>74</u>
Wireless	<u>331</u>
Total	<u>1441</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>1886</u>	<u>203</u>	<u>2259</u>	<u>4348</u>
Periodicals	<u>92</u>	<u>0</u>	<u>1</u>	<u>93</u>
Audio	<u>39</u>	<u>3</u>	<u>33</u>	<u>75</u>
Visual	<u>516</u>	<u>-</u>	<u>-</u>	<u>516</u>
Circulating Electronics	<u>NA</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>1007</u>	<u>138</u>	<u>113</u>	<u>1258</u>
Totals	<u>3540</u>	<u>344</u>	<u>2406</u>	<u>6290</u>
In House Use	<u>302</u>	<u>-</u>	<u>-</u>	<u>302</u>
Courier	Lending <u>518</u>	Borrowing <u>410</u>		Total <u>928</u>
Circulation Total				<u>7520</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>1</u>	<u>4</u>	<u>10</u>	<u>0</u>	<u>15</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>
Attendees	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>8</u>	<u>1</u>	<u>9</u>
Attendees	<u>50</u>	<u>20</u>	<u>70</u>

	Requests	Filled
ILL Requests Made	<u>2</u>	<u>0</u>
ILL Requests Rec'd	<u>139</u>	<u>0</u>

Door Count	<u>NA</u>
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	Adult	YA	Juvenile	Total
Mending	<u>3</u>	<u>2</u>	<u>15</u>	<u>20</u>
Discards	<u>70</u>	<u>3</u>	<u>13</u>	<u>86</u>
Corrective Processing	<u>14</u>	<u>1</u>	<u>3</u>	<u>18</u>

"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.