1. Agenda

   Documents:

   COUNCIL AGENDA 12 19 19.PDF

2. Minutes

   Documents:

   CITY COUNCIL MINUTES 12 19 19.PDF

3. Meeting Materials

   Documents:

   COUNCIL PACKET 12 19 19.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
THURSDAY, DECEMBER 19, 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

Old Business

1. **C.B. 19-47 –** An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378. (Public Works)

2. **C.B. 19-48** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group, Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees. (Budget Ways & Means)

15. New Business

1. **C.B. 19-49 –** An Ordinance to amend Section 23-160 (C) (6) of the Code of Carthage providing for the extension of a School zone within the City of Carthage, Missouri (Public Safety)

16. Mayor's Appointments

- Care Leave Committee
- Police & Fire Pension Committee

17. Resolutions

1. **Resolution 1890 –** A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. (Budget Ways & Means)

2. **Resolution 1891 –** A Resolution approving the recommendation of the McCune Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund to the Carthage Public Library. (McCune Brooks Regional Hospital Trust)

3. **Resolution 1892 –** A Resolution repealing Resolution 1889 and calling for a Public Hearing to be held on the 14th day of January, 2020 at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri, concerning annexation of property generally known as: Three Tracts of Land Northwest of the Intersection of W. George E. Phelps Blvd. & Hazel Ave. Containing 107 Acres, More or Less. (Planning, Zoning & Historic Preservation)

18. Closing Comments

19. Executive Session

20. 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
December 10, 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 Captain Bill Hawkins led the flag salute.

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

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the November 26, 2019 Council Meeting. Motion carried unanimously.

Mayor Rife read a proclamation to be presented to the Carthage Tiger Football Team honoring their first State Championship.

No citizens were present during Citizen's Participation Period.

Mr. Topete reported the Budget, Ways and Means Committee met December 9. Mr. Topete made a motion, seconded by Mr. Collier, to accept Option II from McGrath Human Resources in the amount of $24,589 to perform the compensation and classification study. Motion carried. The contract with McGrath Human Resources is being presented in C.B. 19-48. The Budget Calendar for the 2020-2021 Fiscal Year was presented with no changes made.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Ms. Otero made a motion, seconded by Mr. Armstrong, to approve the Wellness Point System program, effective January 1, 2020. Motion carried.

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

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for December 17.

Mr. Daugherty reported the Public Works Committee met on December 3. An Administrative Lot Split for Lot 39 in Phelp's 9th Addition was approved and appears in Resolution 1888. A MoDOT cost-share application for construction of a roundabout at the intersection of MO State Highway HH and I-49 West Outer Road was approved and

is being presented in C.B. 19-47. Possible changes to the Planning, Zoning and Historic Preservation were discussed but no action taken.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Mr. Daugherty for the Chamber and CVB, Mr. Barlow for the Planning, Zoning & Historic Preservation and Mr. West for the Over 60 Center.

Mayor Rife reported on the interviews for the compensation and classification study, economic development meetings, and reminded everyone of the CRM Christmas dinner this week.

Fire Chief Roger Williams reminded everyone of the retirement reception for Dave Myers on December 20.

Parks & Recreation Director Mark Peterson invited council members to attend the next meeting of the Public Services Committee on December 17 in which Waters Edge will be presenting their findings on the aquatic park study.

City Administrator Tom Short reported on the following: Region M will rebid the operational plan and plan implementation RFP, a meeting with Vision Carthage to discuss the parking lot on 5th Street, the budget calendar for the 2020-2021 fiscal year, compensation study interviews with references called, economic development meetings, attendance at the Planning & Zoning meeting, sales tax revenues, and a meeting with the engineering firm regarding the roundabout at Fairlawn and Garrison.

The Committee on Claims filed a report in the amount of $948,012.09 against the following funds: General Revenue $124,015.09, Public Health $4,769.56, Lodging $8,500.00, Parks/Stormwater $50,173.85, Fire Protection $491.80, Golf $6,873.36, Capital Improvements $529,797.54, Parks & Recreation $979.78, Library $25,000.00, and Payroll $197,411.11. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

A public hearing regarding a grant of tax abatement for the construction of an additional new operating line for the manufacturing of residential bedding coil mattress units at 229 N. McGregor Street in Carthage (the "Project") was held with no citizens present for the hearing.

Under Old Business, C.B. 19-45 – An Ordinance authorizing the Mayor to execute a Performance Agreement between the City of Carthage and Leggett & Platt, Inc., to provide certain incentives for the construction of new and expansion of existing facilities for certain industrial, warehousing and manufacturing purposes was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-47.

C.B. 19-46 – An Ordinance authorizing a special use permit for operation of a Daycare Center as Requested by Rev. Timothy Buelow for 2134 Grand Ave., in the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-48.

Under New Business, C.B. 19-47 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378 was placed on first reading with no action taken.

C.B. 19-48 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group, Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to approve the Mayor's reappointment of Julie Tilley to the Care Leave Committee until December 2021 and Bonham Oney to the Zoning Board of Adjustment until December 2024. Motion carried.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve Resolution 1888 – A Resolution of the City Council of the City of Carthage approving a recommendation of the Public Works Committee granting an Administrative Lot Split for property located in the Phelps 9th Addition; Lot 39 passed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1889 – A Resolution calling for a Public Hearing to be held on the 19th day of December, 2019 at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri, concerning annexation of property generally known as: Three Tracts of Land Northwest of the Intersection of W. George E. Phelps Blvd. & Hazel Ave. containing 107.37 Acres, more or less passed by a roll call vote of 9 yeas, 0 nays and 1 abstention. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, and West. Abstain: Topete.

During closing remarks, council members commended the Carthage Tiger Football Team for their tremendous accomplishment in winning the 2019 Class 5 MSHSAA Show-Me Bowl Football Championship. Mr. Collier and Mr. Harrison commended Kenneth Harrison for his upcoming graduation from the Missouri State Highway Patrol.

Ms. Otero made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:07 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

COUNCIL BILL NO. 19-47 **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri an Agreement with the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Public Works Committee

CCO Form: FS08
Approved: 03/04 (BDG)
Revised: 03/17 (MWH)
Modified: 12/18 (MWH)

Route I-49 Jasper County
Project No. 7S3378
City of Carthage
2018-10-46332

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
COST SHARE AGREEMENT

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

WITNESSETH:

WHEREAS, the Entity applied to the Commission's Cost Share Committee for participation in the Commission's *Cost Share Program*; and

WHEREAS, on September 26, 2018, the Cost Share Committee approved the Entity's application to the *Cost Share Program* subject to the terms and conditions of this Agreement.

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

(1) PURPOSE: The purpose of this Agreement is to co-ordinate the participation by the Entity of the City of Carthage in the cost of the Commission's Project 7S3378.

(2) LOCATION: The transportation improvement that is the subject of this Agreement is contemplated at the following location:

The intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). This intersection is currently located approximately 725 feet west of the intersection of Interstate 49 southbound on and off-ramps; the proposed projects would tie the ramps into a roundabout intersection.

The general location of the project is shown on attachment marked "Exhibit A" and incorporated herein by reference.

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

(4) COMMISSION REPRESENTATIVE: The Commission's Southwest District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may

designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

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

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

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

(8) PROJECT RESPONSIBILITIES: With regard to project responsibilities under this Agreement, the parties agree to contribute as follows:

(A) The Entity shall be responsible for the preparation of detailed right-of-way and construction plans and project specifications. This includes design, letting of project, and inspection of project. The plans shall be prepared in accordance with and conform to Commission requirements. The Entity's plans and specifications are subject to the Commission's concurrence.

(B) The Entity shall acquire right-of-way as needed for the project in accordance with Commission requirements and concurrence.

(C) The Entity shall be responsible for letting the work for the herein improvement, which includes advertising the project for bids and awarding the construction contract. The project shall be constructed in accordance with and conform to Commission requirements. The Entity shall solicit bids for the herein improvement in accordance with plans developed by the Entity, or as the plans may from time to time be modified in order to carry out the work as contemplated. The Entity shall award the contract to the lowest, responsive, responsible bidder. Prior to awarding the contract, the Entity shall obtain concurrence in award from the Commission. The Entity shall submit all required bid concurrence documentation to the Commission at least two (2) weeks prior to the Commission Meeting in which the Entity seeks to request award. If the Entity fails to timely provide the documentation to the Commission, the Commission is under no obligation to continue with the project.

(D) The Entity shall be responsible for construction of the herein improvements, which includes administration of the construction contract and inspection of the project work. The project shall be constructed in accordance with and conform to Commission requirements and is subject to the Commission's concurrence.

(E) The Commission will be responsible for preliminary engineering review, right of way review and construction engineering review.

(9) FINANCIAL RESPONSIBILITIES: With regard to work under this Agreement, the Entity agrees as follows:

(A) ESTIMATED COSTS: The total project cost is estimated to be two million six hundred eighty-seven thousand six hundred eighty-two dollars ($2,687,682). The total project cost will include preliminary engineering, right of way, utilities, construction and inspection. The details of the estimated cost breakdown are listed in "Exhibit B", which is attached hereto and made part hereof.

(B) The Entity shall be responsible for fifty percent (50%) of the total project cost. The current estimate of the Entity's responsibilities is one million three hundred forty-three thousand eight hundred forty-one dollars ($1,343,841). Of this amount, the Entity shall receive a credit for preliminary engineering, currently estimated at and not to exceed four hundred seventy-eight thousand four hundred fifty dollars ($478,450), a credit for right of way acquisition and incidentals, currently estimated at and not to exceed one hundred six thousand one hundred dollars ($106,100), and a credit for project construction engineering and inspection services, currently estimated at and not to exceed three hundred forty-one thousand nine hundred dollars ($341,900). The Entity shall provide the Commission with documentation of these expenses to verify these costs. The Commission may request additional documentation of the Entity's expenses.

(C) The Commission will pay for fifty percent (50%) of the total project cost, currently estimated at and not to exceed one million three hundred forty-three thousand eight hundred forty-one dollars ($1,343,841). Of this amount, the Commission shall provide one million three hundred thirty-three thousand eight hundred forty-one dollars ($1,333,841) from the Commission's Cost Share program, available in State Fiscal Year 2020, and right of way review, preliminary engineering review, and construction engineering review services by its personnel estimated to total ten thousand dollars ($10,000).

(D) The Entity shall be responsible for the balance of the project in excess of two million, six hundred eighty-seven thousand, six hundred eighty-two dollars ($2,687,682).

(E) PROGRESS PAYMENTS: The Entity may request progress payments be made for the herein improvements as work progresses but not more than once every two weeks. Progress payments must be submitted monthly. All progress payment requests must be submitted for reimbursement within 90 days of the project completion date for the final phase of work. The Entity shall repay any progress payments which involve ineligible costs.

(10) RIGHT-OF-WAY ACQUISITION: With respect to the acquisition of right

of-way necessary for the completion of the project, the Entity shall acquire any additional necessary right-of-way required for the project and in doing so agrees that it will comply with all applicable federal laws, rules and regulations, including 42 U.S.C. 4601-4655, the Uniform Relocation Assistance and Real Property Acquisition Act, as amended and any regulations promulgated in connection with the Act. Upon approval of all agreements, plans and specifications by the Commission and the FHWA, the Entity will file copies of said plans in the office of the county clerk: and proceed to acquire by negotiation and purchase or by condemnation any necessary right-of-way required for the construction of the improvement contemplated herein. All right-of-way acquired by negotiation and purchase will be acquired in the name of the State of Missouri, and the Entity will pay to grantors thereof the agreed upon purchase prices. All right-of-way acquired through condemnation proceedings will be acquired in the name of the State of Missouri. The Entity shall pay into court all awards and final judgments in favor of any such condemnees. Unless otherwise agreed to in writing the Commission shall have the final decision regarding the settlement amount in condemnation.

(11) COMMISSION RIGHT OF WAY: All improvements made within the state-owned right-of-way shall become the Commission's property, and all future alterations, modifications, or maintenance thereof, will be the responsibility of the Commission.

(12) UTILITY RELOCATION:

(A) The Commission and the Entity shall cooperate to secure the temporary or permanent removal, relocation, or adjustment of public utilities or private lines, poles, wires, conduits, and pipes located on the right-of-way of existing public ways as necessary for construction of the improvement and the cost shall be borne by such public utilities or the owners of the facilities except where the Entity is by existing franchise or agreement obligated to pay all or a portion of such cost, in which case the Entity will pay its obligated portion of the cost.

(B) The Entity shall secure the removal, relocation, or adjustment of any public or private utilities located upon private easements and shall pay any costs incurred therein.

(D) In cases of public utilities owned by the Entity which must be moved, adjusted, or altered to accommodate construction of this improvement, and such city-owned utilities, poles, wires, conduits, and pipes are located within the present city limits and located on an existing city street, not state highway right-of-way, but being taken over by the Commission as a part of its highway right-of-way, the Entity will perform the necessary removal, adjustment, alterations and relocation. The Entity shall perform the removal, adjustment, alterations and relocation in accordance with the detail plans, estimates of costs and bills of materials prepared by the Entity in accordance with Federal Aid Policy Guide, Title 23 CFR Subchapter G, Part 645, Subpart A (FAPG 23 CFR 645A), dated December 9, 1991 and any revision of it, and approved by the Commission's Southwest District Engineer, and shall perform all work

and keep the records of the costs in accordance with FAPG 23 CFR 645A and its revisions.

(E) Should it be necessary to alter, relocate or adjust any city-owned utility facilities outside the present city limits on public right-of-way or on state highway right-of-way within or outside the city limits or within the right-of-way of a public way other than a city street or alley, the alteration, relocation, or adjustment shall be made by the Entity at its cost and will not be included as a credit toward its share of financial responsibilities under this Agreement.

(F) The Entity agrees that any installation, removal, relocation, maintenance, or repair of public or private utilities involving work within highway right-of-way included in this project shall be done only in accordance with the general rules and regulations of the Commission and after a permit for the particular work has been obtained from the Commission's Southwest District Engineer or his authorized representative. Similarly, the Entity will allow no work on the highway right-of-way involving excavation or alteration in any manner of the highway as constructed, including but not limited to driveway connections, except in accordance with the rules and regulations of the Commission and only after a permit for the specific work has been obtained from the Commission's Southwest District Engineer or his authorized representative. The Entity shall take whatever actions that are necessary to assure compliance with this Subsection.

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

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

(15) NO INTEREST: By contributing to the cost of this project or improvement, the Entity gains no interest in the constructed roadway or improvements whatsoever. The Commission shall not be obligated to keep the constructed improvements or roadway in place if the Commission, in its sole discretion, determines removal or modification of the roadway or improvements, is in the best interests of the state highway system. In the event the Commission decides to remove the landscaping, roadway, or improvements, the Entity shall not be entitled to a refund of the funds contributed by the Entity pursuant to this Agreement.

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

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

scope of any provision of this Agreement.

(18) ADDITIONAL FUNDING: In the event the Commission obtains additional federal, state, local, private or other funds to construct the improvement being constructed pursuant to this Agreement that are not obligated at the time of execution of this Agreement, the Commission, in its sole discretion, may consider any request by the Entity for an off-set for the deposited funds, a reduction in obligation, or a return of, a refund of, or a release of any funds deposited by the Entity with the Commission pursuant to this Agreement. In the event the Commission agrees to grant the Entity's request for a refund, the Commission, in its sole discretion, shall determine the amount and the timing of the refund. Any and all changes in the parties' financial responsibilities resulting from the Commission's determination of the Entity's request for a refund pursuant to this provision must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the Entity and the Commission.

(19) NO ADVERSE INFERENCE: This Agreement shall not be construed more strongly against one party or the other. The parties to this Agreement had equal access to, input with respect to, and influence over the provisions of this Agreement. Accordingly, no rule of construction which requires that any allegedly ambiguous provision be interpreted more strongly against one party than the other shall be used in interpreting this Agreement.

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

(21) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

(22) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or immediately after delivery in person, or by facsimile or electronic mail addressed as follows:

Commission to: Missouri Department of Transportation
Attn: Travis Koestner
3025 E. Kearney St.
Springfield, MO 65803

Facsimile No.: 417-895-7610
Email: Travis.koestner@modot.mo.gov

Entity to: Mayor of the City of Carthage
Dan Rife

326 Grant Ave.
Carthage, MO 65836

Facsimile No.: 417-237-7000
Email: mayor.rife@carthagemo.gov

or to such other place as the parties may designate in accordance with this Agreement.

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

(24) INDEMNIFICATION:

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

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

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

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

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

[Page Intentionally Left Blank; Signatures and Execution Appear on Following Page]

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

Executed by the Entity this ____ day of _____, 20__.

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

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

_____

Title _____

ATTEST:

_____
Secretary to the Commission

Approved as to Form:

_____
Commission Counsel

CITY OF CARTHAGE

By _____

Title _____

ATTEST:

By _____

Title _____

Approved as to Form:

_____

Title _____

Ordinance No _____

Exhibit "A"

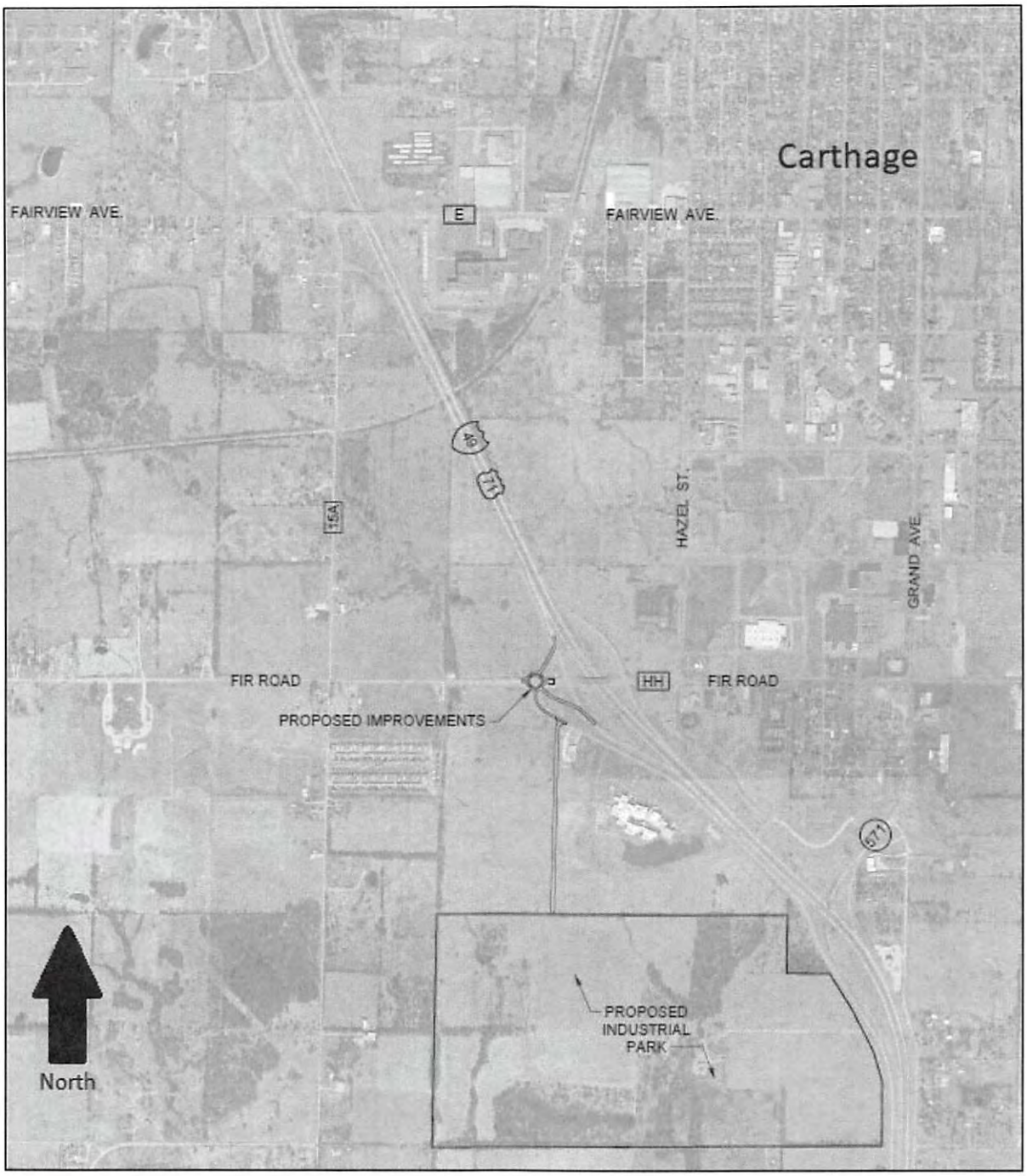

Carthage
FAIRVIEW AVE.
E
FAIRVIEW AVE.
49
71
15A
HAZEL ST.
GRAND AVE.
FIR ROAD
HH
FIR ROAD
PROPOSED IMPROVEMENTS
571
PROPOSED
INDUSTRIAL
PARK
North

Exhibit "B"

Project Name:	I-49 and Route HH Intersection and Roadway Improvements
MoDOT Project Number:	7S3378
Description:	Improve intersection at I-49, Route HH and OR 49 (Dr. Russell Smith Way) and widen OR 49.
City/County/Entity:	City of Carthage
Total Project Cost Estimate:	$ 2,687,682

	Current Estimate	Cost Share Eligible
Preliminary Engineering	$ 478,450	$ 478,450
Preliminary Engineering Review - MoDOT	$ 5,000	$ 5,000
Right of Way Acquisition	$ 91,100	$ 91,100
Right of Way Incidentals	$ 15,000	$ 15,000
Right of Way Review - MoDOT	$ 1,000	$ 1,000
Utilities	$ 50,000	$ 50,000
Construction	$ 1,651,682	$ 1,651,682
Construction Contingency	$ 49,550	$ 49,550
Construction Engineering	$ 341,900	$ 341,900
Construction Engineering Review - MoDOT	$ 4,000	$ 4,000
Total	**$ 2,687,682**	**$ 2,687,682**

Project Responsibilities:

Design	Carthage
Right of Way Acquisition	Carthage
Letting	Carthage
Inspection	Carthage

Financial Responsibilities:

MoDOT SW in-kind	$10,000	0.37%
MoDOT Cost Share Program	$1,333,841	49.63%
Total MoDOT Share	**$1,343,841**	**50.00%**
City of Carthage	$417,391	15.53%
City of Carthage PE Credit	$478,450	17.80%
City of Carthage ROW and Incidentals Credit	$106,100	3.95%
City of Carthage CE Credit	$341,900	12.72%
Total Local Share	**$1,343,841**	**50.00%**
Total:	**$2,687,682**	**100.00%**

How are overruns and underruns handled?

City of Carthage will be responsible for all costs in excess of $2,687,682. City of Carthage and MoDOT will share any cost savings based on the pro-rata share.

COUNCIL BILL NO. 19-48 **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees.

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

SECTION I: The Mayor of the City of Carthage, Missouri is hereby authorized to enter into an Agreement with McGrath Human Resources Group Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF DECEMBER 19, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

AGREEMENT BETWEEN THE CITY OF Carthage AND MCGRATH HUMAN RESOURCES GROUP FOR A COMPREHENSIVE COMPENSATION AND CLASSIFICATION STUDY

THIS AGREEMENT made by and between McGrath Human Resources, hereinafter called the consultant, and the City of Carthage, Missouri, hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated November 2019, to the City to conduct a Compensation Plan study; and

WHEREAS, the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage Consultant effective December 2019, to conduct the Compensation Plan Study, referred to as the Project, as described in the proposal submitted by the Consultant, which is incorporated herein by reference.

The Project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of this Agreement. The Project will begin in January 2020.

The City agrees to pay the Consultant for work on the Project Option II and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for $5,000 upon receipt of the signed contract; $10,289 submission of the draft report; and the balance of $9,000 upon submission of the final report. The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Manager, Department Heads, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information

generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of the raw market data, shall be provided to the City by consultant upon request so long as the City is not in default under other terms of this agreement.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.

3. **Termination and Suspension**

    a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
    b. If either party fails to perform as required by this Agreement, the other party may give written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform with 20 days of such notice, the party issuing such notice may then terminate the Agreement upon written notice of termination to the other party.
    c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the written notice of termination. The Consultant will provide all work documents developed up to the time of termination after the City renders final payment for service.

4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or transfer by the Consultant of its interest in this Agreement without the written consent of the City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws (known to the Consultant) as the same exist and may be amended from time to time.

6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. **Consequential Damages -** For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the City for review and approval. Notwithstanding anything herein to the contrary, the Consultant shall be liable for consequential damages or for actions resulting from working as an agent of the City in evaluating the capability of the aforementioned corporation.

8. **Confidentiality** - Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the City.

9. **Whole Agreement** – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

10. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker's Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.

11. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

The parties have executed this Agreement, the day and year first above written.

Approved By:	By:
_____	_____
City of Carthage	Victoria McGrath, CEO McGrath Human Resources Group
_____	_____
Date	Date

NEW BUSINESS

COUNCIL BILL NO. 19-49 **ORDINANCE NO. _____**

AN ORDINANCE TO AMEND SECTION 23-160 (C) (6) OF THE CODE OF CARTHAGE PROVIDING FOR THE EXTENSION OF A SCHOOL ZONE WITHIN THE CITY OF CARTHAGE, MISSOURI.

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

SECTION I: Section 23-160 (C) (6) of the Code of Carthage Code is hereby repealed and the following enacted in lieu thereof:

(6) *Fairview School. Pearl between Fairview and appoint one hundred sixty (160) feet south of Southern Hills. Additionally, on East Fairview Avenue, two hundred seventy-five (275) feet west of Buena Vista Avenue, extending fourteen hundred (1,400) feet to Grover Street.*

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

_____
Dan Rife, Mayor

ATTEST:

_____
Traci Cox, City Clerk

MAYOR'S APPOINTMENTS

Mayor's Appointments

December 2019

Care Leave Committee
2 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Morgan Housh	237-7100	Fire Dept/401 W. Chestnut	12/19/2019	Dec-21

Police & Fire Pension Committee
2 Year Term – 6 Members – Meets on Call – UMB Bank

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Ryan Huntley	237-7100	Fire Dept/401 W. Chestnut	12/19/2019	Dec-21

RESOLUTIONS

RESOLUTION NO. 1890

A RESOLUTION PROVIDING AUTHORIZATION OF APPROPRIATION OF FUNDS FROM THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, the City of Carthage has, by ordinance, adopted its Annual Operating and Capital budget for the fiscal year ending June 30, 2020; and

WHEREAS, the City periodically needs to adjust its Annual Operating and Capital budget for a variety of business related reasons; and

WHEREAS, the necessity of conducting City business in an efficient and timely manner sometimes does not lend itself to amending the budget by ordinance; and

WHEREAS, an ordinance amending the budget will be presented for Council consideration prior to the end of the fiscal year; and

WHEREAS, the Budget Ways & Means Committee has, or will consider all requested budget adjustments prior to Council consideration of an ordinance amending the budget.

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

That the City Council hereby authorizes a supplemental appropriation of funds from the City's Annual Operating and Capital budget for the fiscal year ending June 30, 2019 and 2020 as follows, and directs a budget adjustment ordinance be prepared and submitted to the Council for future action:

1. **General Fund; Central Muni. Activities;** to reflect a supplemental appropriation not to exceed $30,000 to the Personnel Study line item for consulting services to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees from supplemental revenues of $482,700 from bank interest correction.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

RESOLUTION NO. 1891

A RESOLUTION APPROVING THE RECOMMENDATION OF THE McCUNE-BROOKS REGIONAL HOSPITAL TRUST FOR THE DISTRIBUTION OF FUNDS FROM THE RESTRICTED TRUST FUND TO THE CARTHAGE PUBLIC LIBRARY.

WHEREAS, the City of Carthage established the McCune-Brooks Regional Hospital Trust (Trustee) in December 2011 for the benefit of the citizens of Carthage, as an irrevocable common law trust under Missouri law; and

WHEREAS, the City approved the sale of the Hospital Property, including all property described as the "Leased Property" and the "Assumed Assets" under the Lease, to Mercy-Carthage for the Purchase Price; and

WHEREAS, the remaining amounts paid by Mercy-Carthage pursuant to the Asset Purchase Agreement were deposited in the McCune-Brooks Regional Hospital Trust; and

WHEREAS, the Grantors of the Trust have agreed that as part of the Lease Agreement all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council; and

WHEREAS, the Trustee may at any time make recommendations for distribution of the principal, and net income, subject to the approval of the City Council, for only the following purposes:

a) to or for the benefit of the welfare and healthcare related purposes of the citizens of the greater Carthage. Missouri metropolitan area;

b) to reconstitute and provide funds to operate the Hospital, if needed, upon termination of the Lease Agreement;

c) to pay any liabilities and obligations of McCune-Brooks under the Lease Agreement;

d) to enforce the terms of the Lease Agreement, including hiring consultants and attorneys;

e) to pay the costs necessary for McCune-Brooks to continue its affairs during the term of the Lease Agreement and to wind up its affairs during the Lease Term, including the cost of attorneys, auditors and accountants; and

WHEREAS, the Trustee has recommended the distribution of funds pursuant to section a) above, for grant awards to the following recipient:

Carthage Public Library	$50,000

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

That the City Council of the City of Carthage, Missouri does hereby approve the recommendation of the Trustee for the distribution of funds pursuant to section a) above, and the attached application.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

ATTEST:

_____
Dan Rife, Mayor

_____
Traci Cox, City Clerk

Sponsored by: McCune Brooks Regional Hospital Trust

Application Date: 06/25/2019

MCCUNE BROOKS REGIONAL HOSPITAL TRUST
Data Sheet for Organizations
Requesting Grants

PLEASE NOTE: The McCune Brooks Regional Hospital Trust will review the data supplied herein making its determination as to whether or not it will recommend to the Carthage City Council that a grant be made to your organization. However, by reviewing your request and the information supplied herein, the Trust is in no way making any commitment to grant funds to your organization pursuant to this or any other request. Further, the Trust may, at its option, request additional information and such requests by the Trust should not be considered a commitment by the Trust to make any grant to your organization. The Carthage City Council must ultimately approve the Trust's recommendation for funding before any grant of funds can be made.

1. Legal name of your organization: Carthage Public Library

2. Is your organization an organization qualified as a 501(c)(3) tax-exempt organization by the IRS or qualified in any other manner by the IRS as a tax-exempt entity? YES X NO _____

   a. If your organization has qualified as a tax-exempt organization, please attach a copy of the IRS qualifying letter or such other documentation you are relying upon to establish your organization's tax-exempt status.

3. Please provide your organization's taxpayer identification number: 44-6005089

4. Please write a brief statement of the purpose of your organization. If you need additional space, you may write on the back of this form or attach a separate statement to this form.
   The purpose of the Carthage Public Library is to provide progressive, professional library services, programming and materials to meet the informational, educational and recreational needs of the entire Carthage community.

5. How much money is your organization requesting from the McCune Brooks Regional Hospital Trust?
   $70,000

6. When does your organization anticipate the need for funds it is requesting? As soon as possible.

7. Please write a brief statement as to the purpose for which these funds are being requested. If you need additional space, you may write on the back or attach a statement to this form.
   Attached

McCune Brooks Regional Hospital Trust
Carthage Public Library, Julie Yockey, Director

7. Please write a brief statement as to the purpose for which these funds are being requested.

Public libraries are obviously not schools, but we are educational institutions that pride ourselves on being what a person needs and wants at a certain place during different times of their life. We have always been advocates of exploration. A public library is and should be ALL things to ALL people in the community. Our library is situated close to schools, it is a safe haven where people of all walks of life can spend time in the company of others, where the unemployed look for work, where the lonely are less lonely, the bored, less bored and everyone is more enlightened. No matter how you are dressed, or what your interests are, it is the only public place worldwide where people of all colors, creeds, ages and political beliefs freely intermingle. Time spent in our library should inspire you.

"We are out of space." Simply stated, the Library Board of Trustees as well as our community had no idea six years ago that we would experience as much growth and as many positive attitudes towards our library as we have. This situation is making it difficult for us to meet the needs of ALL people in our community as well as not being able to maintain our "Progressive" status within the public library realm. We have pushed our library to the forefront of our community and she has quickly become the "Jewel" of Carthage. Today, we have 5,000 more library card holders than we did five years ago. On average, we have between 100-150 new library card holders a month. Our costs for supplies and programming have increased 50 % over the past five years. This summer alone, in an eight week period, we will hold three large events at Memorial Hall as well as offered a total of 40 children and teens events with hopefully over 2000 in attendance. This number does not include the adults who attend book clubs and summer reading events. With generous donations from local Trusts, entities, as well as private individuals we have been able to put into place two state awarded educational programs, one for our bi-lingual families and the other for adults wishing to become American citizens. Both of these programs have received national acclaim from the *"Institute of Museum and Library Services."* We hold exemplary Summer Programs for people of all ages, English and Spanish Story Times, teen and adult events, and community forums. Events that are on-going throughout the year, and with only one education/community room, staff have to tear down and set the room up as much as three times a day. The large numbers of participants in daily events has brought the unwanted attention of the Fire Marshall to the Library, and has caused us to have three English Story Times in one week instead of one large one. Already in June of this year we had to close a school age event because of the large number in attendance.

With an additional "Space, to Learn, Space to Grown and Space to Share" this library will be able to not only offer more programing for patrons, but would also offer the ever popular educational "Maker-Spaces." "Maker-Spaces" are creative, DIY spaces where people/community gather to create, invent and learn. Through group instruction as well as individual instruction, patrons will have access to a 3 D laser printer, 3 D printer, woodworking tools as well as mechanic tools, which would be available for check-out, arts and crafts, sewing machines, engineering pods and robotics, digitization equipment, light tables as well as cooking classes. The options are unlimited, depending on funding.

This building project briefly described above has been in the making for three years. Studying the needs of the community along with library statistics, finances as well as the future needs of our community, the Library

Board of Trustees along with the Library Director made a formal grant request to the Steadly Trust, and it has been approved! A Building Committee is in place at the library and after months and months, almost years, of planning with Hunter and Millard Architects, formal presentations were made to the "Trust." The request to the "Trust" serves three purposes for our community and library.

1. Provide opportunities for people of all ages in our community the ability to increase their mental and physical wellbeing through individual and classroom educational offerings.

2. Provide access to high quality tools, supplies, equipment, technology and space for patrons in order to build relationships between our library and our community.

3. Storage space for office, maintenance as well as the children's department.

The Steadley Trust has graciously listened, they have engaged us in numerous discussions and they have whole heartedly agreed that in order for the library to remain progressive and to move forward, an educational/multipurpose building is very much needed. The grant will cover the entire building cost of the new building, the infrastructure as well as security at an estimated cost of $ 556,000. With the understanding that the Library Development Foundation will donate $150,000, and the remaining expenses will be covered through other local donations, as well as the library, the funds will be released to the library when the remaining expenses are covered. This request to the McCune Brooks Regional Hospital Trust totals $70,000 and a budget is attached to the request.

This is an opportunity for all people of all ages and ethnic backgrounds in our community, one we do not want to pass up.

8. **Please write a statement as to how this request relates to the purposes set forth in the grant and how your organization will meet these purposes.**

"Wellness has come to describe something that you have personal control over. Wellness is now a word used to describe living the best possible life you can regardless of whether you have a disease or disability. Your wellness is not only related to your physical health, but is a combination of things including spiritual wellness, social wellness, mental wellness and emotional wellness. Wellness is seen as a combination of mind, body and spirit." Keeping this definition in mind, in our society today, within our community, wellness means different things to different people. We believe that the goals of our original grant to the Steadley Trust meet these requirements:

1. Provide opportunities for people of all ages in our community the ability to increase their mental and physical wellbeing through individual and classroom educational offerings.
2. Provide access to high quality tools, supplies, equipment, technology and space for patrons in order to build relationships between our library and our community.

1. **"SPACE TO LEARN"**
   *To provide patrons and the community of Carthage access to a variety of tools and technology.

The Library will purchase and provide patrons with the ability to check-out tools (FREE) for use at home. This could include items like electric tools, hand tools, garden tools as well as soldering guns etc. It has been brought to our attention that not all people can either afford or actually need to purchase a tool in order to create or "Fix" items they own. If the library had a library of tools for free check-out, how awesome would that be?

Chrome books will be purchased for use during library hours for patrons to work individually on coursework or on group instruction on various courses the library may offer. Computers will also be used with teen and adult programming events. This library has been approached by the Missouri State Library to be a "Pilot" program for a new high school diploma opportunity that is awaiting approval at the state level. If we have the extra space to be part of this program, we would be able to increase the graduation rate in Carthage as well as help to increase the economic status in our community. Carthage does not have a facility that is open to the public for these educational opportunities. The opportunities are endless.

2. **"SPACE TO SHARE":**
*To facilitate group interaction, knowledge and resource sharing, teaching and learning.

The proposed building will be able to comfortably seat 100 people or seat 75 at tables. During operating hours, the building could be used for community workshops or trainings, much like our community room was meant to be used. Our adult educator would be able to hold her English education and citizenship classes in the new area, leaving the community room open for children or vice versa. In the past we have held numerous community forums and meetings as well as workshops at the state level and we would like to be able to do this once again.

There is also planned a large concrete patio area just to the west of the new building where the children's director would be able to hold classes outside during good weather months. She would also have a place to store picnic tables and have easy access to them when needed. To date, if she wants to hold classes outside we enlist all the available staff to move the tables from the main library. No small job. The possibilities are endless!

The library has always wanted to offer classes to the public in computer technology, but with the lack of storage and classroom space, we have not been able to do it. Within the new building we will have wif-fi access along with new state of the art chrome books for use with maker-spaces and for teaching and learning classes.

*To supply physical spaces with essentials for individual project development.

Through group instruction as well as individual instruction, patrons will have access to a 3 D laser printer, 3 D printer, digitization equipment, woodworking as well as mechanic tools, which would be available for check-out, arts and crafts, sewing machines, engineering pods and robotics, light tables as well as cooking classes etc. Carthage does not have a facility that is open to the public for these educational opportunities.

3. **"SPACE TO GROW"**
* To provide patrons of all ages an open environment for expression, creativity and education.

One of the most popular maker-spaces in the library world today is the 3D laser printer. Laser printers allow individuals free use to use the newest technology that uses a beam of light the width of a strand of human hair to cut, engrave and shape designs from a variety of materials. The 3 D laser printer is user friendly, takes little instruction and is super easy for the average person to use. Other public libraries that have them in their maker-spaces are finding they are so popular that the machine has to be reserved for use and they recommend purchasing two instead of just one. Sewing machines, as well as sewing materials would be available for patron use. Arts and craft supplies would be available for patrons to work as a group or on individual projects. Light tables as well as STEAM (Science, technology, engineering, and math) materials would be provided for use with children and teens. With a full kitchen and appropriate counter space, the opportunities to offer cooking/nutrition classes to adults as well as children are endless.

Carthage does not have a facility that is open to the public for these educational opportunities.

Public libraries are obviously not schools, but we are educational institutions that pride ourselves on being what a person needs and wants at a certain place during different times of their life. Every decision we make in life comes from how we feel about ourselves. If we can be a better thinker, we become a better learner. Good social health increases better mental health. All of the projects and goals listed about address a person's social and mental health and welfare. Learn a new skill or craft and use it individually or in a group, think how that increases a person's perception of themselves? Not to mention how much fun you can have learning a new skill or craft, or being able to fix something on our own without having to buy the tool or pay someone to do it for you? We, libraries, have always been advocates of exploration. A public library is and should be ALL things to ALL people in the community.

Requested funds from this grant would be used for the following expenses:

"Space to Learn:" The Library will purchase and provide patrons with the ability to check-out tools (FREE with your library card) for use at home or at the library. This could include items like electric tools, hand tools, mechanic tools, garden tools as well as soldering guns etc, as well as furnishings for the space.
Total of $ 20,000

"Space to Share and a Space to Grow:" Sewing machines, arts and crafts supplies, easels, to use at the library or to check out and take home. Chrome books for individual as well as group instruction. One laser printer and one 3 D printer as well as media reproduction and preservation equipment.
Total of $ 30,000.

Kitchen and Cooking: Appliances and kitchen tools and gadgets to set up a full teaching/learning kitchen for the use by children and adults.
Total $20,000.

Total grant request $70,000

8. If the McCune Brooks Regional Hospital Trust consents to recommend a grant to your organization of the funds requested for the purpose you have set forth in your response to Item 7 above, it will be because the trustee has determined that the purpose forwarded by the grant is for the general welfare and healthcare benefit of the citizens of Carthage, Missouri, and healthcare related purposes of the greater Carthage, Missouri, metropolitan area. Please write a brief statement as to how this requested grant to your organization will meet these purposes. If you need additional space, you may write on the back or attach a statement to this form.

   Attached

9. What are the sources of funds your organization relies upon to achieve its goals? You need not list individual donors by name. Also, please provide a balance sheet and income statement for your organization.

   Attached

10. Please list the name, address, Email address & phone # of the presiding officer of your organization.

    Julie Yockey, Director jyockey@carthagelibrary.net 417-237-7040

11. Please list the names, addresses, and phone numbers of four (4) officers or members of your organization, other than your presiding officer, who will be available to the Trust, or Trust's appointee, for the purpose of interviews about the organization and for the purpose of being a source of information about your organization.

    1. Attached
    2.
    3.
    4.

12. Please identify an individual for follow up contact to review effectiveness of the grant.

    Julie Yockey, Director Carthage Public Library

11. **Names and contact information of the Board of Trustees for the Carthage Public Library:**

Baucom, Justin Justin@dallybaucom.com	419 Euclid	388-1108 Cell
Campbell, Carrie- Secretary/Treasurer soup1954@live.com	530 E. Highland	358-4492 Home
Cole, Gary ccole723@sbcglobal.net	723 Belle Air Place PO Box 245	358-4130 Home 850-8884 Cell
Johnson, Kevin kcj@suddenlink.net	924 Gene Taylor Drive PO Box 642	359-9799 Home 358-8131 Work
Maggard, Donna Maggardd59@gmail.com	1109 Lillie Drive	793-5385 Cell
Putnam, Miriam putnammiriam@yahoo.com	1210 Wilson Road	388-1037 Cell
Putnam, Eric eputnam2000@gmail.com	521 E. Highland	388-2739 Cell
Ralston, Peggy -President Pralston70@gmail.com	1620 Alexandra Drive	793-0041 Cell
Swingle, Sandy-Vice President Sandra.swingle@att.net	515 Belle Air Place	388-2068 Cell

Completed Affidavit **must** be included with application for consideration!

501(c) (3) VERIFICATION AFFIDAVIT

The undersigned, a duly appointed officer of Carthage Public Library, (hereinafter referred to as the "Organization") hereby certifies that, as of the date shown below, the Organization is operating as an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, that said Organization has provided to the McCune Brooks Regional Hospital Trust a copy of its letter from the Internal Revenue Service informing the Organization of the determination of its exempt status, and that the Organization has not in the past year lost or relinquished its exemption status for any reason.

Dated this 26 day of June, 20 19.

Carthage Public Library
(Name of Organization)

BY: Julie Yockey
Signature

Julie Yockey, Director
Typed Name and Title

Submit this completed application to:

McCune Brooks Regional Hospital Trust
c/o Schmidt Associates
1105 Industrial Drive
Carthage, MO. 64836

Requests will be reviewed at the next scheduled meeting of the Trustees.

MCCUNE BROOKS REGIONAL HOSPITAL

DBA STAN SCHMIDT

FINANCIAL STATEMENTS

OCTOBER 31, 2019

Schmidt Associates, P.C.
Certified Public Accountants

ACCOUNTANT'S COMPILATION REPORT

McCune Brooks Regional Hospital
3125 Dr. Russell Smith Way
3125 Dr. Russell Smith Way
Carthage, MO 64836

Management is responsible for the accompanying financial statements of McCune Brooks Regional Hospital (a nonprofit organization) which comprise the statement of financial position as of October 31, 2019 and the related statements of activities and other changes in net assets for the year-to-date in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Schmidt Associates, P.C.
November 08, 2019

CPA
America Counts on CPAs
1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

McCune Brooks Regional Hospital
Statements of Financial Position
October 31, 2019

Assets

Assets		
Cash in bank- New trust disbursement	$	4,624.74
New Trust investment		15,670,902.30
Escrow account		5,050,808.57
Total Assets	$	20,726,335.61

Liabilities and Net Position

Liabilities		
Accounts payable	$	1,560,334.00
Total Liabilities		1,560,334.00
Net Position		
Operational capital- Fund balance		19,880,674.78
Restricted- non expendable		322,626.00
Retained earnings		(1,037,299.17)
Total Net Position		19,166,001.61
Total Liabilities and Stockholders' Equity	$	20,726,335.61

See accountant's compilation report.

McCune Brooks Regional Hospital
Statements of Activities

	6 Months Ended October 31, 2019
Income	
Interest and dividend income- bond/escrow	41,674.07
Interest and dividend income-Trust	146,661.59
Other income	11,200.32
Other income- from other trusts	532.17
Gain (Loss) realized and unrealized	203,682.74
Total Income	403,750.89
Operating Expenses	
Bank charges	10,050.06
Grants	1,425,000.00
Legal and professional fees	6,000.00
Total Operating Expenses	1,441,050.06
Net Income (Loss)	$ (1,037,299.17)

See accountant's compilation report.

RESOLUTION NO. 1892

A RESOLUTION REPEALING RESOLUTION 1889 AND CALLING FOR A PUBLIC HEARING TO BE HELD ON THE 14TH DAY OF JANUARY 2020 AT 6:30 P.M., IN THE COUNCIL CHAMBERS, AT CITY HALL IN CARTHAGE, MISSOURI, CONCERNING ANNEXATION OF PROPERTY GENERALLY KNOWN AS: THREE TRACTS OF LAND NORTHWEST OF THE INTERSECTION OF W. GEORGE E. PHELPS BLVD. & HAZEL AVE. CONTAINING 107 ACRES, MORE OR LESS.

All of Lots numbered 174 through 227, inclusive, and Lots numbered 283 through 303, inclusive, and Lots 304 through 309, inclusive, lying East of Highway 71 Bypass, together with all vacated streets and alleys lying adjacent to said Lots, all in South Side Addition, located in part of the Northwest Quarter of Section 16, Township 28, Range 31, Jasper County, Missouri, Except all of Lot numbered 188 and the East one-half of vacated alley adjacent on the West side of Lot 188.

All of the North one-half of the Southwest Quarter and a strip 300 feet wide off the South side one-half of the Northwest Quarter, all in Section 16, Township 28, Range 31, Jasper County, Missouri, lying East of Interstate 49 formerly known as Highway 71.

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

SECTION I: That Resolution 1889 which was passed by the City Council of the City of Carthage on December 10, 2019, is hereby repealed and replaced with this Resolution.

SECTION II: That there has been presented on December 10, 2019, to the City Council of the City of Carthage, a verified petition signed by the owners of all fee interest of record and all tracts of real property located within the area described in the petition, which area is proposed to be annexed to the City of Carthage; a copy of which petition is attached hereto and incorporated herein as if set out in full.

SECTION III: That no part of said real property is now included in any incorporated municipality.

SECTION IV: That said real property is contiguous to the existing corporate limits of the City of Carthage, Missouri.

SECTION V: That in accordance with section 71.012 Revised Statutes of Missouri, a public hearing shall be held concerning the matter, and this public hearing shall be held on the **14th day of January 2020** at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri.

SECTION VI: The City Clerk is authorized and directed to cause a notice of such hearing to be published in a newspaper of general circulation qualified to publish legal matters located within the boundaries of the city. If no such newspaper exists, then the notice shall be published in the qualified newspaper nearest the petitioned city. Mo. Rev. Stat. §71.012.2(1) at least seven (7) days prior to the date of hearing.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____
Dan Rife, Mayor

ATTEST:

_____
Traci Cox, City Clerk

Sponsored by: Planning, Zoning and Historic Preservation Commission

Mayor & Council:

At the December 10, 2019 Council meeting, the Council adopted Resolution 1889 calling for a Public Hearing regarding the Schreiber annexation. A public notification, at least seven days prior to the Public Hearing is required in a newspaper of general circulation qualified to publish legal matters located within the boundaries of the city. If no such newspaper exists, then the notice shall be published in the qualified newspaper nearest the petitioned city. Mo. Rev. Stat. §71.012.2(1). The nearest newspaper only publishes weekly.

The timeframe to get the publication in the newspaper was not able to be met due to a number of reasons. Therefore, we are looking at a new Resolution calling for the Public Hearing for the next (January 14, 2020) Council meeting. Additionally, the ordinance for the Annexation and zone change will also be on this same agenda for first reading.

As the property is not anticipated to change ownership until March 2020, the annexation still falls within the required timeframes for this project.

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, DECEMBER 9, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox

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. Collier made a motion to approve the minutes for the November 4 Budget meeting. Motion carried 3-0.

NEW BUSINESS

1. **Consider and discuss recommendation from Compensation Study Committee.**

   "The City solicited sealed proposals from interested, qualified, and experienced consulting firms to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees. The goal being to develop a plan and implementation costs for inclusion in the fiscal 2021 budget. All proposals were received by the City Clerk's Office, by November 08, 2019. Included is the ***list of vendors*** *who were sent the invitation, plus the* ***Request for Proposal****. The Committee consisted of the Mayor, Budget Chairman, Budget Vice Chairman, City Clerk and City Administrator. The Committee developed a short list of three vendors for personal interviews. The Committee interviewed the vendors via Skype for discussion of their methodology, overall proposal and Q&As as needed. References of the finalist were checked and reviewed. The Committee will be providing its recommendation to the Budget Committee for its recommendation to the full Council. The recommended successful firm's* ***proposal*** *is also included in the packet. Due to timing considerations, first reading of a proposed Agreement/Contract will be on the Council agenda for the December 10, 2019 meeting."*

   Mr. Short discussed the Skype interviews performed with the selected vendors for the compensation study. The selection committee recommended accepting the RFP submitted by McGrath Human Resources Group and references were called with positive feedback. Mr. West moved to accept Option II from McGrath Human Resources Group for $24,589. Motion carried.

2. **Staff Reports.** The **Sales Tax Report** for December is included in this packet. Generally, the General Fund Sales Tax (1%) receipts for December showed a decrease of 7% from the same month last Fiscal Year. This amounted to approximately $15,982 less than the same month last year. We'll report further on the report at the meeting. Also included are the November **Budget Summary Reports** which we will go over at the meeting. We plan to discuss any concerns at the meeting. We also plan to bring a **Draft Budget Calendar for fiscal 2021** for planning and scheduling purposes. As of this writing it is not quite complete. The **Pooled Cash and Investment reports** are also included in the packet.

   Mr. Short reviewed sales tax revenues and the monthly financial reports. The Budget Calendar for the 2020-2021 FY was presented with no changes made.

3. **Other Business.** None

ADJOURNMENT: The meeting adjourned at 6:01 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 10, 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 and City Clerk Traci Cox

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Barlow, the minutes of the November 26, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Newport moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and Discuss Implementation of a Wellness Point System Program:** Ms. Cox explained the program that was formed by the Wellness Committee. Employees will have one year to participate in different activities to earn 100 points. Those who reach the point goal will receive a $50 wellness incentive added to their paychecks in January 2021. Mr. Armstrong made a motion to approve the Wellness Point System. Motion carried 4-0.

2. **Staff Reports:** Mr. Short reported interviews have been scheduled for the position of IT Manager. Minimum wage will be increasing effective January 1 to $9.45 per hour. The audit will be presented December 19 at a joint meeting of the Insurance, Audit and Claims and Budget Committees.

3. **Member Comments:** Mr. Barlow discussed the Fairview Widening Project and payments to Hunter Chase. Mr. Armstrong questioned the November 2019 Economic Development Report and why it wasn't on the agenda for discussion. No invoice had been submitted with the report and was not put on the agenda for discussion. Mr. Armstrong will not be present at the next meeting and will email his comments to the committee for consideration before approving payment to the Chamber of Commerce.

ADJOURNMENT: Mr.Barlow made a motion to adjourn at 5:32 PM. Motion carried 4-0.

Traci Cox
City Clerk

MINUTES SPECIAL COMMITTEES AND BOARDS

The Carthage Public Library Board of Trustees Meeting Minutes – November 12, 2019

The Carthage Public Library Board of Trustees met Tuesday, November 12, 2019 in the Carthage Public Library Board Room.

The official meeting was called to order at 5:26 pm by Peggy Ralston.

Roll Call

Board members present were Carrie Campbell, Gary Cole, Eric Putnam, Donna Maggard, Peggy Ralston, Justin Baucom, Kevin Johnson and Sandy Swingle. Also present was Julie Yockey, library director and Judy Welch.

Minutes of the Last Meeting

Motion was made to approve the October 8, 2019, by Gary Cole, and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. September financial report was presented. A motion to approve financial report was made by Justin Baucom and seconded by Gary Cole. Motion passed.

Director's Progress and Service Report

Attached. Julie presented her November 2019 report. Discussion was made regarding mileage. Eric motioned that we change the current rate of 53 cents/mile to the federal rate of 58 cents/per mile and amend the bylaws to match the federal mileage rate. Gary seconded. Motion approved.

President's Message

Peggy stated that the library will break ground very soon. She also welcomed Kevin back to the board.

Council Liaison's Report

No report

Committee Reports

Building Committee – Gary said that the starting date for the new building is November 18, 2019. Completion is expected within 180 days (around May 2020). CWEP has moved all lines and added an extra conduit in case more electricity is needed in the future. Gary spoke with G&G Construction regarding the roof leaks. Kansas City Roofing Company will ask Joplin Roofing Company to make further repairs on the roof leaks, if the fees are reasonable. If not, then Kansas City Roofing Company will make the repairs. Gary also stated that the bonding company is good for the 20 year warranty instead of the one year warranty that we had anticipated.

Budget Committee – No report

Community Relations – No report

By-Laws – No report

Library Gardens – No report

ADA Compliance – No report

Communications – No report

Unfinished Business

No report

New Business

No report

Payment of Bills

Eric moved to pay the October bills with a second by Sandy. Motion passed unanimously.

Adjournment

With no further business, Gary made a motion to adjourn the November meeting. Justin seconded. Motion passed unanimously. Meeting was adjourned at 5:55.

Respectfully submitted,

Carrie Campbell

Secretary

Peggy Ralston, Board President

AGENDAS STANDING COMMITTEES

PUBLIC SERVICES COMMITTEE
TUESDAY DECEMBER 17, 2019
5:30 P.M.
COUNCIL CHAMBERS
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. Presentation from Waters Edge Aquatic Design and Citizens Action Group interested in improving aquatics offerings within the community.

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

Wednesday December 18, 2019
5:30 p.m.
Carthage City Hall – Upstairs Conference Room
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

****CANCELLED DUE TO LACK OF QUORUM ****

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Discuss parking on City Lots Ordinance Update

CITIZEN PARTICIPATION

1. No Citizens were scheduled for the meeting

NEW BUSINESS.

1. Consider and discuss the Fairview School Zone Council Bill
2. Staff reports
   a. Fire Department
   b. Police Department

ADJOURNMENT

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

POSTED: _____

BY:_____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
December 19, 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. Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage Basic Financial Statements.
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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus 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
DECEMBER 17, 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
   ◊ County Clerk-Surplus Computer
   ◊ Cemetery Preservation Committee-Marjorie Bull and Clyde Hood-Discuss Jasper County Cemetery
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   ◊ Award Bid for Contract Cleaning Services
   ◊ Discuss Grant with Children's Mercy Kansas City
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 DECEMBER 13, 2019 AT 4:00 P.M. (RSMO 610.020)

POLICE AND FIRE PENSION COMMITTEE
Tuesday, December 17, 2019
11:30 A. M.
UMB Main Building
300 Grant Street

Agenda

Lunch during the Business Meeting provided by UMB Bank

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Chris Calmer
2. Discuss and Approve Audit ending December 31, 2018
3. Training Session

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 _____

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet December 19, 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: November 2019

APPROVAL OF DISBURSEMENTS: November $3,450,774.83

FINANCIAL STATEMENT: November

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of Retirement Resolution for Glenn Chambers
2. Consideration of Retirement Resolution for Kelly Lee
3. Consideration of bids on the purchase of a Meter Testing Station
4. Consideration of bids on the purchase of a Sewer Surveillance Monitoring System
5. Consideration of Public Records Policy

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

CORRESPONDENCE

TARGETED BUDGETED ROUNDS..... 20,000 2019 - 2020

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	13.36%	2,672	2,672	2,787	2,787	115	4.29%	115	4.29%
Aug	12.10%	2,419	5,091	2,131	4,918	-288	-11.91%	-173	-3.41%
Sep	11.80%	2,359	7,451	2,247	7,165	-112	-4.76%	-286	-3.83%
Oct	8.41%	1,682	9,133	1,373	8,538	-309	-18.38%	-595	-6.51%
Nov	4.26%	851	9,984	808	9,346	-43	-5.08%	-638	-6.39%
Dec	2.69%	538	10,522	0	9,346	-538	-100.00%	-1,176	-11.18%
Jan	3.22%	645	11,167	0	9,346	-645	-100.00%	-1,821	-16.30%
Feb	3.69%	738	11,904	0	9,346	-738	-100.00%	-2,558	-21.49%
Mar	6.54%	1,307	13,212	0	9,346	-1,307	-100.00%	-3,866	-29.26%
Apr	9.36%	1,872	15,083	0	9,346	-1,872	-100.00%	-5,737	-38.04%
May	11.31%	2,263	17,346	0	9,346	-2,263	-100.00%	-8,000	-46.12%
Jun	13.27%	2,654	20,000	0	9,346	-2,654	-100.00%	-10,654	-53.27%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES ..... $ 440,315.00 CITY REVENUE REPORTS

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	DOLLAR	PERCENT	DOLLAR	PERCENT
Jul	13.74%	$ 60,501.16	$ 60,501.16	$59,184.55	$ 59,184.55	-$ 1,316.61	-2.18%	-$ 1,316.61	-2.18%
Aug	11.73%	$ 51,637.25	$ 112,138.41	$44,898.81	$ 104,083.36	-$ 6,738.44	-13.05%	-$ 8,055.05	-7.18%
Sep	11.11%	$ 48,905.58	$ 161,043.99	$49,503.96	$ 153,587.32	$ 598.38	1.22%	-$ 7,456.67	-4.63%
Oct	9.53%	$ 41,968.36	$ 203,012.36	$29,640.56	$ 183,227.88	-$ 12,327.80	-29.37%	-$ 19,784.48	-9.75%
Nov	5.23%	$ 23,030.69	$ 226,043.04	$12,361.44	$ 195,589.32	-$ 10,669.25	-46.33%	-$ 30,453.72	-13.47%
Dec	3.28%	$ 14,444.20	$ 240,487.24	$0.00	$ 195,589.32	-$ 14,444.20	-100.00%	-$ 44,897.92	-18.67%
Jan	2.85%	$ 12,569.69	$ 253,056.93	$0.00	$ 195,589.32	-$ 12,569.69	-100.00%	-$ 57,467.61	-22.71%
Feb	2.72%	$ 11,968.52	$ 265,025.45	$0.00	$ 195,589.32	-$ 11,968.52	-100.00%	-$ 69,436.13	-26.20%
Mar	5.62%	$ 24,747.46	$ 289,772.91	$0.00	$ 195,589.32	-$ 24,747.46	-100.00%	-$ 94,183.59	-32.50%
Apr	9.41%	$ 41,455.22	$ 331,228.13	$0.00	$ 195,589.32	-$ 41,455.22	-100.00%	-$ 135,638.81	-40.95%
May	12.39%	$ 54,535.64	$ 385,763.77	$0.00	$ 195,589.32	-$ 54,535.64	-100.00%	-$ 190,174.45	-49.30%
Jun	12.39%	$ 54,551.23	$ 440,315.00	$0.00	$ 195,589.32	-$ 54,551.23	-100.00%	-$ 244,725.68	-55.58%
TOTAL	100.00%	$ 440,315.00							

TARGETED BUDGETED EXPENDITURES..... $613,011 2019-20

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	7.27%	44,540.04	44,540.04	$51,536.78	$51,536.78	$6,996.74	15.71%	$6,996.74	15.71%
Aug	9.86%	60,459.10	104,999.14	$49,184.81	$100,721.59	-$11,274.29	-18.65%	-$4,277.55	-4.07%
Sep	8.72%	53,479.41	158,478.55	$47,843.46	$148,565.05	-$5,635.95	-10.54%	-$9,913.50	-6.26%
Oct	9.63%	59,004.01	217,482.56	$47,255.63	$196,000.68	-$11,748.38	-19.91%	-$21,481.88	-9.88%
Nov	7.52%	46,128.33	263,610.89	$56,874.94	$252,875.62	$10,746.61	23.30%	-$10,735.27	-4.07%
Dec	8.81%	54,019.62	317,630.51	$0.00	$252,875.62	-$54,019.62	-100.00%	-$64,754.89	-20.39%
Jan	6.83%	41,894.24	359,524.74	$0.00	$252,875.62	-$41,894.24	-100.00%	-$106,649.12	-29.66%
Feb	6.10%	37,401.69	396,926.43	$0.00	$252,875.62	-$37,401.69	-100.00%	-$144,050.81	-36.29%
Mar	8.09%	49,611.93	446,538.36	$0.00	$252,875.62	-$49,611.93	-100.00%	-$193,662.74	-43.37%
Apr	8.84%	54,206.92	500,745.28	$0.00	$252,875.62	-$54,206.92	-100.00%	-$247,869.66	-49.50%
May	8.64%	52,950.60	553,695.88	$0.00	$252,875.62	-$52,950.60	-100.00%	-$300,820.26	-54.33%
Jun	9.68%	59,315.12	613,011.00	$0.00	$252,875.62	-$59,315.12	-100.00%	-$360,135.38	-58.75%
TOTAL	100.00%	613,011.00							

Carthage Public Library
Balance Sheet - Cash basis
November 30, 2019

Assets

Current Assets		
Cash in bank - treasurer's cash	$	123,487.14
Cash in bank - Simmons Bank		16,991.25
Cash in bank - Community National Bank		185,388.58
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		664,814.17
Total Current Assets		990,941.14
Total Assets	$	990,941.14

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		115,691.29
Total Net Assets		990,941.14
Total Liabilities and Net Assets	$	990,941.14

See accountant's compilation report.

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

Revenue	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Book sale income	$ 118.00	$ 250.00	$ (132.00)	$ 823.15	$ 3,000.00	$ (2,176.85)
Copier income	300.10	583.34	(283.24)	2,685.70	7,000.00	(4,314.30)
Donations	5.75	0.00	5.75	3,475.24	0.00	3,475.24
Donations-restricted	4,398.12	1,125.00	3,273.12	221,280.46	13,500.00	207,780.46
Fax income	51.60	83.34	(31.74)	394.20	1,000.00	(605.80)
Fine income	362.15	583.34	(221.19)	2,998.60	7,000.00	(4,001.40)
Interest income	1,157.16	833.34	323.82	34,235.63	10,000.00	24,235.63
Non-resident fee income	240.00	666.67	(426.67)	2,870.00	8,000.00	(5,130.00)
Payment for lost books	13.99	0.00	13.99	181.05	0.00	181.05
Postage income	2.00	166.67	(164.67)	4.50	2,000.00	(1,995.50)
State aid	0.00	1,000.00	(1,000.00)	4,803.11	12,000.00	(7,196.89)
Sur tax	0.00	1,500.00	(1,500.00)	0.00	18,000.00	(18,000.00)
Tax income	119.37	16,916.67	(16,797.30)	3,793.15	203,000.00	(199,206.85)
Tax income - Park and storm water	34,843.53	38,966.67	(4,123.14)	194,232.24	467,600.00	(273,367.76)
Miscellaneous income	0.00	166.67	(166.67)	1,660.99	2,000.00	(339.01)
Other income	151.76	166.67	(14.91)	507.95	2,000.00	(1,492.05)
Total revenue	41,763.53	63,008.38	(21,244.85)	473,945.97	756,100.00	(282,154.03)

See accountant's compilation report.

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

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	35,730.80	40,509.66	4,778.86	202,806.13	486,116.00	283,309.87
Lagers	1,800.45	1,959.91	159.46	10,516.84	23,519.00	13,002.16
Insurance - health	0.00	1,250.00	1,250.00	5,007.36	15,000.00	9,992.64
Payroll taxes - FICA	2,733.90	3,042.91	309.01	15,517.14	36,515.00	20,997.86
Total payroll expenses	40,265.15	46,762.48	6,497.33	233,847.47	561,150.00	327,302.53
Employee goodwill	953.84	250.00	(703.84)	2,489.68	3,000.00	510.32
Advertising	0.00	83.33	83.33	0.00	1,000.00	1,000.00
Audio-visuals	233.18	166.66	(66.52)	563.43	2,000.00	1,436.57
Books	2,286.46	2,500.00	213.54	14,189.56	30,000.00	15,810.44
Books - children's	517.26	1,250.00	732.74	10,313.69	15,000.00	4,686.31
Contract fees	1,416.97	3,083.33	1,666.36	22,050.83	37,000.00	14,949.17
Dues and travel	471.29	833.33	362.04	3,296.78	10,000.00	6,703.22
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	58.84	583.33	524.49	58.84	7,000.00	6,941.16
Information technology (IT)	109.99	583.33	473.34	669.97	7,000.00	6,330.03
Insurance	2,042.00	2,083.33	41.33	4,788.00	25,000.00	20,212.00
Legal and professional	0.00	500.00	500.00	5,425.00	6,000.00	575.00
Multi purpose building	44.76	0.00	(44.76)	44.76	0.00	(44.76)
Periodicals	29.00	500.00	471.00	3,491.92	6,000.00	2,508.08
Postage	76.04	125.00	48.96	458.70	1,500.00	1,041.30
Programs - adult	692.02	500.00	(192.02)	2,139.69	6,000.00	3,860.31
Programs - children	559.91	1,083.33	523.42	2,030.25	13,000.00	10,969.75
Programs, teens	0.00	83.33	83.33	325.79	1,000.00	674.21
Repairs and maintenance	844.99	2,916.66	2,071.67	27,019.46	35,000.00	7,980.54
Supplies	1,621.60	2,083.33	461.73	6,737.48	25,000.00	18,262.52
Telephone	664.78	500.00	(164.78)	2,217.40	6,000.00	3,782.60
Utilities	2,443.11	2,916.66	473.55	12,595.98	35,000.00	22,404.02
	15,066.04	22,916.61	7,850.57	124,407.21	275,000.00	150,592.79
Total expenses and losses	55,331.19	69,679.09	14,347.90	358,254.68	836,150.00	477,895.32

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 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	(13,567.66)	(6,670.71)	(6,896.95)	115,691.29	(80,050.00)	195,741.29
Transfers from temporary restricted	3,338.11	6,670.84	(3,332.73)	24,829.69	80,050.00	(55,220.31)
Transfers to temporary restricted	(189,731.46)	0.00	(189,731.46)	(221,280.46)	0.00	(221,280.46)
Increase/(Decrease) in unrestricted net assets	(199,961.01)	0.13	(199,961.14)	(80,759.48)	0.00	(80,759.48)

See accountant's compilation report.

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

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Debbie Putnam - Children's section	0.00			(2,000.00)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			4,258.00		
Spotlight on Literacy Grant - MOSL - 2020	0.00			6,776.00		
Summer reading program - Local - 2019	0.00			515.00		
Summer reading program - MOSL - 2019	4,398.12			4,398.12		
Mulit Purpose Building - furnishings and supplies	0.00			22,000.00		
Muliti Purpose Building	185,333.34			185,333.34		
CPL Development Foundation	(157.04)			(157.04)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(3,875.42)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(630.00)			(2,721.38)		
Spotlight on Literacy (RTR) Grant - Local 2020	(145.69)			(499.40)		
Spotlight on Literacy Grant - MOSL 2020	(3,656.25)			(7,456.25)		
Spotlight on Literacy Grant - Local - 2020	1,790.87			(2,205.95)		
Steadley Trust	(540.00)			(540.00)		
Summer reading program - Local - 2019	0.00			(590.18)		
Summer reading program - MOSL - 2019	0.00			(3,284.07)		
Increase/(Decrease) in temporarily restricted net assets	186,393.35			196,450.77		
Change in net assets	$ (13,567.66)			$ 115,691.29		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and five months ended November 30, 2019

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	$ 6,252.67	$ 0.00	$ 0.00	$ 6,252.67
CPL Development Foundation	13,048.92	0.00	(157.04)	12,891.88
Debbie Putnam - Ebooks	30,139.74	0.00	(3,500.00)	26,639.74
Debbie Putnam - Children's section	2,000.00	(2,000.00)	0.00	0.00
Library Gardens	13,403.70	0.00	(3,875.42)	9,528.28
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25	4,258.00	(2,721.38)	5,933.87
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57	0.00	(499.40)	7,236.17
Spotlight on Literacy - MOSL -2020	2,189.25	6,776.00	(7,456.25)	1,509.00
Spotlight on Literacy Grant - Local - 2020	13,778.65	0.00	(2,205.95)	11,572.70
Steadley Trust	2,546.16	0.00	(540.00)	2,006.16
Summer reading program - Local - 2019	75.18	515.00	(590.18)	0.00
Summer reading program - MOSL grant - 2019	(2,489.79)	4,398.12	(3,284.07)	(1,375.74)
Thelma Stanley Foundation Grant	7,012.96	0.00	0.00	7,012.96
Multi Purpose Building - furnishings and supplies	0.00	22,000.00	0.00	22,000.00
Mulit Purpose Building	0.00	185,333.34	0.00	185,333.34
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	$ 296,088.73	$ 221,280.46	$ (24,829.69)	$ 492,539.50

See accountant's compilation report.

Directors' Progress and Service Report, December 2019

Julie Yockey, Director

Merry Christmas from the Library staff and myself! Our Library is decorated in all her beautiful red and green. I personally think it is her best color! Make sure you stop in and check out the decorations in all of our departments. Staff have really pitched in this year to make sure we are festive.

Our ground breaking for our new multipurpose building was AWESOME! We had a large number of people in attendance to help us celebrate this wonderful gift. The dirt work has begun, and it is exciting. If you can't find me, just ask my staff where I am and they will tell you right off the bat "Outside." The weather has been cooperating, which is a blessing. Gary Cole and Peggy Ralston will give an update at our meeting tonight.

On November 26, Sherri Luce and I went to the Neosho Public Library for a director/children's meeting with other southwest Missouri staff. This meeting concentrated on our statistical reporting, library foundations and Missouri Evergreen. On January 13th our library will host library staff from the southwest area for professional development on a wide range of programs and procedures we have here at Carthage. We are looking forward to it.

On November 20th Pat Wakefield and I attended the Naturalization Ceremony in Kansas City for our very first adult student. This ceremony is by far the most emotional and patriotic ceremony I have ever attended. Being held at the Federal Courthouse, from the minute you step in the building the security is as tight, or tighter than going through a TSA checkpoint. From a very early age I was taught to be patriotic, to have reverence towards the "Rule of law'" and our President. To sit in a courtroom surrounded by people from 26 countries, who have had the yearning to become Americans, is very humbling. When they each stood to take the oath of American Citizenship, I thought to myself, "I wish all people living in America would read and take heart at what the oath means to be a citizen." The judge gave a wonderful speech to the new citizens reminding them of what their "Rights'" and "Responsibilities" are moving forward. I am so proud of Mario. He has been attending our classes twice a week for four years and intends to keep coming to better his English.

Interim grant reports are complete and are turned into the State of Missouri. I am working with Mike Tolle, IT Administrator on completing a technology assessment that will help us in the future receive technology grants from the state. The date had been set for our Library Advocacy Day in Jefferson City. It will be held on March 10,11th 2020.

Julie Yockey

CIRCULATION REPORT for November 2019

New Books/Periodicals	
Adult Books	117
Adult Periodicals	65
YA Books	4
YA Periodicals	1
Juvenile Books	36
Juv Periodicals	2
Totals	225

New Applications	
Adult	43
Juvenile	13
Total	56

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

Computer Use	
Adult	478
Reference/Genealogy	9
Microfilm	7
Juvenile	74
Tablets	48
AWE	0
Teen Laptops	72
Wireless	
Total	688

Circulation	Adult	YA	Juvenile	Total
Books	1738	152	1997	3887
Periodicals	65	0	0	65
Audio	73	0	42	115
Visual	523	-	-	523
Circulating Electronics	1	-	-	1
eBooks	821	120	135	1076
Totals	3221	272	2174	5667
In House Use	147	-	-	147

Courier	Lending	Borrowing	Total
	454	341	795
Circulation Total			6609

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
0	6	15	1	22

ENGLISH	Adult	YA	Juvenile	Total
Programs	0	0	9	9
Attendees	0	0	800	800

SPANISH	Adult		Juvenile	Total
Programs	6		2	8
Attendees	42		38	80

	Requests	Filled
ILL Requests Made	3	1
ILL Requests Rec'd	115	0

Door Count	N/A

	Adult	YA	Juvenile	Total
Mending	24	4	38	66
Discards	122	0	1	123
Corrective Processing	10	21	19	50

Children's Progress Report
November 2019, Sherri Luce

This November we were able to host two bilingual story times and two in-house English story times. One of the English story times had a special guest. A honey farmer visited us and taught us several things about caring for bees and harvesting honey. I visited our regular outreach partners, as well as a parent night at the Carthage Intermediate Center.

Looking ahead, we have two story times planned for each English and bilingual. Some of our regular outreach groups have had to be postponed because of scheduling conflicts, but our in-house events look to be exciting! Santa will be here on December 11th to visit with children. We will have stories, songs, cookie decorating and hot chocolate!

The Library will have a winter reading program beginning in January, as well as promoting the 1000 Books before Kindergarten program. While visiting with families at the CIC event, I feel there is enough interest to begin a monthly family night too. Ideas include board games, family movies, book clubs, builders' club (LEGO type challenges) and STEAM programs.

Merry Christmas!

Missouri Governor — Michael L. Parson

Office of Communications

FOR IMMEDIATE RELEASE

December 16, 2019

Transportation Projects Selected Under Governor Parson's Cost-Share Program

(JEFFERSON CITY, MO) – Today, Governor Mike Parson announced that 20 transportation projects will receive $50 million under his transportation cost-share program. The Missouri Departments of Transportation (MoDOT) and Economic Development (DED) selected the projects with the goal of building partnerships with local entities to deliver road and bridge projects that have the greatest economic benefit to the state.

"This is an exciting opportunity for Missouri to turn infrastructure investments into workforce investments," **Governor Parson** said. "The number of applications shows that these partnerships are not only of great interest but of great benefit to Missourians. It also highlights that many unfunded transportation needs remain in our state."

Projects awarded range from urban roadway improvements to local community projects, all of which support economic development.

MoDOT's Cost-Share Committee, made up of MoDOT's Chief Engineer, Chief Financial Officer, Assistant Chief Engineer, and two Director-appointed employees along with DED staff, reviewed 48 applications requesting more than $92 million to deliver $321 million in projects. The committee selected 20 applications to receive the $50 million, which will deliver $131 million in projects upon approval by the Missouri Highways and Transportation Commission in January.

During legislative session, the Missouri General Assembly appropriated $50 million to create the Governor's transportation cost-share program, which provides financial assistance to public and private applicants for public road and bridge projects. The program matches up to 50 percent of the construction contract costs for selected projects.

Ten percent of the funds are set aside for projects that demonstrate economic development. MoDOT and DED worked with project sponsors to determine when projects may generate economic development. The departments may contribute up to 100 percent of the construction contract costs from the 10 percent set aside for these projects.

For the full list of selected projects, please see attachment. The selected projects will be presented to the Missouri Highways and Transportation Commission for approval in January.

###

Mike Parson - Missouri Governor
Office of Communications

Governor's Transportation Cost-Share Program Funding Recommendation

Project Sponsor	Project Description	Recommended Funding
City of St. Charles	Riverpointe roadway construction	$5,000,000
St. Charles County	Route A improvements for the GM Wentzville Assembly Plant	$3,500,000
City of Ozark	McCracken Road and North 3rd Street improvements	$726,800
City of Parkville	Route 9 and 6th Street vehicular and pedestrian improvements	$400,000
Pettis County	New Route 65 interchange north of Sedalia for Industrial Park	$8,290,950
City of Creve Coeur	Route 67 and Old Olive Road intersection improvements	$575,100
City of Poplar Bluff	Route 67 four-laning	$5,785,080
City of Springfield	Galloway Street improvements	$1,500,000
City of West Plains	Access roads to Ozarks Medical Center	$1,230,639
City of Hannibal	Access road to Lakeside Business and Technology Park	$835,000
City of Columbia	Connecting Road between Discovery Parkway/Route 63 interchange and Rolling Hills Road/New Haven intersection	$3,063,485
Fenton Land Investors, LLC	North Highway Drive and Assembly Parkway improvements in Fenton	$2,814,674
City of Carthage	Hazel Street improvements	$1,009,806
City of Jefferson	Three roundabouts along Clark Avenue Corridor - Dunklin Street and ramp terminals for Route 50/63	$1,910,000

Mike Parson - Missouri Governor
Office of Communications

Wasson Family Limited Partnership	Route 160 turn lanes in Nixa	$152,400
City of Kirksville	Business Route 63 improvements	$955,294
City of St. Charles	New Town Blvd improvements	$967,500
City of Lee's Summit	Colbern Road improvements	$8,000,000
St. Charles County	I-70 additional lane in O'Fallon	$1,233,272
City of Cape Girardeau	Veterans Memorial Drive improvements - Phase 2 (North)	$2,050,000
	Total Funds Recommended	**$50,000,000**

GOLF COURSE OPERATIONS

Municipal Golf: A Window into Medicare-for-All?

By Jim Koppenhaver

I know it's always a risky move mixing business, analysis and politics but this month I'm going to operate under my dad's observation (advice?) that it's better to ask for forgiveness than permission. While the topic of, in the current operating model and financials, whether municipal golf has an unfair competitive advantage in the marketplace has been frequently flogged, I continue to get a steady stream of facts and public domain documents that point out that a meaningful number of municipal golf facilities are "underwater" annually at an Operating Income level and an even higher number of them are "submariners" at the Net Income level (i.e. after incorporating non-operating expenses, the largest of which is usually debt service from our inspection of hundreds of Comprehensive Annual Financial Reports (CAFRs)). This begs two interesting questions for our industry at large:

- How long and for how much annually will the taxpayers and their elected officials be willing to subsidize golf as a "community enhancement" against the industry headwinds of declining participation, rounds and demographic challenges?
- What is the impact of the "collateral damage" to privately-held golf courses within the municipalities and their economic contribution if heavily-subsidized municipal golf drives these previously-successful golf operators out of business?

Whenever I get an inbound email or call about some "cause" or perceived industry "injustice" by some (mostly) well-meaning subscriber or industry observer, my first response generally is, "Do you have any facts to support that assertion?" That generally either winnows out or significantly shortens the discussion about said "injustice." Several weeks ago however one of the enquirers promised to help me by providing some research to support their case. The pitch was, "How can a privately-held golf owner/operator survive in a competitive marketplace where their primary competitors are losing 6-figures annually and that financial performance is either being subsidized back to break-even or the debt obligation can be reconfigured relatively easily to extend the game?" To support their case, they sent me the CAFRs for '18 for 5 courses in a general market area which I've summarized in the table top right:

	Beavercreek CH	Blue Ash CH	Miamisburg CH	Mason CH	Springboro CH	5-city Total
Op. Rev.	$ 1,430.6	$ 3,748.8	$ 1,416.0	$ 1,738.4	$ 1,897.8	$ 10,231.6
Expenses	$ (2,285.0)	$ (4,550.3)	$ (1,686.2)	$ (2,626.4)	$ (2,663.8)	$(13,811.7)
Op. Inc.	$ (854.4)	$ (801.5)	$ (270.2)	$ (888.0)	$ (766.0)	$ (3,580.1)
Capital & Related Financing	$ (251.1)	$ 2.7	$ (98.4)	$ (80.9)	$ (80.6)	$ (508.3)
Net Inc./(Loss)	$ (1,105.5)	$ (798.8)	$ (368.6)	$ (968.9)	$ (846.6)	$ (4,088.4)
Transfers In	$ 2,440.4	$ 284.4	$ 508.7	$ 1,305.0	$ 966.9	$ 5,505.4
Change in Net Position	$ 1,334.9	$ (514.4)	$ 140.1	$ 336.1	$ 120.3	$ 1,417.0

* All figures in $Ks, unless otherwise noted

** Blue Ash is combined Golf Course & Events Center

If your first reaction to the above table isn't something along the lines of "Holy Sh**!" then you should check yourself for a pulse. While we know that one year does not in and of itself define the financial health of a golf course and that '18 was further compromised by being abnormally poor weather nationally, the ugly fact is that all 5 municipalities noted above missed breakeven at the Operating Income level by $270-$888K. Adding insult to injury, you can see that after debt service and any other non-operational expenses, they slipped even further into the red to the tune of $369K-$1.1M. In all of the above examples, the golf operation is classified as a Proprietary Fund which means that it's separately accounted for outside the general budget so it gets individual visibility (nice for our purposes here of trying to determine golf's contribution to the common good) and needs to be funded annually to cover any shortfalls that occur. As you can see, the municipalities (with the exception of Blue Ash), through their elected/appointed representatives chose to cover the shortfalls to the tune of $509K-$2.4M for calendar year '18.

This brings us back to their privately-held competition in the marketplace and how this potentially plays out. In a normal, competitive and free market environment, the entities losing money would have three general choices, all of which would benefit their profitable or breakeven competitors: 1) Dramatically cut costs which impacts either the product quality or the service delivered which generally further hinders the business' economics or 2) Take on additional debt to maintain product quality and service levels and "bet" that volume and/or rate will improve in the coming years enough to cover the shortfall and now the additional debt load (which will likely be at a higher rate to boot because the risk factor has gone up with these financials) or 3) Exit, stage left (i.e. look for a buyer or close the operation). In this above example, if you're the privately-held competitor, it would appear that the municipalities are taking a 4th option, not available to you; just keep losing money and getting bailed out annually by your "parents."

But wait, there's more! Outside the above financial statements and their window into the health of these municipal golf operations, our work over the past several years suggests there's also an 800-lb gorilla in the room beyond the financial statements; deferred CapEx. While privately-held and municipal courses have both been playing the deferral game as a survival strategy the past 5-7 years, our work suggests that muni's have been deferring at a higher rate than most of their privately-held competitors and that's going to come due shortly (for many we've examined on the muni side, the next 3-5 years) and pile onto the bailout required to keep them afloat. Put another way, what we likely have in play in many mar-

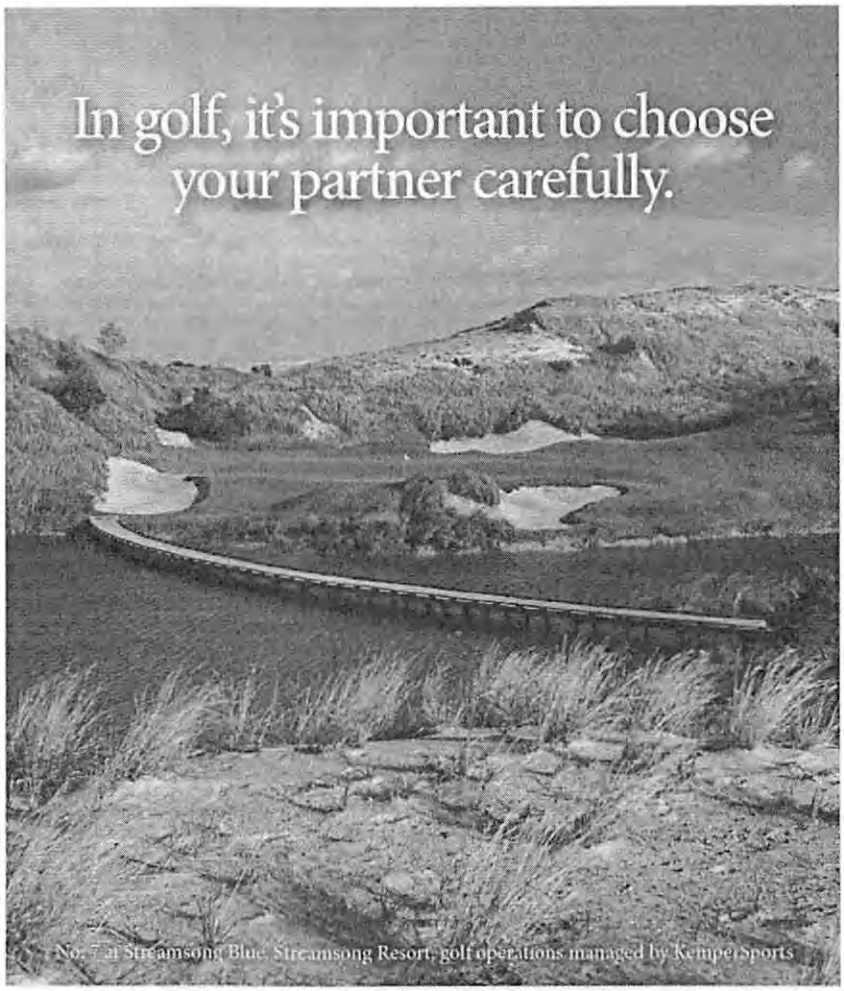
kets is a game of "CapEx chicken" to see who's going to succumb to that "big expense" first because it will require a big leap of faith and, if you jump first and fail to cover the bet, then you're done (and the survivor gets the benefit of your rounds and consumers to try and cover their CapEx bet which they'll have to make eventually, there's no way to dodge it).

So, back to the headline, what's this got to do with Medicare-for-All? On our current trajectory in a number of markets, privately-held golf courses are failing at a disproportionate rate relative to the muni's. If this trend continues, then basically the government will be providing and subsidizing non-Private Club golf in the US and, potentially, operating it less efficiently than the private operators which have been forced to foreclosure by the pure economics. To be clear, I'm not saying that there isn't a role for municipal golf in our industry as a community benefit and, often, as the provider of "affordable, commodity golf" as a recreational pursuit. I would suggest however that there either needs to be a path-to-profitability for the municipal golf operation or some threshold of investment (annual (like $100K/yr) or cumulative over a defined period of time (like not to exceed $500K over any 5 consecutive year period) at which point it's not a reasonable subsidy and it's also depressing the overall market for that service (which, IMO, shouldn't be a hallmark of municipal recreational services but I know there are those who will disagree with me on this point). This is the type of analysis and professional advice Pellucid/Edgehill has been giving to multiple municipalities who have retained our services over the past year.

We believe that golf as an industry is healthier with an intelligent and economically-sound mix of municipal and privately-held golf but, in some cases like the one cited above, currently the path being forged will result in muni golf-for-all. The logical extension of that scenario would lead to the near-extinction of privately-held golf operations. If that comes to pass, Mike Dickoff of Apparation (www.apparationllc.com) offers this view into the crystal ball from observing his home market of Minneapolis.

"Once a privately-owned course has been forced to shutter due to unfair competition, the very valuable Metro area land gets sold to developers and once the houses are in place there is no turning back. The privately-owned courses that have closed in the inner portion of the MSP Metro (Minneapolis, St. Paul and the first two rings of suburbs) were all converted to housing developments... there's no green space to repurpose back into a golf course. Actually, the same is true of the two private clubs that have closed since 2015. We currently have two courses that have closed and have deals with developers awaiting approval (Hollydale and Apple Valley). Both are being fought by neighbors but I'm guessing the developers will ultimately win."

In other words, if Minneapolis turns out to be the model case, privately-held golf operations gradually become an endangered species with little hope of repropagation. In the most perverse scenario, if the muni's then eventually "bail" on golf after driving out privately-held golf, the renaissance of privately-held golf could be buying the remaining courses from the muni's. I don't even want to think about all the ramifications of that version of the future... ■



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"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 determined 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 by 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 and 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.

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
December 19, 2019

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

The following Council Members answered roll call: Kirby Newport, Ed Barlow, Juan Topete, Ray West, Mike Daugherty, Ceri Otero and Darren Collier. Council Members Alan Snow, James Harrison and David Armstrong 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 December 10, 2019 Council Meeting. Motion carried unanimously.

No citizens were present during Citizen's Participation Period.

Mr. Topete reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for January 13.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Rebecca Friedrich presented a detailed overview of the City's Financial Statements and commended the City Staff on an unmodified/clean audit with no deficiencies reported. Cash and investments increased $263,000 over the previous year. Ms. Otero made a motion, seconded by Mr. Newport, to accept the audit. Motion carried.

Mr. Collier reported the Public Safety Committee is between meetings with the next meeting scheduled for January 27.

Mr. Topete reported the Public Services Committee met December 17. Waters Edge Aquatic Design presented their recommendations for a proposed aquatic center. The City will take their findings under advisement and discuss at the next Public Services Committee meeting.

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

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Mr. Daugherty for the Chamber and CVB, Mr. Collier for the Police & Fire Pension Fund and Carthage Water & Electric Plant, Ms. Otero for the Jasper County Commissioners, Harry S Truman Coordinating Council,

and the Carthage Humane Society, and Mr. Barlow for the Planning, Zoning & Historic Preservation.

Mayor Rife reported on his attendance at the CRM Christmas Dinner and wished all a Merry Christmas.

During Reports of Council Members, Ms. Otero and Mr. West thanked the staff that worked on the audit.

Fire Chief Roger Williams reminded everyone of the retirement reception for Dave Myers on December 20.

Public Works Director Zeb Carney reported leaf collection is still under way.

Parks & Recreation Director Mark Peterson thanked all who attended the aquatic center presentation and discussed local grants given to organizations that will also benefit the Parks Department.

City Administrator Tom Short reported on the following: reviewed the monthly Administrator's report, a TAC meeting, updates from MoDOT, his attendance at the Public Services meeting and Chamber of Commerce meeting, and a meeting with Mark Elliff to discuss economic development reporting.

The Committee on Claims filed a report in the amount of $1,432,806.66 against the following funds: General Revenue $64,529.65, Public Health $130,799.64, Parks/Stormwater $60,081.80, Fire Protection $2,641.85, Golf $2,933.32, Capital Improvements $28.99, Payroll $171,791.41, and 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.

Under Old Business, C.B. 19-47 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378 was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Barlow, Collier, Daugherty, Newport, Otero, Topete and West. The council bill was approved and numbered Ordinance 19-49.

C.B. 19-48 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group, Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Barlow, Collier, Daugherty, Newport, Otero, Topete, and West. The council bill was approved and numbered Ordinance 19-50.

Under New Business, C.B. 19-49 – An Ordinance to amend Section 23-160 (C) (6) of the Code of Carthage providing for the extension of a School zone within the City of Carthage, Missouri was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's appointment of Morgan Housh to the Care Leave Committee until December 2021 and Ryan Huntley to the Police & Fire Pension Committee until December 2021. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve Resolution 1890 – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri passed by a roll call vote of 7 yeas and 0 nays. Ayes: Barlow, Collier, Daugherty, Newport, Otero, Topete and West.

Mr. Daugherty made a motion, seconded by Ms. Otero to approve Resolution 1891 – A Resolution approving the recommendation of the McCune Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund to the Carthage Public Library passed by a roll call vote of 7 yeas and 0 nays. Ayes: Barlow, Collier, Daugherty, Newport, Otero, Topete and West.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve Resolution 1892 – A Resolution repealing Resolution 1889 and calling for a Public Hearing to be held on the 14th day of January, 2020 at 6:30 p.m., in the Council Chambers at City Hall in Carthage, Missouri, concerning annexation of property generally known as: Three Tracts of Land Northwest of the Intersection of W. George E. Phelps Blvd. & Hazel Ave. Containing 107 Acres, More or Less passed by a roll call vote of 7 yeas and 0 nays. Ayes: Barlow, Collier, Daugherty, Newport, Otero, Topete and West.

During closing remarks, Mr. Barlow thanked Mark Peterson for his responses during the aquatic center presentation, council members again thanked the staff for their work on the audit, and holiday wishes were extended by all.

Mr. Collier made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:09 PM.

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Dan Rife, Mayor

_____

Traci Cox, City Clerk

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
THURSDAY, DECEMBER 19, 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

Old Business

1. **C.B. 19-47 –** An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378. (Public Works)

2. **C.B. 19-48** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group, Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees. (Budget Ways & Means)

15. New Business

1. **C.B. 19-49 –** An Ordinance to amend Section 23-160 (C) (6) of the Code of Carthage providing for the extension of a School zone within the City of Carthage, Missouri (Public Safety)

16. Mayor's Appointments

- Care Leave Committee
- Police & Fire Pension Committee

17. Resolutions

1. **Resolution 1890 –** A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. (Budget Ways & Means)

2. **Resolution 1891 –** A Resolution approving the recommendation of the McCune Brooks Regional Hospital Trust for the distribution of funds from the Restricted Trust Fund to the Carthage Public Library. (McCune Brooks Regional Hospital Trust)

3. **Resolution 1892 –** A Resolution repealing Resolution 1889 and calling for a Public Hearing to be held on the 14th day of January, 2020 at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri, concerning annexation of property generally known as: Three Tracts of Land Northwest of the Intersection of W. George E. Phelps Blvd. & Hazel Ave. Containing 107 Acres, More or Less. (Planning, Zoning & Historic Preservation)

18. Closing Comments

19. Executive Session

20. 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
December 10, 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 Captain Bill Hawkins led the flag salute.

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

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the November 26, 2019 Council Meeting. Motion carried unanimously.

Mayor Rife read a proclamation to be presented to the Carthage Tiger Football Team honoring their first State Championship.

No citizens were present during Citizen's Participation Period.

Mr. Topete reported the Budget, Ways and Means Committee met December 9. Mr. Topete made a motion, seconded by Mr. Collier, to accept Option II from McGrath Human Resources in the amount of $24,589 to perform the compensation and classification study. Motion carried. The contract with McGrath Human Resources is being presented in C.B. 19-48. The Budget Calendar for the 2020-2021 Fiscal Year was presented with no changes made.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Ms. Otero made a motion, seconded by Mr. Armstrong, to approve the Wellness Point System program, effective January 1, 2020. Motion carried.

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

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for December 17.

Mr. Daugherty reported the Public Works Committee met on December 3. An Administrative Lot Split for Lot 39 in Phelp's 9th Addition was approved and appears in Resolution 1888. A MoDOT cost-share application for construction of a roundabout at the intersection of MO State Highway HH and I-49 West Outer Road was approved and

is being presented in C.B. 19-47. Possible changes to the Planning, Zoning and Historic Preservation were discussed but no action taken.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Mr. Daugherty for the Chamber and CVB, Mr. Barlow for the Planning, Zoning & Historic Preservation and Mr. West for the Over 60 Center.

Mayor Rife reported on the interviews for the compensation and classification study, economic development meetings, and reminded everyone of the CRM Christmas dinner this week.

Fire Chief Roger Williams reminded everyone of the retirement reception for Dave Myers on December 20.

Parks & Recreation Director Mark Peterson invited council members to attend the next meeting of the Public Services Committee on December 17 in which Waters Edge will be presenting their findings on the aquatic park study.

City Administrator Tom Short reported on the following: Region M will rebid the operational plan and plan implementation RFP, a meeting with Vision Carthage to discuss the parking lot on 5th Street, the budget calendar for the 2020-2021 fiscal year, compensation study interviews with references called, economic development meetings, attendance at the Planning & Zoning meeting, sales tax revenues, and a meeting with the engineering firm regarding the roundabout at Fairlawn and Garrison.

The Committee on Claims filed a report in the amount of $948,012.09 against the following funds: General Revenue $124,015.09, Public Health $4,769.56, Lodging $8,500.00, Parks/Stormwater $50,173.85, Fire Protection $491.80, Golf $6,873.36, Capital Improvements $529,797.54, Parks & Recreation $979.78, Library $25,000.00, and Payroll $197,411.11. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

A public hearing regarding a grant of tax abatement for the construction of an additional new operating line for the manufacturing of residential bedding coil mattress units at 229 N. McGregor Street in Carthage (the "Project") was held with no citizens present for the hearing.

Under Old Business, C.B. 19-45 – An Ordinance authorizing the Mayor to execute a Performance Agreement between the City of Carthage and Leggett & Platt, Inc., to provide certain incentives for the construction of new and expansion of existing facilities for certain industrial, warehousing and manufacturing purposes was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-47.

C.B. 19-46 – An Ordinance authorizing a special use permit for operation of a Daycare Center as Requested by Rev. Timothy Buelow for 2134 Grand Ave., in the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete, and West. The council bill was approved and numbered Ordinance 19-48.

Under New Business, C.B. 19-47 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378 was placed on first reading with no action taken.

C.B. 19-48 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group, Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to approve the Mayor's reappointment of Julie Tilley to the Care Leave Committee until December 2021 and Bonham Oney to the Zoning Board of Adjustment until December 2024. Motion carried.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve Resolution 1888 – A Resolution of the City Council of the City of Carthage approving a recommendation of the Public Works Committee granting an Administrative Lot Split for property located in the Phelps 9th Addition; Lot 39 passed by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, Topete and West.

Mr. Armstrong made a motion, seconded by Mr. Collier, to approve Resolution 1889 – A Resolution calling for a Public Hearing to be held on the 19th day of December, 2019 at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri, concerning annexation of property generally known as: Three Tracts of Land Northwest of the Intersection of W. George E. Phelps Blvd. & Hazel Ave. containing 107.37 Acres, more or less passed by a roll call vote of 9 yeas, 0 nays and 1 abstention. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow, and West. Abstain: Topete.

During closing remarks, council members commended the Carthage Tiger Football Team for their tremendous accomplishment in winning the 2019 Class 5 MSHSAA Show-Me Bowl Football Championship. Mr. Collier and Mr. Harrison commended Kenneth Harrison for his upcoming graduation from the Missouri State Highway Patrol.

Ms. Otero made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:07 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

COUNCIL BILL NO. 19-47 **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri an Agreement with the Missouri Highway and Transportation Commission providing for transportation improvements for the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way), Commission's Project 7S3378, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Public Works Committee

CCO Form: FS08
Approved: 03/04 (BDG)
Revised: 03/17 (MWH)
Modified: 12/18 (MWH)

Route I-49 Jasper County
Project No. 7S3378
City of Carthage
2018-10-46332

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
COST SHARE AGREEMENT

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

WITNESSETH:

WHEREAS, the Entity applied to the Commission's Cost Share Committee for participation in the Commission's *Cost Share Program*; and

WHEREAS, on September 26, 2018, the Cost Share Committee approved the Entity's application to the *Cost Share Program* subject to the terms and conditions of this Agreement.

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

(1) PURPOSE: The purpose of this Agreement is to co-ordinate the participation by the Entity of the City of Carthage in the cost of the Commission's Project 7S3378.

(2) LOCATION: The transportation improvement that is the subject of this Agreement is contemplated at the following location:

The intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). This intersection is currently located approximately 725 feet west of the intersection of Interstate 49 southbound on and off-ramps; the proposed projects would tie the ramps into a roundabout intersection.

The general location of the project is shown on attachment marked "Exhibit A" and incorporated herein by reference.

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

(4) COMMISSION REPRESENTATIVE: The Commission's Southwest District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may

designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

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

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

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

(8) PROJECT RESPONSIBILITIES: With regard to project responsibilities under this Agreement, the parties agree to contribute as follows:

(A) The Entity shall be responsible for the preparation of detailed right-of-way and construction plans and project specifications. This includes design, letting of project, and inspection of project. The plans shall be prepared in accordance with and conform to Commission requirements. The Entity's plans and specifications are subject to the Commission's concurrence.

(B) The Entity shall acquire right-of-way as needed for the project in accordance with Commission requirements and concurrence.

(C) The Entity shall be responsible for letting the work for the herein improvement, which includes advertising the project for bids and awarding the construction contract. The project shall be constructed in accordance with and conform to Commission requirements. The Entity shall solicit bids for the herein improvement in accordance with plans developed by the Entity, or as the plans may from time to time be modified in order to carry out the work as contemplated. The Entity shall award the contract to the lowest, responsive, responsible bidder. Prior to awarding the contract, the Entity shall obtain concurrence in award from the Commission. The Entity shall submit all required bid concurrence documentation to the Commission at least two (2) weeks prior to the Commission Meeting in which the Entity seeks to request award. If the Entity fails to timely provide the documentation to the Commission, the Commission is under no obligation to continue with the project.

(D) The Entity shall be responsible for construction of the herein improvements, which includes administration of the construction contract and inspection of the project work. The project shall be constructed in accordance with and conform to Commission requirements and is subject to the Commission's concurrence.

(E) The Commission will be responsible for preliminary engineering review, right of way review and construction engineering review.

(9) FINANCIAL RESPONSIBILITIES: With regard to work under this Agreement, the Entity agrees as follows:

(A) ESTIMATED COSTS: The total project cost is estimated to be two million six hundred eighty-seven thousand six hundred eighty-two dollars ($2,687,682). The total project cost will include preliminary engineering, right of way, utilities, construction and inspection. The details of the estimated cost breakdown are listed in "Exhibit B", which is attached hereto and made part hereof.

(B) The Entity shall be responsible for fifty percent (50%) of the total project cost. The current estimate of the Entity's responsibilities is one million three hundred forty-three thousand eight hundred forty-one dollars ($1,343,841). Of this amount, the Entity shall receive a credit for preliminary engineering, currently estimated at and not to exceed four hundred seventy-eight thousand four hundred fifty dollars ($478,450), a credit for right of way acquisition and incidentals, currently estimated at and not to exceed one hundred six thousand one hundred dollars ($106,100), and a credit for project construction engineering and inspection services, currently estimated at and not to exceed three hundred forty-one thousand nine hundred dollars ($341,900). The Entity shall provide the Commission with documentation of these expenses to verify these costs. The Commission may request additional documentation of the Entity's expenses.

(C) The Commission will pay for fifty percent (50%) of the total project cost, currently estimated at and not to exceed one million three hundred forty-three thousand eight hundred forty-one dollars ($1,343,841). Of this amount, the Commission shall provide one million three hundred thirty-three thousand eight hundred forty-one dollars ($1,333,841) from the Commission's Cost Share program, available in State Fiscal Year 2020, and right of way review, preliminary engineering review, and construction engineering review services by its personnel estimated to total ten thousand dollars ($10,000).

(D) The Entity shall be responsible for the balance of the project in excess of two million, six hundred eighty-seven thousand, six hundred eighty-two dollars ($2,687,682).

(E) PROGRESS PAYMENTS: The Entity may request progress payments be made for the herein improvements as work progresses but not more than once every two weeks. Progress payments must be submitted monthly. All progress payment requests must be submitted for reimbursement within 90 days of the project completion date for the final phase of work. The Entity shall repay any progress payments which involve ineligible costs.

(10) RIGHT-OF-WAY ACQUISITION: With respect to the acquisition of right

of-way necessary for the completion of the project, the Entity shall acquire any additional necessary right-of-way required for the project and in doing so agrees that it will comply with all applicable federal laws, rules and regulations, including 42 U.S.C. 4601-4655, the Uniform Relocation Assistance and Real Property Acquisition Act, as amended and any regulations promulgated in connection with the Act. Upon approval of all agreements, plans and specifications by the Commission and the FHWA, the Entity will file copies of said plans in the office of the county clerk: and proceed to acquire by negotiation and purchase or by condemnation any necessary right-of-way required for the construction of the improvement contemplated herein. All right-of-way acquired by negotiation and purchase will be acquired in the name of the State of Missouri, and the Entity will pay to grantors thereof the agreed upon purchase prices. All right-of-way acquired through condemnation proceedings will be acquired in the name of the State of Missouri. The Entity shall pay into court all awards and final judgments in favor of any such condemnees. Unless otherwise agreed to in writing the Commission shall have the final decision regarding the settlement amount in condemnation.

(11) COMMISSION RIGHT OF WAY: All improvements made within the state-owned right-of-way shall become the Commission's property, and all future alterations, modifications, or maintenance thereof, will be the responsibility of the Commission.

(12) UTILITY RELOCATION:

(A) The Commission and the Entity shall cooperate to secure the temporary or permanent removal, relocation, or adjustment of public utilities or private lines, poles, wires, conduits, and pipes located on the right-of-way of existing public ways as necessary for construction of the improvement and the cost shall be borne by such public utilities or the owners of the facilities except where the Entity is by existing franchise or agreement obligated to pay all or a portion of such cost, in which case the Entity will pay its obligated portion of the cost.

(B) The Entity shall secure the removal, relocation, or adjustment of any public or private utilities located upon private easements and shall pay any costs incurred therein.

(D) In cases of public utilities owned by the Entity which must be moved, adjusted, or altered to accommodate construction of this improvement, and such city-owned utilities, poles, wires, conduits, and pipes are located within the present city limits and located on an existing city street, not state highway right-of-way, but being taken over by the Commission as a part of its highway right-of-way, the Entity will perform the necessary removal, adjustment, alterations and relocation. The Entity shall perform the removal, adjustment, alterations and relocation in accordance with the detail plans, estimates of costs and bills of materials prepared by the Entity in accordance with Federal Aid Policy Guide, Title 23 CFR Subchapter G, Part 645, Subpart A (FAPG 23 CFR 645A), dated December 9, 1991 and any revision of it, and approved by the Commission's Southwest District Engineer, and shall perform all work

and keep the records of the costs in accordance with FAPG 23 CFR 645A and its revisions.

(E) Should it be necessary to alter, relocate or adjust any city-owned utility facilities outside the present city limits on public right-of-way or on state highway right-of-way within or outside the city limits or within the right-of-way of a public way other than a city street or alley, the alteration, relocation, or adjustment shall be made by the Entity at its cost and will not be included as a credit toward its share of financial responsibilities under this Agreement.

(F) The Entity agrees that any installation, removal, relocation, maintenance, or repair of public or private utilities involving work within highway right-of-way included in this project shall be done only in accordance with the general rules and regulations of the Commission and after a permit for the particular work has been obtained from the Commission's Southwest District Engineer or his authorized representative. Similarly, the Entity will allow no work on the highway right-of-way involving excavation or alteration in any manner of the highway as constructed, including but not limited to driveway connections, except in accordance with the rules and regulations of the Commission and only after a permit for the specific work has been obtained from the Commission's Southwest District Engineer or his authorized representative. The Entity shall take whatever actions that are necessary to assure compliance with this Subsection.

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

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

(15) NO INTEREST: By contributing to the cost of this project or improvement, the Entity gains no interest in the constructed roadway or improvements whatsoever. The Commission shall not be obligated to keep the constructed improvements or roadway in place if the Commission, in its sole discretion, determines removal or modification of the roadway or improvements, is in the best interests of the state highway system. In the event the Commission decides to remove the landscaping, roadway, or improvements, the Entity shall not be entitled to a refund of the funds contributed by the Entity pursuant to this Agreement.

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

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

scope of any provision of this Agreement.

(18) ADDITIONAL FUNDING: In the event the Commission obtains additional federal, state, local, private or other funds to construct the improvement being constructed pursuant to this Agreement that are not obligated at the time of execution of this Agreement, the Commission, in its sole discretion, may consider any request by the Entity for an off-set for the deposited funds, a reduction in obligation, or a return of, a refund of, or a release of any funds deposited by the Entity with the Commission pursuant to this Agreement. In the event the Commission agrees to grant the Entity's request for a refund, the Commission, in its sole discretion, shall determine the amount and the timing of the refund. Any and all changes in the parties' financial responsibilities resulting from the Commission's determination of the Entity's request for a refund pursuant to this provision must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the Entity and the Commission.

(19) NO ADVERSE INFERENCE: This Agreement shall not be construed more strongly against one party or the other. The parties to this Agreement had equal access to, input with respect to, and influence over the provisions of this Agreement. Accordingly, no rule of construction which requires that any allegedly ambiguous provision be interpreted more strongly against one party than the other shall be used in interpreting this Agreement.

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

(21) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

(22) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or immediately after delivery in person, or by facsimile or electronic mail addressed as follows:

Commission to: Missouri Department of Transportation
Attn: Travis Koestner
3025 E. Kearney St.
Springfield, MO 65803

Facsimile No.: 417-895-7610
Email: Travis.koestner@modot.mo.gov

Entity to: Mayor of the City of Carthage
Dan Rife

326 Grant Ave.
Carthage, MO 65836

Facsimile No.: 417-237-7000
Email: mayor.rife@carthagemo.gov

or to such other place as the parties may designate in accordance with this Agreement.

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

(24) INDEMNIFICATION:

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

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

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

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

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

[Page Intentionally Left Blank; Signatures and Execution Appear on Following Page]

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

Executed by the Entity this ____ day of _____, 20__.

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

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

_____

Title _____

ATTEST:

_____
Secretary to the Commission

Approved as to Form:

_____
Commission Counsel

CITY OF CARTHAGE

By _____

Title _____

ATTEST:

By _____

Title _____

Approved as to Form:

_____

Title _____

Ordinance No _____

Exhibit "A"

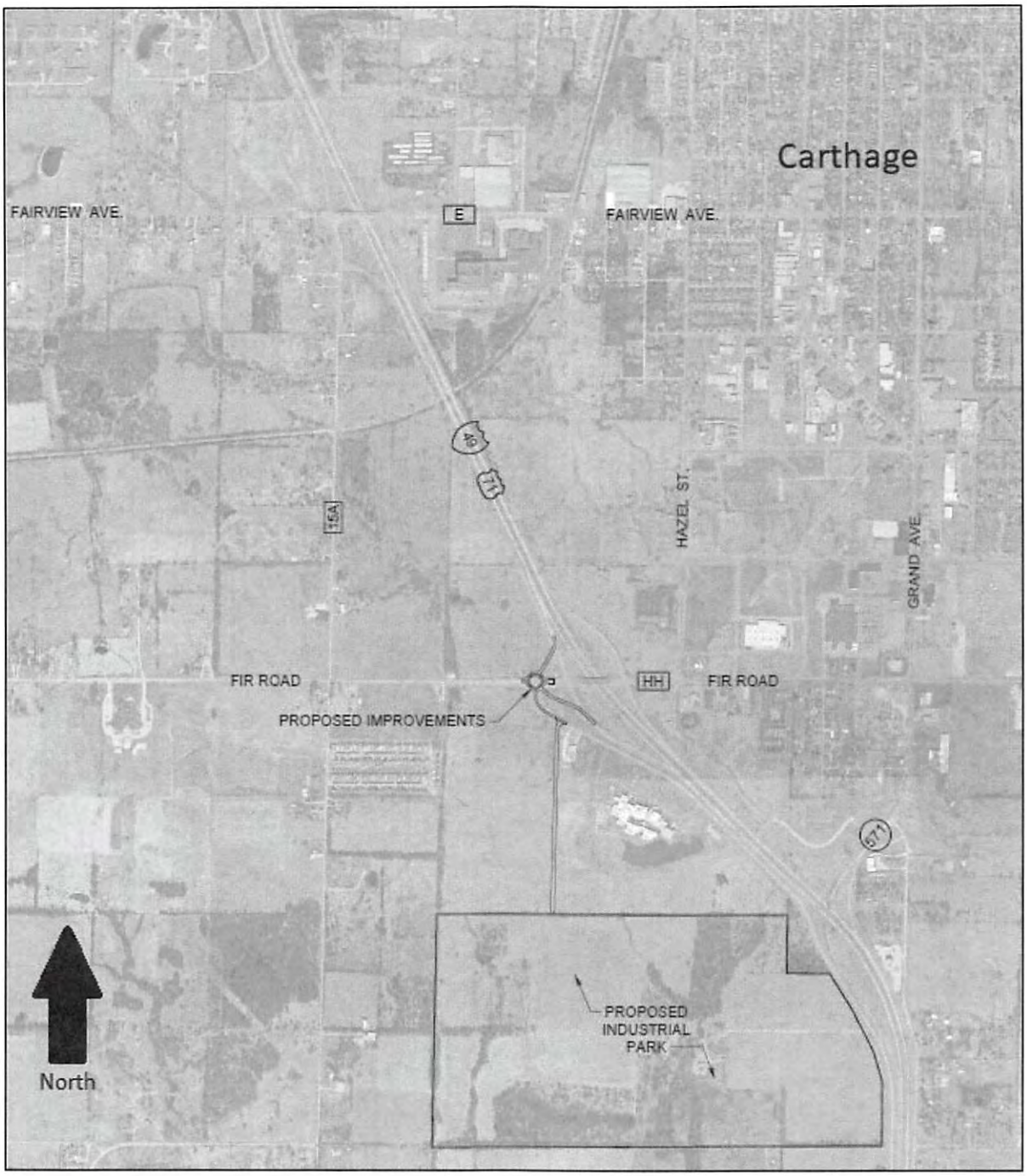
Carthage
FAIRVIEW AVE.
E
FAIRVIEW AVE.
49
71
15A
HAZEL ST.
GRAND AVE.
FIR ROAD
HH
FIR ROAD
PROPOSED IMPROVEMENTS
571
PROPOSED
INDUSTRIAL
PARK
North

Exhibit "B"

Project Name:	I-49 and Route HH Intersection and Roadway Improvements
MoDOT Project Number:	7S3378
Description:	Improve intersection at I-49, Route HH and OR 49 (Dr. Russell Smith Way) and widen OR 49.
City/County/Entity:	City of Carthage
Total Project Cost Estimate:	$ 2,687,682

	Current Estimate	Cost Share Eligible
Preliminary Engineering	$ 478,450	$ 478,450
Preliminary Engineering Review - MoDOT	$ 5,000	$ 5,000
Right of Way Acquisition	$ 91,100	$ 91,100
Right of Way Incidentals	$ 15,000	$ 15,000
Right of Way Review - MoDOT	$ 1,000	$ 1,000
Utilities	$ 50,000	$ 50,000
Construction	$ 1,651,682	$ 1,651,682
Construction Contingency	$ 49,550	$ 49,550
Construction Engineering	$ 341,900	$ 341,900
Construction Engineering Review - MoDOT	$ 4,000	$ 4,000
Total	**$ 2,687,682**	**$ 2,687,682**

Project Responsibilities:

Design	Carthage
Right of Way Acquisition	Carthage
Letting	Carthage
Inspection	Carthage

Financial Responsibilities:

MoDOT SW in-kind	$10,000	0.37%
MoDOT Cost Share Program	$1,333,841	49.63%
Total MoDOT Share	**$1,343,841**	**50.00%**
City of Carthage	$417,391	15.53%
City of Carthage PE Credit	$478,450	17.80%
City of Carthage ROW and Incidentals Credit	$106,100	3.95%
City of Carthage CE Credit	$341,900	12.72%
Total Local Share	**$1,343,841**	**50.00%**
Total:	**$2,687,682**	**100.00%**

How are overruns and underruns handled?

City of Carthage will be responsible for all costs in excess of $2,687,682. City of Carthage and MoDOT will share any cost savings based on the pro-rata share.

COUNCIL BILL NO. 19-48 **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees.

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

SECTION I: The Mayor of the City of Carthage, Missouri is hereby authorized to enter into an Agreement with McGrath Human Resources Group Inc. to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF DECEMBER 19, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

AGREEMENT BETWEEN THE CITY OF Carthage AND MCGRATH HUMAN RESOURCES GROUP FOR A COMPREHENSIVE COMPENSATION AND CLASSIFICATION STUDY

THIS AGREEMENT made by and between McGrath Human Resources, hereinafter called the consultant, and the City of Carthage, Missouri, hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated November 2019, to the City to conduct a Compensation Plan study; and

WHEREAS, the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage Consultant effective December 2019, to conduct the Compensation Plan Study, referred to as the Project, as described in the proposal submitted by the Consultant, which is incorporated herein by reference.

The Project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of this Agreement. The Project will begin in January 2020.

The City agrees to pay the Consultant for work on the Project Option II and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for $5,000 upon receipt of the signed contract; $10,289 submission of the draft report; and the balance of $9,000 upon submission of the final report. The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Manager, Department Heads, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information

generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of the raw market data, shall be provided to the City by consultant upon request so long as the City is not in default under other terms of this agreement.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.

3. **Termination and Suspension**

    a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
    b. If either party fails to perform as required by this Agreement, the other party may give written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform with 20 days of such notice, the party issuing such notice may then terminate the Agreement upon written notice of termination to the other party.
    c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the written notice of termination. The Consultant will provide all work documents developed up to the time of termination after the City renders final payment for service.

4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or transfer by the Consultant of its interest in this Agreement without the written consent of the City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws (known to the Consultant) as the same exist and may be amended from time to time.

6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. **Consequential Damages -** For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the City for review and approval. Notwithstanding anything herein to the contrary, the Consultant shall be liable for consequential damages or for actions resulting from working as an agent of the City in evaluating the capability of the aforementioned corporation.

8. **Confidentiality** - Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the City.

9. **Whole Agreement** – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

10. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker's Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.

11. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

The parties have executed this Agreement, the day and year first above written.

Approved By:	By:
_____	_____
City of Carthage	Victoria McGrath, CEO McGrath Human Resources Group
_____	_____
Date	Date

NEW BUSINESS

COUNCIL BILL NO. 19-49 **ORDINANCE NO. _____**

AN ORDINANCE TO AMEND SECTION 23-160 (C) (6) OF THE CODE OF CARTHAGE PROVIDING FOR THE EXTENSION OF A SCHOOL ZONE WITHIN THE CITY OF CARTHAGE, MISSOURI.

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

SECTION I: Section 23-160 (C) (6) of the Code of Carthage Code is hereby repealed and the following enacted in lieu thereof:

(6) *Fairview School. Pearl between Fairview and appoint one hundred sixty (160) feet south of Southern Hills. Additionally, on East Fairview Avenue, two hundred seventy-five (275) feet west of Buena Vista Avenue, extending fourteen hundred (1,400) feet to Grover Street.*

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

_____
Dan Rife, Mayor

ATTEST:

_____
Traci Cox, City Clerk

MAYOR'S APPOINTMENTS

Mayor's Appointments

December 2019

Care Leave Committee
2 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Morgan Housh	237-7100	Fire Dept/401 W. Chestnut	12/19/2019	Dec-21

Police & Fire Pension Committee
2 Year Term – 6 Members – Meets on Call – UMB Bank

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Ryan Huntley	237-7100	Fire Dept/401 W. Chestnut	12/19/2019	Dec-21

RESOLUTIONS

RESOLUTION NO. 1890

A RESOLUTION PROVIDING AUTHORIZATION OF APPROPRIATION OF FUNDS FROM THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, the City of Carthage has, by ordinance, adopted its Annual Operating and Capital budget for the fiscal year ending June 30, 2020; and

WHEREAS, the City periodically needs to adjust its Annual Operating and Capital budget for a variety of business related reasons; and

WHEREAS, the necessity of conducting City business in an efficient and timely manner sometimes does not lend itself to amending the budget by ordinance; and

WHEREAS, an ordinance amending the budget will be presented for Council consideration prior to the end of the fiscal year; and

WHEREAS, the Budget Ways & Means Committee has, or will consider all requested budget adjustments prior to Council consideration of an ordinance amending the budget.

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

That the City Council hereby authorizes a supplemental appropriation of funds from the City's Annual Operating and Capital budget for the fiscal year ending June 30, 2019 and 2020 as follows, and directs a budget adjustment ordinance be prepared and submitted to the Council for future action:

1. **General Fund; Central Muni. Activities;** to reflect a supplemental appropriation not to exceed $30,000 to the Personnel Study line item for consulting services to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees from supplemental revenues of $482,700 from bank interest correction.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____

Dan Rife, Mayor

ATTEST:

_____

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

RESOLUTION NO. 1891

A RESOLUTION APPROVING THE RECOMMENDATION OF THE McCUNE-BROOKS REGIONAL HOSPITAL TRUST FOR THE DISTRIBUTION OF FUNDS FROM THE RESTRICTED TRUST FUND TO THE CARTHAGE PUBLIC LIBRARY.

WHEREAS, the City of Carthage established the McCune-Brooks Regional Hospital Trust (Trustee) in December 2011 for the benefit of the citizens of Carthage, as an irrevocable common law trust under Missouri law; and

WHEREAS, the City approved the sale of the Hospital Property, including all property described as the "Leased Property" and the "Assumed Assets" under the Lease, to Mercy-Carthage for the Purchase Price; and

WHEREAS, the remaining amounts paid by Mercy-Carthage pursuant to the Asset Purchase Agreement were deposited in the McCune-Brooks Regional Hospital Trust; and

WHEREAS, the Grantors of the Trust have agreed that as part of the Lease Agreement all net lease proceeds received by Grantor shall be held, administered, and distributed upon the recommendations of the Trustee, subject to the approval of the City Council; and

WHEREAS, the Trustee may at any time make recommendations for distribution of the principal, and net income, subject to the approval of the City Council, for only the following purposes:

a) to or for the benefit of the welfare and healthcare related purposes of the citizens of the greater Carthage. Missouri metropolitan area;

b) to reconstitute and provide funds to operate the Hospital, if needed, upon termination of the Lease Agreement;

c) to pay any liabilities and obligations of McCune-Brooks under the Lease Agreement;

d) to enforce the terms of the Lease Agreement, including hiring consultants and attorneys;

e) to pay the costs necessary for McCune-Brooks to continue its affairs during the term of the Lease Agreement and to wind up its affairs during the Lease Term, including the cost of attorneys, auditors and accountants; and

WHEREAS, the Trustee has recommended the distribution of funds pursuant to section a) above, for grant awards to the following recipient:

Carthage Public Library	$50,000

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

That the City Council of the City of Carthage, Missouri does hereby approve the recommendation of the Trustee for the distribution of funds pursuant to section a) above, and the attached application.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

ATTEST:

_____
Dan Rife, Mayor

_____
Traci Cox, City Clerk

Sponsored by: McCune Brooks Regional Hospital Trust

Application Date: 06/25/2019

MCCUNE BROOKS REGIONAL HOSPITAL TRUST
Data Sheet for Organizations
Requesting Grants

PLEASE NOTE: The McCune Brooks Regional Hospital Trust will review the data supplied herein making its determination as to whether or not it will recommend to the Carthage City Council that a grant be made to your organization. However, by reviewing your request and the information supplied herein, the Trust is in no way making any commitment to grant funds to your organization pursuant to this or any other request. Further, the Trust may, at its option, request additional information and such requests by the Trust should not be considered a commitment by the Trust to make any grant to your organization. The Carthage City Council must ultimately approve the Trust's recommendation for funding before any grant of funds can be made.

1. Legal name of your organization: Carthage Public Library

2. Is your organization an organization qualified as a 501(c)(3) tax-exempt organization by the IRS or qualified in any other manner by the IRS as a tax-exempt entity? YES X NO _____

   a. If your organization has qualified as a tax-exempt organization, please attach a copy of the IRS qualifying letter or such other documentation you are relying upon to establish your organization's tax-exempt status.

3. Please provide your organization's taxpayer identification number: 44-6005089

4. Please write a brief statement of the purpose of your organization. If you need additional space, you may write on the back of this form or attach a separate statement to this form.
   The purpose of the Carthage Public Library is to provide progressive, professional library services, programming and materials to meet the informational, educational and recreational needs of the entire Carthage community.

5. How much money is your organization requesting from the McCune Brooks Regional Hospital Trust?
   $70,000

6. When does your organization anticipate the need for funds it is requesting? As soon as possible.

7. Please write a brief statement as to the purpose for which these funds are being requested. If you need additional space, you may write on the back or attach a statement to this form.
   Attached

McCune Brooks Regional Hospital Trust
Carthage Public Library, Julie Yockey, Director

7. Please write a brief statement as to the purpose for which these funds are being requested.

Public libraries are obviously not schools, but we are educational institutions that pride ourselves on being what a person needs and wants at a certain place during different times of their life. We have always been advocates of exploration. A public library is and should be ALL things to ALL people in the community. Our library is situated close to schools, it is a safe haven where people of all walks of life can spend time in the company of others, where the unemployed look for work, where the lonely are less lonely, the bored, less bored and everyone is more enlightened. No matter how you are dressed, or what your interests are, it is the only public place worldwide where people of all colors, creeds, ages and political beliefs freely intermingle. Time spent in our library should inspire you.

"We are out of space." Simply stated, the Library Board of Trustees as well as our community had no idea six years ago that we would experience as much growth and as many positive attitudes towards our library as we have. This situation is making it difficult for us to meet the needs of ALL people in our community as well as not being able to maintain our "Progressive" status within the public library realm. We have pushed our library to the forefront of our community and she has quickly become the "Jewel" of Carthage. Today, we have 5,000 more library card holders than we did five years ago. On average, we have between 100-150 new library card holders a month. Our costs for supplies and programming have increased 50 % over the past five years. This summer alone, in an eight week period, we will hold three large events at Memorial Hall as well as offered a total of 40 children and teens events with hopefully over 2000 in attendance. This number does not include the adults who attend book clubs and summer reading events. With generous donations from local Trusts, entities, as well as private individuals we have been able to put into place two state awarded educational programs, one for our bi-lingual families and the other for adults wishing to become American citizens. Both of these programs have received national acclaim from the *"Institute of Museum and Library Services."* We hold exemplary Summer Programs for people of all ages, English and Spanish Story Times, teen and adult events, and community forums. Events that are on-going throughout the year, and with only one education/community room, staff have to tear down and set the room up as much as three times a day. The large numbers of participants in daily events has brought the unwanted attention of the Fire Marshall to the Library, and has caused us to have three English Story Times in one week instead of one large one. Already in June of this year we had to close a school age event because of the large number in attendance.

With an additional "Space, to Learn, Space to Grown and Space to Share" this library will be able to not only offer more programing for patrons, but would also offer the ever popular educational "Maker-Spaces." "Maker-Spaces" are creative, DIY spaces where people/community gather to create, invent and learn. Through group instruction as well as individual instruction, patrons will have access to a 3 D laser printer, 3 D printer, woodworking tools as well as mechanic tools, which would be available for check-out, arts and crafts, sewing machines, engineering pods and robotics, digitization equipment, light tables as well as cooking classes. The options are unlimited, depending on funding.

This building project briefly described above has been in the making for three years. Studying the needs of the community along with library statistics, finances as well as the future needs of our community, the Library

Board of Trustees along with the Library Director made a formal grant request to the Steadly Trust, and it has been approved! A Building Committee is in place at the library and after months and months, almost years, of planning with Hunter and Millard Architects, formal presentations were made to the "Trust." The request to the "Trust" serves three purposes for our community and library.

1. Provide opportunities for people of all ages in our community the ability to increase their mental and physical wellbeing through individual and classroom educational offerings.

2. Provide access to high quality tools, supplies, equipment, technology and space for patrons in order to build relationships between our library and our community.

3. Storage space for office, maintenance as well as the children's department.

The Steadley Trust has graciously listened, they have engaged us in numerous discussions and they have whole heartedly agreed that in order for the library to remain progressive and to move forward, an educational/multipurpose building is very much needed. The grant will cover the entire building cost of the new building, the infrastructure as well as security at an estimated cost of $ 556,000. With the understanding that the Library Development Foundation will donate $150,000, and the remaining expenses will be covered through other local donations, as well as the library, the funds will be released to the library when the remaining expenses are covered. This request to the McCune Brooks Regional Hospital Trust totals $70,000 and a budget is attached to the request.

This is an opportunity for all people of all ages and ethnic backgrounds in our community, one we do not want to pass up.

8. **Please write a statement as to how this request relates to the purposes set forth in the grant and how your organization will meet these purposes.**

"Wellness has come to describe something that you have personal control over. Wellness is now a word used to describe living the best possible life you can regardless of whether you have a disease or disability. Your wellness is not only related to your physical health, but is a combination of things including spiritual wellness, social wellness, mental wellness and emotional wellness. Wellness is seen as a combination of mind, body and spirit." Keeping this definition in mind, in our society today, within our community, wellness means different things to different people. We believe that the goals of our original grant to the Steadley Trust meet these requirements:

1. Provide opportunities for people of all ages in our community the ability to increase their mental and physical wellbeing through individual and classroom educational offerings.
2. Provide access to high quality tools, supplies, equipment, technology and space for patrons in order to build relationships between our library and our community.

1. **"SPACE TO LEARN"**
   *To provide patrons and the community of Carthage access to a variety of tools and technology.

The Library will purchase and provide patrons with the ability to check-out tools (FREE) for use at home. This could include items like electric tools, hand tools, garden tools as well as soldering guns etc. It has been brought to our attention that not all people can either afford or actually need to purchase a tool in order to create or "Fix" items they own. If the library had a library of tools for free check-out, how awesome would that be?

Chrome books will be purchased for use during library hours for patrons to work individually on coursework or on group instruction on various courses the library may offer. Computers will also be used with teen and adult programming events. This library has been approached by the Missouri State Library to be a "Pilot" program for a new high school diploma opportunity that is awaiting approval at the state level. If we have the extra space to be part of this program, we would be able to increase the graduation rate in Carthage as well as help to increase the economic status in our community. Carthage does not have a facility that is open to the public for these educational opportunities. The opportunities are endless.

2. **"SPACE TO SHARE":**
*To facilitate group interaction, knowledge and resource sharing, teaching and learning.

The proposed building will be able to comfortably seat 100 people or seat 75 at tables. During operating hours, the building could be used for community workshops or trainings, much like our community room was meant to be used. Our adult educator would be able to hold her English education and citizenship classes in the new area, leaving the community room open for children or vice versa. In the past we have held numerous community forums and meetings as well as workshops at the state level and we would like to be able to do this once again.

There is also planned a large concrete patio area just to the west of the new building where the children's director would be able to hold classes outside during good weather months. She would also have a place to store picnic tables and have easy access to them when needed. To date, if she wants to hold classes outside we enlist all the available staff to move the tables from the main library. No small job. The possibilities are endless!

The library has always wanted to offer classes to the public in computer technology, but with the lack of storage and classroom space, we have not been able to do it. Within the new building we will have wif-fi access along with new state of the art chrome books for use with maker-spaces and for teaching and learning classes.

*To supply physical spaces with essentials for individual project development.

Through group instruction as well as individual instruction, patrons will have access to a 3 D laser printer, 3 D printer, digitization equipment, woodworking as well as mechanic tools, which would be available for check-out, arts and crafts, sewing machines, engineering pods and robotics, light tables as well as cooking classes etc. Carthage does not have a facility that is open to the public for these educational opportunities.

3. **"SPACE TO GROW"**
* To provide patrons of all ages an open environment for expression, creativity and education.

One of the most popular maker-spaces in the library world today is the 3D laser printer. Laser printers allow individuals free use to use the newest technology that uses a beam of light the width of a strand of human hair to cut, engrave and shape designs from a variety of materials. The 3 D laser printer is user friendly, takes little instruction and is super easy for the average person to use. Other public libraries that have them in their maker-spaces are finding they are so popular that the machine has to be reserved for use and they recommend purchasing two instead of just one. Sewing machines, as well as sewing materials would be available for patron use. Arts and craft supplies would be available for patrons to work as a group or on individual projects. Light tables as well as STEAM (Science, technology, engineering, and math) materials would be provided for use with children and teens. With a full kitchen and appropriate counter space, the opportunities to offer cooking/nutrition classes to adults as well as children are endless.

Carthage does not have a facility that is open to the public for these educational opportunities.

Public libraries are obviously not schools, but we are educational institutions that pride ourselves on being what a person needs and wants at a certain place during different times of their life. Every decision we make in life comes from how we feel about ourselves. If we can be a better thinker, we become a better learner. Good social health increases better mental health. All of the projects and goals listed about address a person's social and mental health and welfare. Learn a new skill or craft and use it individually or in a group, think how that increases a person's perception of themselves? Not to mention how much fun you can have learning a new skill or craft, or being able to fix something on our own without having to buy the tool or pay someone to do it for you? We, libraries, have always been advocates of exploration. A public library is and should be ALL things to ALL people in the community.

Requested funds from this grant would be used for the following expenses:

"Space to Learn:" The Library will purchase and provide patrons with the ability to check-out tools (FREE with your library card) for use at home or at the library. This could include items like electric tools, hand tools, mechanic tools, garden tools as well as soldering guns etc, as well as furnishings for the space.
Total of $ 20,000

"Space to Share and a Space to Grow:" Sewing machines, arts and crafts supplies, easels, to use at the library or to check out and take home. Chrome books for individual as well as group instruction. One laser printer and one 3 D printer as well as media reproduction and preservation equipment.
Total of $ 30,000.

Kitchen and Cooking: Appliances and kitchen tools and gadgets to set up a full teaching/learning kitchen for the use by children and adults.
Total $20,000.

Total grant request $70,000

8. If the McCune Brooks Regional Hospital Trust consents to recommend a grant to your organization of the funds requested for the purpose you have set forth in your response to Item 7 above, it will be because the trustee has determined that the purpose forwarded by the grant is for the general welfare and healthcare benefit of the citizens of Carthage, Missouri, and healthcare related purposes of the greater Carthage, Missouri, metropolitan area. Please write a brief statement as to how this requested grant to your organization will meet these purposes. If you need additional space, you may write on the back or attach a statement to this form.

   Attached

9. What are the sources of funds your organization relies upon to achieve its goals? You need not list individual donors by name. Also, please provide a balance sheet and income statement for your organization.

   Attached

10. Please list the name, address, Email address & phone # of the presiding officer of your organization.

    Julie Yockey, Director jyockey@carthagelibrary.net 417-237-7040

11. Please list the names, addresses, and phone numbers of four (4) officers or members of your organization, other than your presiding officer, who will be available to the Trust, or Trust's appointee, for the purpose of interviews about the organization and for the purpose of being a source of information about your organization.

    1. Attached
    2.
    3.
    4.

12. Please identify an individual for follow up contact to review effectiveness of the grant.

    Julie Yockey, Director Carthage Public Library

11. **Names and contact information of the Board of Trustees for the Carthage Public Library:**

Baucom, Justin Justin@dallybaucom.com	419 Euclid	388-1108 Cell
Campbell, Carrie- Secretary/Treasurer soup1954@live.com	530 E. Highland	358-4492 Home
Cole, Gary ccole723@sbcglobal.net	723 Belle Air Place PO Box 245	358-4130 Home 850-8884 Cell
Johnson, Kevin kcj@suddenlink.net	924 Gene Taylor Drive PO Box 642	359-9799 Home 358-8131 Work
Maggard, Donna Maggardd59@gmail.com	1109 Lillie Drive	793-5385 Cell
Putnam, Miriam putnammiriam@yahoo.com	1210 Wilson Road	388-1037 Cell
Putnam, Eric eputnam2000@gmail.com	521 E. Highland	388-2739 Cell
Ralston, Peggy -President Pralston70@gmail.com	1620 Alexandra Drive	793-0041 Cell
Swingle, Sandy-Vice President Sandra.swingle@att.net	515 Belle Air Place	388-2068 Cell

Completed Affidavit **must** be included with application for consideration!

501(c) (3) VERIFICATION AFFIDAVIT

The undersigned, a duly appointed officer of Carthage Public Library, (hereinafter referred to as the "Organization") hereby certifies that, as of the date shown below, the Organization is operating as an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, that said Organization has provided to the McCune Brooks Regional Hospital Trust a copy of its letter from the Internal Revenue Service informing the Organization of the determination of its exempt status, and that the Organization has not in the past year lost or relinquished its exemption status for any reason.

Dated this 26 day of June, 20 19.

Carthage Public Library
(Name of Organization)

BY: Julie Yockey
Signature

Julie Yockey, Director
Typed Name and Title

Submit this completed application to:

McCune Brooks Regional Hospital Trust
c/o Schmidt Associates
1105 Industrial Drive
Carthage, MO. 64836

Requests will be reviewed at the next scheduled meeting of the Trustees.

MCCUNE BROOKS REGIONAL HOSPITAL

DBA STAN SCHMIDT

FINANCIAL STATEMENTS

OCTOBER 31, 2019

Schmidt Associates, P.C.
Certified Public Accountants

ACCOUNTANT'S COMPILATION REPORT

McCune Brooks Regional Hospital
3125 Dr. Russell Smith Way
3125 Dr. Russell Smith Way
Carthage, MO 64836

Management is responsible for the accompanying financial statements of McCune Brooks Regional Hospital (a nonprofit organization) which comprise the statement of financial position as of October 31, 2019 and the related statements of activities and other changes in net assets for the year-to-date in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Schmidt Associates, P.C.
November 08, 2019

CPA
America Counts on CPAs
1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

McCune Brooks Regional Hospital
Statements of Financial Position
October 31, 2019

Assets

Assets		
Cash in bank- New trust disbursement	$	4,624.74
New Trust investment		15,670,902.30
Escrow account		5,050,808.57
Total Assets	$	20,726,335.61

Liabilities and Net Position

Liabilities		
Accounts payable	$	1,560,334.00
Total Liabilities		1,560,334.00
Net Position		
Operational capital- Fund balance		19,880,674.78
Restricted- non expendable		322,626.00
Retained earnings		(1,037,299.17)
Total Net Position		19,166,001.61
Total Liabilities and Stockholders' Equity	$	20,726,335.61

See accountant's compilation report.

McCune Brooks Regional Hospital
Statements of Activities

	6 Months Ended October 31, 2019
Income	
Interest and dividend income- bond/escrow	41,674.07
Interest and dividend income-Trust	146,661.59
Other income	11,200.32
Other income- from other trusts	532.17
Gain (Loss) realized and unrealized	203,682.74
Total Income	403,750.89
Operating Expenses	
Bank charges	10,050.06
Grants	1,425,000.00
Legal and professional fees	6,000.00
Total Operating Expenses	1,441,050.06
Net Income (Loss)	$ (1,037,299.17)

See accountant's compilation report.

RESOLUTION NO. 1892

A RESOLUTION REPEALING RESOLUTION 1889 AND CALLING FOR A PUBLIC HEARING TO BE HELD ON THE 14TH DAY OF JANUARY 2020 AT 6:30 P.M., IN THE COUNCIL CHAMBERS, AT CITY HALL IN CARTHAGE, MISSOURI, CONCERNING ANNEXATION OF PROPERTY GENERALLY KNOWN AS: THREE TRACTS OF LAND NORTHWEST OF THE INTERSECTION OF W. GEORGE E. PHELPS BLVD. & HAZEL AVE. CONTAINING 107 ACRES, MORE OR LESS.

All of Lots numbered 174 through 227, inclusive, and Lots numbered 283 through 303, inclusive, and Lots 304 through 309, inclusive, lying East of Highway 71 Bypass, together with all vacated streets and alleys lying adjacent to said Lots, all in South Side Addition, located in part of the Northwest Quarter of Section 16, Township 28, Range 31, Jasper County, Missouri, Except all of Lot numbered 188 and the East one-half of vacated alley adjacent on the West side of Lot 188.

All of the North one-half of the Southwest Quarter and a strip 300 feet wide off the South side one-half of the Northwest Quarter, all in Section 16, Township 28, Range 31, Jasper County, Missouri, lying East of Interstate 49 formerly known as Highway 71.

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

SECTION I: That Resolution 1889 which was passed by the City Council of the City of Carthage on December 10, 2019, is hereby repealed and replaced with this Resolution.

SECTION II: That there has been presented on December 10, 2019, to the City Council of the City of Carthage, a verified petition signed by the owners of all fee interest of record and all tracts of real property located within the area described in the petition, which area is proposed to be annexed to the City of Carthage; a copy of which petition is attached hereto and incorporated herein as if set out in full.

SECTION III: That no part of said real property is now included in any incorporated municipality.

SECTION IV: That said real property is contiguous to the existing corporate limits of the City of Carthage, Missouri.

SECTION V: That in accordance with section 71.012 Revised Statutes of Missouri, a public hearing shall be held concerning the matter, and this public hearing shall be held on the **14th day of January 2020** at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri.

SECTION VI: The City Clerk is authorized and directed to cause a notice of such hearing to be published in a newspaper of general circulation qualified to publish legal matters located within the boundaries of the city. If no such newspaper exists, then the notice shall be published in the qualified newspaper nearest the petitioned city. Mo. Rev. Stat. §71.012.2(1) at least seven (7) days prior to the date of hearing.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

_____
Dan Rife, Mayor

ATTEST:

_____
Traci Cox, City Clerk

Sponsored by: Planning, Zoning and Historic Preservation Commission

Mayor & Council:

At the December 10, 2019 Council meeting, the Council adopted Resolution 1889 calling for a Public Hearing regarding the Schreiber annexation. A public notification, at least seven days prior to the Public Hearing is required in a newspaper of general circulation qualified to publish legal matters located within the boundaries of the city. If no such newspaper exists, then the notice shall be published in the qualified newspaper nearest the petitioned city. Mo. Rev. Stat. §71.012.2(1). The nearest newspaper only publishes weekly.

The timeframe to get the publication in the newspaper was not able to be met due to a number of reasons. Therefore, we are looking at a new Resolution calling for the Public Hearing for the next (January 14, 2020) Council meeting. Additionally, the ordinance for the Annexation and zone change will also be on this same agenda for first reading.

As the property is not anticipated to change ownership until March 2020, the annexation still falls within the required timeframes for this project.

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, DECEMBER 9, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox

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. Collier made a motion to approve the minutes for the November 4 Budget meeting. Motion carried 3-0.

NEW BUSINESS

1. **Consider and discuss recommendation from Compensation Study Committee.**

   "The City solicited sealed proposals from interested, qualified, and experienced consulting firms to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees. The goal being to develop a plan and implementation costs for inclusion in the fiscal 2021 budget. All proposals were received by the City Clerk's Office, by November 08, 2019. Included is the ***list of vendors*** *who were sent the invitation, plus the* ***Request for Proposal****. The Committee consisted of the Mayor, Budget Chairman, Budget Vice Chairman, City Clerk and City Administrator. The Committee developed a short list of three vendors for personal interviews. The Committee interviewed the vendors via Skype for discussion of their methodology, overall proposal and Q&As as needed. References of the finalist were checked and reviewed. The Committee will be providing its recommendation to the Budget Committee for its recommendation to the full Council. The recommended successful firm's* ***proposal*** *is also included in the packet. Due to timing considerations, first reading of a proposed Agreement/Contract will be on the Council agenda for the December 10, 2019 meeting."*

   Mr. Short discussed the Skype interviews performed with the selected vendors for the compensation study. The selection committee recommended accepting the RFP submitted by McGrath Human Resources Group and references were called with positive feedback. Mr. West moved to accept Option II from McGrath Human Resources Group for $24,589. Motion carried.

2. **Staff Reports.** The **Sales Tax Report** for December is included in this packet. Generally, the General Fund Sales Tax (1%) receipts for December showed a decrease of 7% from the same month last Fiscal Year. This amounted to approximately $15,982 less than the same month last year. We'll report further on the report at the meeting. Also included are the November **Budget Summary Reports** which we will go over at the meeting. We plan to discuss any concerns at the meeting. We also plan to bring a **Draft Budget Calendar for fiscal 2021** for planning and scheduling purposes. As of this writing it is not quite complete. The **Pooled Cash and Investment reports** are also included in the packet.

   Mr. Short reviewed sales tax revenues and the monthly financial reports. The Budget Calendar for the 2020-2021 FY was presented with no changes made.

3. **Other Business.** None

ADJOURNMENT: The meeting adjourned at 6:01 P.M. on motion by Mr. Collier.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 10, 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 and City Clerk Traci Cox

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Barlow, the minutes of the November 26, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Newport moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and Discuss Implementation of a Wellness Point System Program:** Ms. Cox explained the program that was formed by the Wellness Committee. Employees will have one year to participate in different activities to earn 100 points. Those who reach the point goal will receive a $50 wellness incentive added to their paychecks in January 2021. Mr. Armstrong made a motion to approve the Wellness Point System. Motion carried 4-0.

2. **Staff Reports:** Mr. Short reported interviews have been scheduled for the position of IT Manager. Minimum wage will be increasing effective January 1 to $9.45 per hour. The audit will be presented December 19 at a joint meeting of the Insurance, Audit and Claims and Budget Committees.

3. **Member Comments:** Mr. Barlow discussed the Fairview Widening Project and payments to Hunter Chase. Mr. Armstrong questioned the November 2019 Economic Development Report and why it wasn't on the agenda for discussion. No invoice had been submitted with the report and was not put on the agenda for discussion. Mr. Armstrong will not be present at the next meeting and will email his comments to the committee for consideration before approving payment to the Chamber of Commerce.

ADJOURNMENT: Mr.Barlow made a motion to adjourn at 5:32 PM. Motion carried 4-0.

Traci Cox
City Clerk

MINUTES SPECIAL COMMITTEES AND BOARDS

The Carthage Public Library Board of Trustees Meeting Minutes – November 12, 2019

The Carthage Public Library Board of Trustees met Tuesday, November 12, 2019 in the Carthage Public Library Board Room.

The official meeting was called to order at 5:26 pm by Peggy Ralston.

Roll Call

Board members present were Carrie Campbell, Gary Cole, Eric Putnam, Donna Maggard, Peggy Ralston, Justin Baucom, Kevin Johnson and Sandy Swingle. Also present was Julie Yockey, library director and Judy Welch.

Minutes of the Last Meeting

Motion was made to approve the October 8, 2019, by Gary Cole, and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. September financial report was presented. A motion to approve financial report was made by Justin Baucom and seconded by Gary Cole. Motion passed.

Director's Progress and Service Report

Attached. Julie presented her November 2019 report. Discussion was made regarding mileage. Eric motioned that we change the current rate of 53 cents/mile to the federal rate of 58 cents/per mile and amend the bylaws to match the federal mileage rate. Gary seconded. Motion approved.

President's Message

Peggy stated that the library will break ground very soon. She also welcomed Kevin back to the board.

Council Liaison's Report

No report

Committee Reports

Building Committee – Gary said that the starting date for the new building is November 18, 2019. Completion is expected within 180 days (around May 2020). CWEP has moved all lines and added an extra conduit in case more electricity is needed in the future. Gary spoke with G&G Construction regarding the roof leaks. Kansas City Roofing Company will ask Joplin Roofing Company to make further repairs on the roof leaks, if the fees are reasonable. If not, then Kansas City Roofing Company will make the repairs. Gary also stated that the bonding company is good for the 20 year warranty instead of the one year warranty that we had anticipated.

Budget Committee – No report

Community Relations – No report

By-Laws – No report

Library Gardens – No report

ADA Compliance – No report

Communications – No report

Unfinished Business

No report

New Business

No report

Payment of Bills

Eric moved to pay the October bills with a second by Sandy. Motion passed unanimously.

Adjournment

With no further business, Gary made a motion to adjourn the November meeting. Justin seconded. Motion passed unanimously. Meeting was adjourned at 5:55.

Respectfully submitted,

Carrie Campbell

Secretary

Peggy Ralston, Board President

AGENDAS STANDING COMMITTEES

PUBLIC SERVICES COMMITTEE
TUESDAY DECEMBER 17, 2019
5:30 P.M.
COUNCIL CHAMBERS
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. Presentation from Waters Edge Aquatic Design and Citizens Action Group interested in improving aquatics offerings within the community.

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

Wednesday December 18, 2019
5:30 p.m.
Carthage City Hall – Upstairs Conference Room
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

****CANCELLED DUE TO LACK OF QUORUM ****

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Discuss parking on City Lots Ordinance Update

CITIZEN PARTICIPATION

1. No Citizens were scheduled for the meeting

NEW BUSINESS.

1. Consider and discuss the Fairview School Zone Council Bill
2. Staff reports
   a. Fire Department
   b. Police Department

ADJOURNMENT

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

POSTED: _____

BY:_____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
December 19, 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. Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage Basic Financial Statements.
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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus 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
DECEMBER 17, 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
   ◊ County Clerk-Surplus Computer
   ◊ Cemetery Preservation Committee-Marjorie Bull and Clyde Hood-Discuss Jasper County Cemetery
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   ◊ Award Bid for Contract Cleaning Services
   ◊ Discuss Grant with Children's Mercy Kansas City
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 DECEMBER 13, 2019 AT 4:00 P.M. (RSMO 610.020)

POLICE AND FIRE PENSION COMMITTEE
Tuesday, December 17, 2019
11:30 A. M.
UMB Main Building
300 Grant Street

Agenda

Lunch during the Business Meeting provided by UMB Bank

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Chris Calmer
2. Discuss and Approve Audit ending December 31, 2018
3. Training Session

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 _____

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet December 19, 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: November 2019

APPROVAL OF DISBURSEMENTS: November $3,450,774.83

FINANCIAL STATEMENT: November

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of Retirement Resolution for Glenn Chambers
2. Consideration of Retirement Resolution for Kelly Lee
3. Consideration of bids on the purchase of a Meter Testing Station
4. Consideration of bids on the purchase of a Sewer Surveillance Monitoring System
5. Consideration of Public Records Policy

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

CORRESPONDENCE

TARGETED BUDGETED ROUNDS..... 20,000 2019 - 2020

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	13.36%	2,672	2,672	2,787	2,787	115	4.29%	115	4.29%
Aug	12.10%	2,419	5,091	2,131	4,918	-288	-11.91%	-173	-3.41%
Sep	11.80%	2,359	7,451	2,247	7,165	-112	-4.76%	-286	-3.83%
Oct	8.41%	1,682	9,133	1,373	8,538	-309	-18.38%	-595	-6.51%
Nov	4.26%	851	9,984	808	9,346	-43	-5.08%	-638	-6.39%
Dec	2.69%	538	10,522	0	9,346	-538	-100.00%	-1,176	-11.18%
Jan	3.22%	645	11,167	0	9,346	-645	-100.00%	-1,821	-16.30%
Feb	3.69%	738	11,904	0	9,346	-738	-100.00%	-2,558	-21.49%
Mar	6.54%	1,307	13,212	0	9,346	-1,307	-100.00%	-3,866	-29.26%
Apr	9.36%	1,872	15,083	0	9,346	-1,872	-100.00%	-5,737	-38.04%
May	11.31%	2,263	17,346	0	9,346	-2,263	-100.00%	-8,000	-46.12%
Jun	13.27%	2,654	20,000	0	9,346	-2,654	-100.00%	-10,654	-53.27%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES ..... $ 440,315.00 CITY REVENUE REPORTS

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	DOLLAR	PERCENT	DOLLAR	PERCENT
Jul	13.74%	$ 60,501.16	$ 60,501.16	$59,184.55	$ 59,184.55	-$ 1,316.61	-2.18%	-$ 1,316.61	-2.18%
Aug	11.73%	$ 51,637.25	$ 112,138.41	$44,898.81	$ 104,083.36	-$ 6,738.44	-13.05%	-$ 8,055.05	-7.18%
Sep	11.11%	$ 48,905.58	$ 161,043.99	$49,503.96	$ 153,587.32	$ 598.38	1.22%	-$ 7,456.67	-4.63%
Oct	9.53%	$ 41,968.36	$ 203,012.36	$29,640.56	$ 183,227.88	-$ 12,327.80	-29.37%	-$ 19,784.48	-9.75%
Nov	5.23%	$ 23,030.69	$ 226,043.04	$12,361.44	$ 195,589.32	-$ 10,669.25	-46.33%	-$ 30,453.72	-13.47%
Dec	3.28%	$ 14,444.20	$ 240,487.24	$0.00	$ 195,589.32	-$ 14,444.20	-100.00%	-$ 44,897.92	-18.67%
Jan	2.85%	$ 12,569.69	$ 253,056.93	$0.00	$ 195,589.32	-$ 12,569.69	-100.00%	-$ 57,467.61	-22.71%
Feb	2.72%	$ 11,968.52	$ 265,025.45	$0.00	$ 195,589.32	-$ 11,968.52	-100.00%	-$ 69,436.13	-26.20%
Mar	5.62%	$ 24,747.46	$ 289,772.91	$0.00	$ 195,589.32	-$ 24,747.46	-100.00%	-$ 94,183.59	-32.50%
Apr	9.41%	$ 41,455.22	$ 331,228.13	$0.00	$ 195,589.32	-$ 41,455.22	-100.00%	-$ 135,638.81	-40.95%
May	12.39%	$ 54,535.64	$ 385,763.77	$0.00	$ 195,589.32	-$ 54,535.64	-100.00%	-$ 190,174.45	-49.30%
Jun	12.39%	$ 54,551.23	$ 440,315.00	$0.00	$ 195,589.32	-$ 54,551.23	-100.00%	-$ 244,725.68	-55.58%
TOTAL	100.00%	$ 440,315.00							

TARGETED BUDGETED EXPENDITURES..... $613,011 2019-20

	AVG %	BUDGETED 20		ACTUAL		DIFFERENCE MONTHLY		DIFFERENCE CUMULATIVE	
	15 - 19	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	7.27%	44,540.04	44,540.04	$51,536.78	$51,536.78	$6,996.74	15.71%	$6,996.74	15.71%
Aug	9.86%	60,459.10	104,999.14	$49,184.81	$100,721.59	-$11,274.29	-18.65%	-$4,277.55	-4.07%
Sep	8.72%	53,479.41	158,478.55	$47,843.46	$148,565.05	-$5,635.95	-10.54%	-$9,913.50	-6.26%
Oct	9.63%	59,004.01	217,482.56	$47,255.63	$196,000.68	-$11,748.38	-19.91%	-$21,481.88	-9.88%
Nov	7.52%	46,128.33	263,610.89	$56,874.94	$252,875.62	$10,746.61	23.30%	-$10,735.27	-4.07%
Dec	8.81%	54,019.62	317,630.51	$0.00	$252,875.62	-$54,019.62	-100.00%	-$64,754.89	-20.39%
Jan	6.83%	41,894.24	359,524.74	$0.00	$252,875.62	-$41,894.24	-100.00%	-$106,649.12	-29.66%
Feb	6.10%	37,401.69	396,926.43	$0.00	$252,875.62	-$37,401.69	-100.00%	-$144,050.81	-36.29%
Mar	8.09%	49,611.93	446,538.36	$0.00	$252,875.62	-$49,611.93	-100.00%	-$193,662.74	-43.37%
Apr	8.84%	54,206.92	500,745.28	$0.00	$252,875.62	-$54,206.92	-100.00%	-$247,869.66	-49.50%
May	8.64%	52,950.60	553,695.88	$0.00	$252,875.62	-$52,950.60	-100.00%	-$300,820.26	-54.33%
Jun	9.68%	59,315.12	613,011.00	$0.00	$252,875.62	-$59,315.12	-100.00%	-$360,135.38	-58.75%
TOTAL	100.00%	613,011.00							

Carthage Public Library
Balance Sheet - Cash basis
November 30, 2019

Assets

Current Assets		
Cash in bank - treasurer's cash	$	123,487.14
Cash in bank - Simmons Bank		16,991.25
Cash in bank - Community National Bank		185,388.58
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		664,814.17
Total Current Assets		990,941.14
Total Assets	$	990,941.14

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		115,691.29
Total Net Assets		990,941.14
Total Liabilities and Net Assets	$	990,941.14

See accountant's compilation report.

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

Revenue	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Book sale income	$ 118.00	$ 250.00	$ (132.00)	$ 823.15	$ 3,000.00	$ (2,176.85)
Copier income	300.10	583.34	(283.24)	2,685.70	7,000.00	(4,314.30)
Donations	5.75	0.00	5.75	3,475.24	0.00	3,475.24
Donations-restricted	4,398.12	1,125.00	3,273.12	221,280.46	13,500.00	207,780.46
Fax income	51.60	83.34	(31.74)	394.20	1,000.00	(605.80)
Fine income	362.15	583.34	(221.19)	2,998.60	7,000.00	(4,001.40)
Interest income	1,157.16	833.34	323.82	34,235.63	10,000.00	24,235.63
Non-resident fee income	240.00	666.67	(426.67)	2,870.00	8,000.00	(5,130.00)
Payment for lost books	13.99	0.00	13.99	181.05	0.00	181.05
Postage income	2.00	166.67	(164.67)	4.50	2,000.00	(1,995.50)
State aid	0.00	1,000.00	(1,000.00)	4,803.11	12,000.00	(7,196.89)
Sur tax	0.00	1,500.00	(1,500.00)	0.00	18,000.00	(18,000.00)
Tax income	119.37	16,916.67	(16,797.30)	3,793.15	203,000.00	(199,206.85)
Tax income - Park and storm water	34,843.53	38,966.67	(4,123.14)	194,232.24	467,600.00	(273,367.76)
Miscellaneous income	0.00	166.67	(166.67)	1,660.99	2,000.00	(339.01)
Other income	151.76	166.67	(14.91)	507.95	2,000.00	(1,492.05)
Total revenue	41,763.53	63,008.38	(21,244.85)	473,945.97	756,100.00	(282,154.03)

See accountant's compilation report.

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

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	35,730.80	40,509.66	4,778.86	202,806.13	486,116.00	283,309.87
Lagers	1,800.45	1,959.91	159.46	10,516.84	23,519.00	13,002.16
Insurance - health	0.00	1,250.00	1,250.00	5,007.36	15,000.00	9,992.64
Payroll taxes - FICA	2,733.90	3,042.91	309.01	15,517.14	36,515.00	20,997.86
Total payroll expenses	40,265.15	46,762.48	6,497.33	233,847.47	561,150.00	327,302.53
Employee goodwill	953.84	250.00	(703.84)	2,489.68	3,000.00	510.32
Advertising	0.00	83.33	83.33	0.00	1,000.00	1,000.00
Audio-visuals	233.18	166.66	(66.52)	563.43	2,000.00	1,436.57
Books	2,286.46	2,500.00	213.54	14,189.56	30,000.00	15,810.44
Books - children's	517.26	1,250.00	732.74	10,313.69	15,000.00	4,686.31
Contract fees	1,416.97	3,083.33	1,666.36	22,050.83	37,000.00	14,949.17
Dues and travel	471.29	833.33	362.04	3,296.78	10,000.00	6,703.22
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	58.84	583.33	524.49	58.84	7,000.00	6,941.16
Information technology (IT)	109.99	583.33	473.34	669.97	7,000.00	6,330.03
Insurance	2,042.00	2,083.33	41.33	4,788.00	25,000.00	20,212.00
Legal and professional	0.00	500.00	500.00	5,425.00	6,000.00	575.00
Multi purpose building	44.76	0.00	(44.76)	44.76	0.00	(44.76)
Periodicals	29.00	500.00	471.00	3,491.92	6,000.00	2,508.08
Postage	76.04	125.00	48.96	458.70	1,500.00	1,041.30
Programs - adult	692.02	500.00	(192.02)	2,139.69	6,000.00	3,860.31
Programs - children	559.91	1,083.33	523.42	2,030.25	13,000.00	10,969.75
Programs, teens	0.00	83.33	83.33	325.79	1,000.00	674.21
Repairs and maintenance	844.99	2,916.66	2,071.67	27,019.46	35,000.00	7,980.54
Supplies	1,621.60	2,083.33	461.73	6,737.48	25,000.00	18,262.52
Telephone	664.78	500.00	(164.78)	2,217.40	6,000.00	3,782.60
Utilities	2,443.11	2,916.66	473.55	12,595.98	35,000.00	22,404.02
	15,066.04	22,916.61	7,850.57	124,407.21	275,000.00	150,592.79
Total expenses and losses	55,331.19	69,679.09	14,347.90	358,254.68	836,150.00	477,895.32

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 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	(13,567.66)	(6,670.71)	(6,896.95)	115,691.29	(80,050.00)	195,741.29
Transfers from temporary restricted	3,338.11	6,670.84	(3,332.73)	24,829.69	80,050.00	(55,220.31)
Transfers to temporary restricted	(189,731.46)	0.00	(189,731.46)	(221,280.46)	0.00	(221,280.46)
Increase/(Decrease) in unrestricted net assets	(199,961.01)	0.13	(199,961.14)	(80,759.48)	0.00	(80,759.48)

See accountant's compilation report.

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

	2019 Month Actual	Monthly Budget	Monthly Variance	2019 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Debbie Putnam - Children's section	0.00			(2,000.00)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			4,258.00		
Spotlight on Literacy Grant - MOSL - 2020	0.00			6,776.00		
Summer reading program - Local - 2019	0.00			515.00		
Summer reading program - MOSL - 2019	4,398.12			4,398.12		
Mulit Purpose Building - furnishings and supplies	0.00			22,000.00		
Muliti Purpose Building	185,333.34			185,333.34		
CPL Development Foundation	(157.04)			(157.04)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(3,875.42)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(630.00)			(2,721.38)		
Spotlight on Literacy (RTR) Grant - Local 2020	(145.69)			(499.40)		
Spotlight on Literacy Grant - MOSL 2020	(3,656.25)			(7,456.25)		
Spotlight on Literacy Grant - Local - 2020	1,790.87			(2,205.95)		
Steadley Trust	(540.00)			(540.00)		
Summer reading program - Local - 2019	0.00			(590.18)		
Summer reading program - MOSL - 2019	0.00			(3,284.07)		
Increase/(Decrease) in temporarily restricted net assets	186,393.35			196,450.77		
Change in net assets	$ (13,567.66)			$ 115,691.29		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and five months ended November 30, 2019

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	$ 6,252.67	$ 0.00	$ 0.00	$ 6,252.67
CPL Development Foundation	13,048.92	0.00	(157.04)	12,891.88
Debbie Putnam - Ebooks	30,139.74	0.00	(3,500.00)	26,639.74
Debbie Putnam - Children's section	2,000.00	(2,000.00)	0.00	0.00
Library Gardens	13,403.70	0.00	(3,875.42)	9,528.28
Spotlight on Literacy (RTR) Grant - MOSL 2020	4,397.25	4,258.00	(2,721.38)	5,933.87
Spotlight on Literacy (RTR) Grant - Local 2020	7,735.57	0.00	(499.40)	7,236.17
Spotlight on Literacy - MOSL -2020	2,189.25	6,776.00	(7,456.25)	1,509.00
Spotlight on Literacy Grant - Local - 2020	13,778.65	0.00	(2,205.95)	11,572.70
Steadley Trust	2,546.16	0.00	(540.00)	2,006.16
Summer reading program - Local - 2019	75.18	515.00	(590.18)	0.00
Summer reading program - MOSL grant - 2019	(2,489.79)	4,398.12	(3,284.07)	(1,375.74)
Thelma Stanley Foundation Grant	7,012.96	0.00	0.00	7,012.96
Multi Purpose Building - furnishings and supplies	0.00	22,000.00	0.00	22,000.00
Mulit Purpose Building	0.00	185,333.34	0.00	185,333.34
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	$ 296,088.73	$ 221,280.46	$ (24,829.69)	$ 492,539.50

See accountant's compilation report.

Directors' Progress and Service Report, December 2019

Julie Yockey, Director

Merry Christmas from the Library staff and myself! Our Library is decorated in all her beautiful red and green. I personally think it is her best color! Make sure you stop in and check out the decorations in all of our departments. Staff have really pitched in this year to make sure we are festive.

Our ground breaking for our new multipurpose building was AWESOME! We had a large number of people in attendance to help us celebrate this wonderful gift. The dirt work has begun, and it is exciting. If you can't find me, just ask my staff where I am and they will tell you right off the bat "Outside." The weather has been cooperating, which is a blessing. Gary Cole and Peggy Ralston will give an update at our meeting tonight.

On November 26, Sherri Luce and I went to the Neosho Public Library for a director/children's meeting with other southwest Missouri staff. This meeting concentrated on our statistical reporting, library foundations and Missouri Evergreen. On January 13th our library will host library staff from the southwest area for professional development on a wide range of programs and procedures we have here at Carthage. We are looking forward to it.

On November 20th Pat Wakefield and I attended the Naturalization Ceremony in Kansas City for our very first adult student. This ceremony is by far the most emotional and patriotic ceremony I have ever attended. Being held at the Federal Courthouse, from the minute you step in the building the security is as tight, or tighter than going through a TSA checkpoint. From a very early age I was taught to be patriotic, to have reverence towards the "Rule of law'" and our President. To sit in a courtroom surrounded by people from 26 countries, who have had the yearning to become Americans, is very humbling. When they each stood to take the oath of American Citizenship, I thought to myself, "I wish all people living in America would read and take heart at what the oath means to be a citizen." The judge gave a wonderful speech to the new citizens reminding them of what their "Rights'" and "Responsibilities" are moving forward. I am so proud of Mario. He has been attending our classes twice a week for four years and intends to keep coming to better his English.

Interim grant reports are complete and are turned into the State of Missouri. I am working with Mike Tolle, IT Administrator on completing a technology assessment that will help us in the future receive technology grants from the state. The date had been set for our Library Advocacy Day in Jefferson City. It will be held on March 10,11th 2020.

Julie Yockey

CIRCULATION REPORT for November 2019

New Books/Periodicals	
Adult Books	117
Adult Periodicals	65
YA Books	4
YA Periodicals	1
Juvenile Books	36
Juv Periodicals	2
Totals	225

New Applications	
Adult	43
Juvenile	13
Total	56

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

Computer Use	
Adult	478
Reference/Genealogy	9
Microfilm	7
Juvenile	74
Tablets	48
AWE	0
Teen Laptops	72
Wireless	
Total	688

Circulation	Adult	YA	Juvenile	Total
Books	1738	152	1997	3887
Periodicals	65	0	0	65
Audio	73	0	42	115
Visual	523	-	-	523
Circulating Electronics	1	-	-	1
eBooks	821	120	135	1076
Totals	3221	272	2174	5667
In House Use	147	-	-	147

Courier	Lending	Borrowing	Total
	454	341	795
Circulation Total			6609

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
0	6	15	1	22

ENGLISH	Adult	YA	Juvenile	Total
Programs	0	0	9	9
Attendees	0	0	800	800

SPANISH	Adult		Juvenile	Total
Programs	6		2	8
Attendees	42		38	80

	Requests	Filled
ILL Requests Made	3	1
ILL Requests Rec'd	115	0

Door Count	N/A

	Adult	YA	Juvenile	Total
Mending	24	4	38	66
Discards	122	0	1	123
Corrective Processing	10	21	19	50

Children's Progress Report
November 2019, Sherri Luce

This November we were able to host two bilingual story times and two in-house English story times. One of the English story times had a special guest. A honey farmer visited us and taught us several things about caring for bees and harvesting honey. I visited our regular outreach partners, as well as a parent night at the Carthage Intermediate Center.

Looking ahead, we have two story times planned for each English and bilingual. Some of our regular outreach groups have had to be postponed because of scheduling conflicts, but our in-house events look to be exciting! Santa will be here on December 11th to visit with children. We will have stories, songs, cookie decorating and hot chocolate!

The Library will have a winter reading program beginning in January, as well as promoting the 1000 Books before Kindergarten program. While visiting with families at the CIC event, I feel there is enough interest to begin a monthly family night too. Ideas include board games, family movies, book clubs, builders' club (LEGO type challenges) and STEAM programs.

Merry Christmas!

Missouri Governor — Michael L. Parson

Office of Communications

FOR IMMEDIATE RELEASE

December 16, 2019

Transportation Projects Selected Under Governor Parson's Cost-Share Program

(JEFFERSON CITY, MO) – Today, Governor Mike Parson announced that 20 transportation projects will receive $50 million under his transportation cost-share program. The Missouri Departments of Transportation (MoDOT) and Economic Development (DED) selected the projects with the goal of building partnerships with local entities to deliver road and bridge projects that have the greatest economic benefit to the state.

"This is an exciting opportunity for Missouri to turn infrastructure investments into workforce investments," **Governor Parson** said. "The number of applications shows that these partnerships are not only of great interest but of great benefit to Missourians. It also highlights that many unfunded transportation needs remain in our state."

Projects awarded range from urban roadway improvements to local community projects, all of which support economic development.

MoDOT's Cost-Share Committee, made up of MoDOT's Chief Engineer, Chief Financial Officer, Assistant Chief Engineer, and two Director-appointed employees along with DED staff, reviewed 48 applications requesting more than $92 million to deliver $321 million in projects. The committee selected 20 applications to receive the $50 million, which will deliver $131 million in projects upon approval by the Missouri Highways and Transportation Commission in January.

During legislative session, the Missouri General Assembly appropriated $50 million to create the Governor's transportation cost-share program, which provides financial assistance to public and private applicants for public road and bridge projects. The program matches up to 50 percent of the construction contract costs for selected projects.

Ten percent of the funds are set aside for projects that demonstrate economic development. MoDOT and DED worked with project sponsors to determine when projects may generate economic development. The departments may contribute up to 100 percent of the construction contract costs from the 10 percent set aside for these projects.

For the full list of selected projects, please see attachment. The selected projects will be presented to the Missouri Highways and Transportation Commission for approval in January.

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Mike Parson - Missouri Governor
Office of Communications

Governor's Transportation Cost-Share Program Funding Recommendation

Project Sponsor	Project Description	Recommended Funding
City of St. Charles	Riverpointe roadway construction	$5,000,000
St. Charles County	Route A improvements for the GM Wentzville Assembly Plant	$3,500,000
City of Ozark	McCracken Road and North 3rd Street improvements	$726,800
City of Parkville	Route 9 and 6th Street vehicular and pedestrian improvements	$400,000
Pettis County	New Route 65 interchange north of Sedalia for Industrial Park	$8,290,950
City of Creve Coeur	Route 67 and Old Olive Road intersection improvements	$575,100
City of Poplar Bluff	Route 67 four-laning	$5,785,080
City of Springfield	Galloway Street improvements	$1,500,000
City of West Plains	Access roads to Ozarks Medical Center	$1,230,639
City of Hannibal	Access road to Lakeside Business and Technology Park	$835,000
City of Columbia	Connecting Road between Discovery Parkway/Route 63 interchange and Rolling Hills Road/New Haven intersection	$3,063,485
Fenton Land Investors, LLC	North Highway Drive and Assembly Parkway improvements in Fenton	$2,814,674
City of Carthage	Hazel Street improvements	$1,009,806
City of Jefferson	Three roundabouts along Clark Avenue Corridor - Dunklin Street and ramp terminals for Route 50/63	$1,910,000

Mike Parson - Missouri Governor
Office of Communications

Wasson Family Limited Partnership	Route 160 turn lanes in Nixa	$152,400
City of Kirksville	Business Route 63 improvements	$955,294
City of St. Charles	New Town Blvd improvements	$967,500
City of Lee's Summit	Colbern Road improvements	$8,000,000
St. Charles County	I-70 additional lane in O'Fallon	$1,233,272
City of Cape Girardeau	Veterans Memorial Drive improvements - Phase 2 (North)	$2,050,000
	Total Funds Recommended	**$50,000,000**

GOLF COURSE OPERATIONS

Municipal Golf: A Window into Medicare-for-All?

By Jim Koppenhaver

I know it's always a risky move mixing business, analysis and politics but this month I'm going to operate under my dad's observation (advice?) that it's better to ask for forgiveness than permission. While the topic of, in the current operating model and financials, whether municipal golf has an unfair competitive advantage in the marketplace has been frequently flogged, I continue to get a steady stream of facts and public domain documents that point out that a meaningful number of municipal golf facilities are "underwater" annually at an Operating Income level and an even higher number of them are "submariners" at the Net Income level (i.e. after incorporating non-operating expenses, the largest of which is usually debt service from our inspection of hundreds of Comprehensive Annual Financial Reports (CAFRs)). This begs two interesting questions for our industry at large:

- How long and for how much annually will the taxpayers and their elected officials be willing to subsidize golf as a "community enhancement" against the industry headwinds of declining participation, rounds and demographic challenges?
- What is the impact of the "collateral damage" to privately-held golf courses within the municipalities and their economic contribution if heavily-subsidized municipal golf drives these previously-successful golf operators out of business?

Whenever I get an inbound email or call about some "cause" or perceived industry "injustice" by some (mostly) well-meaning subscriber or industry observer, my first response generally is, "Do you have any facts to support that assertion?" That generally either winnows out or significantly shortens the discussion about said "injustice." Several weeks ago however one of the enquirers promised to help me by providing some research to support their case. The pitch was, "How can a privately-held golf owner/operator survive in a competitive marketplace where their primary competitors are losing 6-figures annually and that financial performance is either being subsidized back to break-even or the debt obligation can be reconfigured relatively easily to extend the game?" To support their case, they sent me the CAFRs for '18 for 5 courses in a general market area which I've summarized in the table top right:

	Beavercreek CH	Blue Ash CH	Miamisburg CH	Mason CH	Springboro CH	5-city Total
Op. Rev.	$ 1,430.6	$ 3,748.8	$ 1,416.0	$ 1,738.4	$ 1,897.8	$ 10,231.6
Expenses	$ (2,285.0)	$ (4,550.3)	$ (1,686.2)	$ (2,626.4)	$ (2,663.8)	$(13,811.7)
Op. Inc.	$ (854.4)	$ (801.5)	$ (270.2)	$ (888.0)	$ (766.0)	$ (3,580.1)
Capital & Related Financing	$ (251.1)	$ 2.7	$ (98.4)	$ (80.9)	$ (80.6)	$ (508.3)
Net Inc./(Loss)	$ (1,105.5)	$ (798.8)	$ (368.6)	$ (968.9)	$ (846.6)	$ (4,088.4)
Transfers In	$ 2,440.4	$ 284.4	$ 508.7	$ 1,305.0	$ 966.9	$ 5,505.4
Change in Net Position	$ 1,334.9	$ (514.4)	$ 140.1	$ 336.1	$ 120.3	$ 1,417.0

* All figures in $Ks, unless otherwise noted

** Blue Ash is combined Golf Course & Events Center

If your first reaction to the above table isn't something along the lines of "Holy Sh**!" then you should check yourself for a pulse. While we know that one year does not in and of itself define the financial health of a golf course and that '18 was further compromised by being abnormally poor weather nationally, the ugly fact is that all 5 municipalities noted above missed breakeven at the Operating Income level by $270-$888K. Adding insult to injury, you can see that after debt service and any other non-operational expenses, they slipped even further into the red to the tune of $369K-$1.1M. In all of the above examples, the golf operation is classified as a Proprietary Fund which means that it's separately accounted for outside the general budget so it gets individual visibility (nice for our purposes here of trying to determine golf's contribution to the common good) and needs to be funded annually to cover any shortfalls that occur. As you can see, the municipalities (with the exception of Blue Ash), through their elected/appointed representatives chose to cover the shortfalls to the tune of $509K-$2.4M for calendar year '18.

This brings us back to their privately-held competition in the marketplace and how this potentially plays out. In a normal, competitive and free market environment, the entities losing money would have three general choices, all of which would benefit their profitable or breakeven competitors: 1) Dramatically cut costs which impacts either the product quality or the service delivered which generally further hinders the business' economics or 2) Take on additional debt to maintain product quality and service levels and "bet" that volume and/or rate will improve in the coming years enough to cover the shortfall and now the additional debt load (which will likely be at a higher rate to boot because the risk factor has gone up with these financials) or 3) Exit, stage left (i.e. look for a buyer or close the operation). In this above example, if you're the privately-held competitor, it would appear that the municipalities are taking a 4th option, not available to you; just keep losing money and getting bailed out annually by your "parents."

But wait, there's more! Outside the above financial statements and their window into the health of these municipal golf operations, our work over the past several years suggests there's also an 800-lb gorilla in the room beyond the financial statements; deferred CapEx. While privately-held and municipal courses have both been playing the deferral game as a survival strategy the past 5-7 years, our work suggests that muni's have been deferring at a higher rate than most of their privately-held competitors and that's going to come due shortly (for many we've examined on the muni side, the next 3-5 years) and pile onto the bailout required to keep them afloat. Put another way, what we likely have in play in many mar-

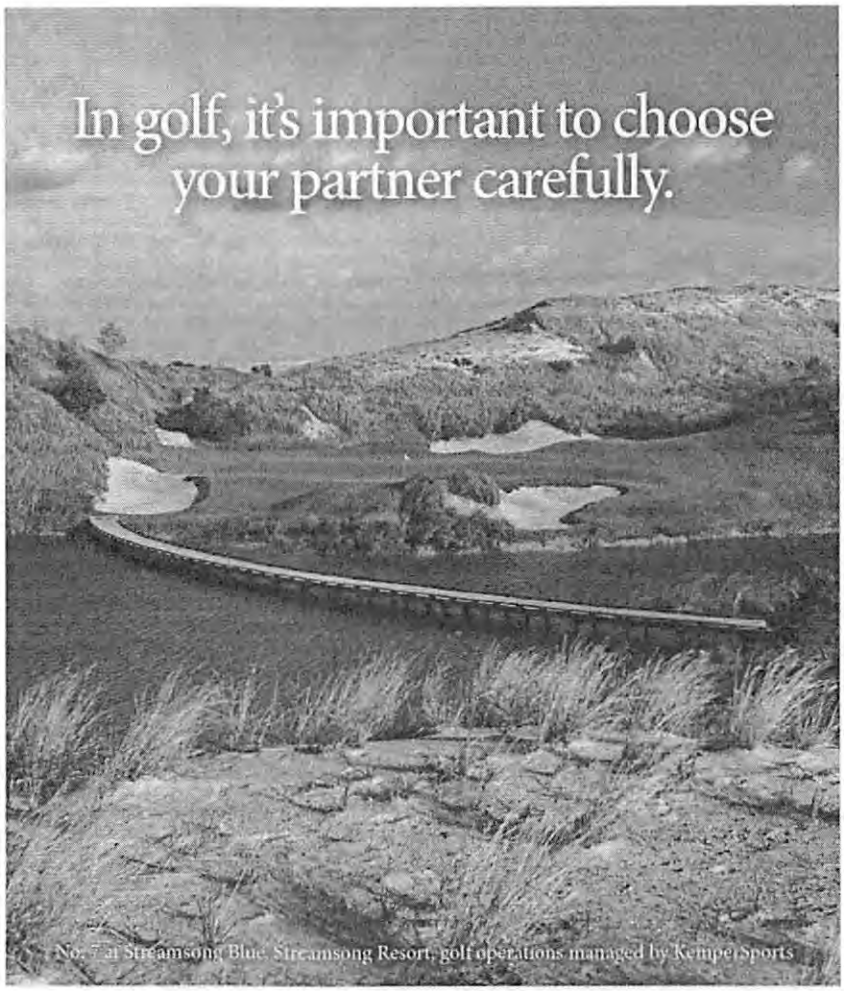
kets is a game of "CapEx chicken" to see who's going to succumb to that "big expense" first because it will require a big leap of faith and, if you jump first and fail to cover the bet, then you're done (and the survivor gets the benefit of your rounds and consumers to try and cover their CapEx bet which they'll have to make eventually, there's no way to dodge it).

So, back to the headline, what's this got to do with Medicare-for-All? On our current trajectory in a number of markets, privately-held golf courses are failing at a disproportionate rate relative to the muni's. If this trend continues, then basically the government will be providing and subsidizing non-Private Club golf in the US and, potentially, operating it less efficiently than the private operators which have been forced to foreclosure by the pure economics. To be clear, I'm not saying that there isn't a role for municipal golf in our industry as a community benefit and, often, as the provider of "affordable, commodity golf" as a recreational pursuit. I would suggest however that there either needs to be a path-to-profitability for the municipal golf operation or some threshold of investment (annual (like $100K/yr) or cumulative over a defined period of time (like not to exceed $500K over any 5 consecutive year period) at which point it's not a reasonable subsidy and it's also depressing the overall market for that service (which, IMO, shouldn't be a hallmark of municipal recreational services but I know there are those who will disagree with me on this point). This is the type of analysis and professional advice Pellucid/Edgehill has been giving to multiple municipalities who have retained our services over the past year.

We believe that golf as an industry is healthier with an intelligent and economically-sound mix of municipal and privately-held golf but, in some cases like the one cited above, currently the path being forged will result in muni golf-for-all. The logical extension of that scenario would lead to the near-extinction of privately-held golf operations. If that comes to pass, Mike Dickoff of Apparation (www.apparationllc.com) offers this view into the crystal ball from observing his home market of Minneapolis.

"Once a privately-owned course has been forced to shutter due to unfair competition, the very valuable Metro area land gets sold to developers and once the houses are in place there is no turning back. The privately-owned courses that have closed in the inner portion of the MSP Metro (Minneapolis, St. Paul and the first two rings of suburbs) were all converted to housing developments... there's no green space to repurpose back into a golf course. Actually, the same is true of the two private clubs that have closed since 2015. We currently have two courses that have closed and have deals with developers awaiting approval (Hollydale and Apple Valley). Both are being fought by neighbors but I'm guessing the developers will ultimately win."

In other words, if Minneapolis turns out to be the model case, privately-held golf operations gradually become an endangered species with little hope of repropagation. In the most perverse scenario, if the muni's then eventually "bail" on golf after driving out privately-held golf, the renaissance of privately-held golf could be buying the remaining courses from the muni's. I don't even want to think about all the ramifications of that version of the future... ■



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"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 determined 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 by 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 and 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.