

1. Agenda

Documents:

[AMENDED COUNCIL AGENDA 01 14 2020.PDF](#)

2. Meeting Materials

Documents:

[COUNCIL PACKET 01 14 20.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 14, 2020
6:30 P.M. - COUNCIL CHAMBERS
AS AMENDED**

1. Call to Order

2. Invocation

3. Pledge of Allegiance to Flag

4. Galling 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

- 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.

15. Old 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. New Business

1. C.B. 19-50 - An Ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri. (Planning, Zoning & Historic Preservation)
2. C.B. 20-01 - An ordinance of the City of Carthage, Missouri, imposing a use tax for general revenue purposes at the rate of two and three-quarters percent (2.75%) pursuant to the authority granted by and subject to the provisions of Sections 144.600 through 144.761 RSMo;

providing for the use tax to be repealed, reduced or raised in the same amount as any city sales tax is repealed, reduced or raised; and providing for submission of the proposal to the qualified voters of the City for their approval at the General Municipal election called and to be held in the City on, April 7, 2020. (Budget Committee)

17. Mayor's Appointments

- Police Personnel Administration Board
- Civil War Museum

18. Resolutions

19. Closing Comments

20. Executive Session

21 .Adjournment

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

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CARTHAGE, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT THE RATE OF TWO AND THREE-QUARTERS PERCENT (2.75%) PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMO; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL MUNICIPAL ELECTION CALLED AND TO BE HELD IN THE CITY ON, APRIL 7, 2020.

WHEREAS, the City has imposed local sales taxes, as defined in Section 32.085 RSMo, at the rate of two and three-quarters percent (2.75%); and

WHEREAS, the City is authorized, under Section 144.757 RSMo, to impose a local use tax at a rate equal to the rate of the local sales taxes in effect in the City; and

WHEREAS, the proposed City use tax cannot become effective until approved by the voters at a municipal, county or state general, primary or special election;

NOW, THEREFORE, be it ordained by the City Council of the City of Carthage, Missouri, as follows:

Section 1. Pursuant to the authority granted by, and subject to, the provisions of Sections 144.600 through 144.761 RSMo, a use tax for general revenue purposes is imposed for the privilege of storing, using or consuming within the City any article of tangible personal property. This tax does not apply with respect to the storage, use or consumption of any article of tangible personal property purchased, produced or manufactured outside this state until the transportation of the article has finally come to rest within this City or until the article has become commingled with the general mass of property of this City.

Section 2. The rate of the tax shall be two and three-quarters percent (2.75 %). If any city sales tax is repealed or the rate thereof is reduced or raised by voter approval, the city use tax rate also shall be deemed to be repealed, reduced or raised by the same action repealing, reducing or raising the city sales tax.

Section 3. This tax shall be submitted to the qualified voters of the City of Carthage, Missouri, for their approval, as required by the provisions of Section 144.757 RSMo, at the General election hereby called and to be held in the City on Tuesday, the 7th day of April, 2020. The ballot of submission shall contain substantially the following language:

Shall the City of Carthage, Missouri impose a local use tax at the same rate as the total local sales tax rate, currently two and three-quarters percent (2.75%), provided that if the local sales tax rate is reduced or raised by voter approval, the local use tax rate shall also be reduced or raised by the same action? A use tax return shall not be required to be filed by persons whose

purchases from out-of-state vendors do not in total exceed two thousand dollars in any calendar year.

☐ Yes ☐ No

If you are in favor of the question, place an "X" in the box opposite "Yes." If you are opposed to the question, place an "X" in the box opposite "No."

Section 4. Within ten (10) days after the approval of this ordinance by the qualified voters of City of Carthage, Missouri, the City Clerk shall forward to the Director of Revenue of the State of Missouri by United States registered mail or certified mail, a certified copy of this ordinance together with certifications of the election returns and accompanied by a map of the City clearly showing the boundaries thereof.

Section 5. This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED AND APPROVED THIS __DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Committee

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14. Public Hearings

- 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.

15. Old 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)

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1. **C.B. 19-50** – An Ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri. (Planning, Zoning & Historic Preservation)

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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.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

Public Hearing: To present evidence 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.

***OLD
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.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk

***NEW
BUSINESS***

COUNCIL BILL NO. 19-50

ORDINANCE NO. _____

An ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri.

WHEREAS, a verified petition signed by all the owners of the real estate hereinafter described requesting annexation of said territory into the City of Carthage, Missouri, was filed with the Clerk; and

WHEREAS, said real estate as hereinafter described is adjacent and contiguous to the present corporate limits of the City of Carthage; and

WHEREAS, the Planning & Zoning Commission held a public hearing on December 5, 2019 and made a recommendation to the City Council to accept the zoning classification as requested as "F" (Light Industrial); and

WHEREAS, a public hearing concerning the said matter was held at City Hall Carthage, Missouri, at 6:30 p.m. on January 14, 2020; and

WHEREAS, notice of said public hearing was given by publication of notice thereof; and

WHEREAS, at said public hearing all interested persons, corporations, or political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation and zoning classification; and

WHEREAS, no written objections to the proposed annexation were filed with the Council of the City of Carthage within fourteen days after the public hearing; and

WHEREAS, the Council of the City of Carthage does find and determine that said annexation is reasonable and necessary to the proper development of the City; and

WHEREAS, the City is able to furnish normal municipal services to said area within a reasonable time after annexation.

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

SECTION I: Pursuant to the provisions of Section 71.012 RSMo., the following described real estate is hereby annexed and zoned respectively into the City of Carthage, Missouri, to wit:

Parcel #1

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, comprising approximately thirty-four

and two tenths (34.20) acres more or less.

Parcel #2

All of Lots Numbered Eight (8), Nine (9) and Ten (10) in South Side Addition located on a part of the Northwest Quarter of Section 16, Township 28 Range 31, in Jasper County, Missouri, according to the recorded plat thereof comprising approximately sixteen and eight one hundredths (16.08) acres more or less.

Parcel #3

All that property described on Exhibit "A" as if fully set out and incorporated herein, comprising approximately fifty-six and two one hundredths (56.02) acres more or less.

Attach Exhibit "A" (pdf)

SECTION II: The boundaries of the City of Carthage, Missouri are hereby altered so as to encompass the above described tract of land lying adjacent and contiguous to present corporate limits.

SECTION III: The City Council accepts the recommendation to the zoning classification as requested as "F" (Light Industrial).

SECTION IV: The City Clerk of the City of Carthage, is hereby ordered to cause three certified copies of the Ordinance to be filed with the Jasper County Clerk upon closing of the date of sale of said property.

SECTION V: 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

Sponsored by: Planning, Zoning & Historic Preservation Committee

EXHIBIT A

Tract 1: All of the South 10 Acres of the Northwest Quarter (NW 1/4) of the Northwest Quarter (NW 1/4) of Section 29, Township 28, Range 31, in Jasper County, Missouri.

Tract 2: All of the North One-half (N 1/2) of the Southwest Quarter (SW 1/4) and a strip 330 feet wide off the South side of the South One-half (S 1/2) of the Northwest Quarter (NW 1/4), all in Section 16, Township 28, Range 31, Jasper County, Missouri.

Tract 3: All of the South 5/8 of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri,

EXCEPT that portion of the following, more commonly known as the overflow structure located at the South end of the Lake, that lies within Tract 3 being described as follows: A tract of land in the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, described as follows: Commencing at the Northwest corner of said Southeast Quarter; thence North 01 degrees 16 minutes 52 seconds East, 116.66 feet; thence South 88 degrees 43 minutes 08 seconds East, 9.78 feet; thence South 34 degrees 29 minutes 22 seconds East, 271.50 feet; thence South 11 degrees 14 minutes 58 seconds East, 132.91 feet; thence South 20 degrees 18 minutes 47 seconds East, 234.77 feet to the point of beginning; thence North 71 degrees 54 minutes 54 seconds East, 503.90 feet; thence South 18 degrees 05 minutes 06 seconds East, 341.00 feet; thence South 71 degrees 54 minutes 54 seconds West, 588.90 feet; thence North 18 degrees 05 minutes 06 seconds West, 341.00 feet; thence North 71 degrees 54 minutes 54 seconds East, 85.00 feet to the point of beginning.

Tract 4: Together with an easement for ingress and egress across a strip of land 40 feet wide, the center line being the dividing line between the East One-half (E 1/2) of the Northeast Quarter (NE 1/4) and the West One-half (W 1/2) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, a portion of which is in the City of Carthage, Jasper County, Missouri, as created by agreement filed January 24, 1979 at 8:19 a.m. in Book 1220 at Page 935.

Also, an easement for ingress and egress across the East 20 feet of the North 3/8 of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri.

Tract 5: A tract of land described as commencing at the Northwest corner of the Northwest Quarter (NW 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, thence East along the North line of said Northwest Quarter of the Northeast Quarter 305.00 feet, thence South 01 degree 03 minutes West 20.0 feet to the point of beginning, thence South 01 degree 03 minutes West 660.0 feet, thence East 660.0 feet, thence North 01 degree 03 minutes East 660.0 feet, thence West 660.0 feet to the point of beginning.

EXHIBIT A

Tract 6: All of the Southwest Quarter (SW 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, Except the South One-half of the South One-half of the Southwest Quarter of the Northeast Quarter of said Section 29, AND

All of the Northwest Quarter (NW 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, Except the North 20 feet for public road, all being subject to the West 20 feet of an easement for ingress and egress across a strip of land 40 feet wide, the center line being the dividing line between the East One-half (E 1/2) of the Northeast Quarter (NE 1/4) and the West One-half (W 1/2) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, a portion of which is in the City of Carthage, Jasper County, Missouri, as created by agreement filed January 24, 1979 at 8:19 a.m. in Book 1220 at Page 935,

EXCEPT a tract of land described as beginning 965 feet East and 20 feet South of the Northwest corner of the Northwest Quarter (NW 1/4) of the Northeast Quarter (NE 1/4) of Section 29, thence South 660 feet, thence East to the East line of the said Northwest Quarter of the Northeast Quarter, thence North 660 feet, thence West to the point of beginning,

EXCEPT a tract of land described as commencing at the Northwest corner of the Northwest Quarter (NW 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, thence East along the North line of said Northwest Quarter of the Northeast Quarter 305.00 feet, thence South 01 degrees 03 minutes West 20.0 feet to the point of beginning, thence South 01 degrees 03 minutes West 660.0 feet, thence East 660.0 feet, thence North 01 degrees 03 minutes East 660.0 feet, thence West 660.0 feet to the point of beginning,

EXCEPT, that portion of the following, more commonly known as Honeymoon Island, that lies within Tract 6 being described as follows: All that part of the Northeast Quarter (NE 1/4) AND the Southeast Quarter (SE 1/4) of the Northwest Quarter (NW 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, described as follows: Commencing at the Northeast corner of the Southwest Quarter (SW 1/4) of the Northeast Quarter (NE 1/4), thence North 89 degrees 49 minutes 36 seconds West along said North line of the Southwest Quarter of the Northeast Quarter 532.70 feet to the point of beginning, thence South 42.93 feet, thence North 82 degrees 25 minutes 19 seconds West 115.04 feet to a point being on the Easterly boundary line of an existing lake, said line being a contour line at an elevation of 992.3 feet (said elevation being the same elevation as the top of the overflow structure at the South end of the existing lake), thence along said boundary line having the meander lines of South 77 degrees 30 minutes 00 seconds West 252.04 feet, thence South 26 degrees 20 minutes 05 seconds West 301.63 feet, thence South 35 degrees 03 minutes 18 seconds West 261.47 feet, thence South 82 degrees 14 minutes 49

EXHIBIT A

TRACT 6 LEGAL DESCRIPTION CONTINUED:

seconds West 203.75 feet, thence North 26 degrees 53 minutes 05 seconds West 54.66 feet, thence North 02 degrees 54 minutes 20 seconds East 116.43 feet, thence North 39 degrees 58 minutes 07 seconds East 107.91 feet, thence North 12 degrees 11 minutes 33 seconds West 214.23 feet, thence South 88 degrees 57 minutes 09 seconds East 135.69 feet, thence North 31 degrees 38 minutes 14 seconds East 186.10 feet, thence North 47 degrees 00 minutes 40 seconds East 327.14 feet, thence South 61 degrees 50 minutes 48 seconds East, away from said lake, 417.53 feet, thence South 44.99 feet to the point of beginning, AND

EXCEPT, that portion of the following, more commonly known as the Lake, that lies within Tract 6 being described as follows: A tract of land in the Northwest Quarter (NW 1/4) and the Northeast Quarter (NE 1/4) and the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, said tract being an existing lake the boundary of which is a contour line lying at the same elevation (992.3) as the top of the existing overflow structure located at the South end of the lake, the following describes a meander line of said 992.3 contour around said lake (each angle point being monumented with a 1/2" iron pin): Commencing at the Southwest corner of said Northeast Quarter, thence North 01 degrees 16 minutes 52 seconds East along the West line of said Northeast Quarter 116.66 feet, thence South 88 degrees 43 minutes 08 seconds East 9.78 feet to the point of beginning, thence North 45 degrees 22 minutes 05 seconds West 73.14 feet, thence North 86 degrees 09 minutes 42 seconds West 476.57 feet, thence North 55 degrees 28 minutes 58 seconds West 132.54 feet, thence South 83 degrees 22 minutes 25 seconds West 93.90 feet, thence North 01 degrees 11 minutes 32 seconds West 38.81 feet, thence North 52 degrees 31 minutes 20 seconds East 47.09 feet, thence South 88 degrees 00 minutes 28 seconds East 162.27 feet, thence North 62 degrees 22 minutes 16 seconds East 57.19 feet, thence North 31 degrees 01 minutes 11 seconds East 65.26 feet, thence North 57 degrees 15 minutes 32 seconds West 95.47 feet, thence North 52 degrees 46 minutes 15 seconds West 100.77 feet, thence South 40 degrees 36 minutes 32 seconds West 105.11 feet, thence North 69 degrees 27 minutes 57 seconds West 32.70 feet, thence North 00 degrees 51 minutes 47 seconds East 44.57 feet, thence North 18 degrees 08 minutes 55 seconds West 66.84 feet, thence North 50 degrees 46 minutes 54 seconds West 116.97 feet, thence North 00 degrees 45 minutes 56 seconds East 327.51 feet, thence North 56 degrees 47 minutes 32 seconds East 76.80 feet, thence North 79 degrees 20 minutes 03 seconds East 79.33 feet, thence North 10 degrees 32 minutes 44 seconds East 41.72 feet, thence North 65 degrees 24 minutes 36 seconds West 179.92 feet, thence North 79 degrees 43 minutes 36 seconds East 257.09 feet, thence North 08 degrees 13 minutes 10 seconds West 95.56 feet, thence North 67 degrees 36 minutes 57 seconds West 233.28 feet, thence North 49 degrees 32 minutes 07 seconds East 158.95 feet, thence South 60 degrees 15 minutes 29 seconds East 249.96 feet, thence North 33 degrees 39 minutes 54 seconds East 382.28 feet, thence North 06 degrees 35 minutes 33 seconds East 452.46 feet, thence South 88 degrees 32 minutes 39 seconds East 167.12 feet, thence South 39 degrees 53 minutes 35 seconds East 713.15 feet, thence South 47 degrees 00 minutes 40 seconds West 327.14 feet, thence South 31 degrees 38 minutes 14 seconds West 186.10 feet, thence North 88 degrees 57 minutes 09 seconds West 135.69 feet, thence South 12 degrees 11 minutes 33 seconds East 214.23 feet, thence South 39 degrees 58 minutes 07 seconds West 107.91 feet, thence South 02 degrees 54 minutes 20 seconds West 116.43 feet, thence South 26 degrees 53 minutes 05 seconds East 54.66 feet, thence North 82 degrees 14 minutes 49

EXHIBIT A

TRACT 6 LEGAL DESCRIPTION CONTINUED:

seconds East 203.75 feet, thence North 35 degrees 03 minutes 18 seconds East 261.47 feet, thence North 26 degrees 20 minutes 05 seconds East 301.63 feet, thence North 77 degrees 30 minutes 00 seconds East 252.04 feet, thence South 45 degrees 01 minutes 37 seconds East 329.35 feet, thence South 43 degrees 33 minutes 36 seconds West 243.01 feet, thence South 42 degrees 34 minutes 50 seconds East 185.65 feet, thence South 31 degrees 47 minutes 17 seconds West 99.80 feet, thence North 63 degrees 25 minutes 59 seconds West 217.47 feet, thence South 41 degrees 54 minutes 16 seconds West 388.82 feet, thence South 19 degrees 31 minutes 21 seconds East 848.30 feet, thence South 71 degrees 54 minutes 54 seconds West 403.90 feet, thence North 20 degrees 18 minutes 47 seconds West 234.77 feet, thence North 11 degrees 14 minutes 58 seconds West 132.91 feet, thence North 34 degrees 29 minutes 22 seconds West 271.50 feet to the point of beginning.

Tract 7: All of the West One-half (W 1/2) of the Northeast Quarter (NE 1/4) AND all of the East One-half (E 1/2) of the East One-half (E 1/2) of the Northwest Quarter (NW 1/4) of Section 21, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri,

EXCEPT beginning 281 feet East of the Northwest corner of the Northwest Quarter of the Northeast Quarter of Section 21, thence East 381 feet, thence South 291 feet, thence West 145 feet, thence South 51 feet, thence West 236 feet, thence North 342 feet to the point of beginning,

EXCEPT commencing at an existing iron pin at the Northeast corner of said Section 21, thence North 89 degrees 59 minutes 52 seconds West along the North line of said Section 21, a distance of 1322.15 feet to a point on the East line of said Northwest Quarter of the Northeast Quarter, thence along said East line South 00 degrees 00 minutes 08 seconds West, 35.51 feet to a point on the South right-of-way line of Missouri State Highway "HH", thence North 89 degrees 49 minutes 10 seconds West along said South right-of-way line 657.01 feet, to an existing iron pin on said South right-of-way line, thence South 00 degrees 00 minutes 23 seconds West, 230.00 feet, to the point of beginning, thence continue South 00 degrees 00 minutes 23 seconds West, 670.00 feet, thence South 89 degrees 49 minutes 10 seconds East, 285.00 feet, thence North 00 degrees 00 minutes 23 seconds East, 550.00 feet, thence South 89 degrees 49 minutes 10 seconds East, 55.00 feet, thence North 00 degrees 00 minutes 23 seconds East, 120.00 feet, thence North 89 degrees 49 minutes 10 seconds West, 340.00 feet to the point of beginning,

EXCEPT commencing at an existing iron pin at the Northeast corner of said Section 21, thence North 89 degrees 59 minutes 52 seconds West along the North line of said Section 21, a distance of 1322.15 feet to a point on the East line of said Northwest Quarter of the Northeast Quarter, thence along said East line South 00 degrees 00 minutes 08 seconds West, 35.51 feet to a point on the South right-of-way line of Missouri State Highway "HH", thence North 89 degrees 49 minutes 10 seconds West along said South right-of-way line

EXHIBIT A

TRACT 7 LEGAL DESCRIPTION CONTINUED:

317.00 feet to the point of beginning, thence South 00 degrees 22 minutes 23 seconds West, 230.00 feet, thence North 89 degrees 49 minutes 10 seconds West, 340.00 feet, thence North 00 degrees 00 minutes 23 seconds East, 230 feet, to an existing iron pin on said South right-of-way line; thence along said South right-of-way line, South 89 degrees 49 minutes 10 seconds East, 340 feet to the point of beginning,

AND EXCEPT commencing at an existing iron pin at the Northeast corner of said Section 21, thence North 89 degrees 59 minutes 52 seconds West along the North line of said Section 21, a distance of 1322.15 feet to a point on the East line of said Northwest Quarter of the Northeast Quarter, thence along said East line South 00 degrees 00 minutes 08 seconds West 35.51 feet to a point on the South right-of-way line of Missouri State Highway "HH" for a point of beginning, thence along the West line of "South Wind Acres," a recorded Sub-division in Jasper County, Missouri, South 01 degrees 22 minutes 17 seconds West, 900.19 feet, thence North 89 degrees 49 minutes 10 seconds West, 350.56 feet, thence North 00 degrees 00 minutes 23 seconds East, 550.00 feet, thence South 89 degrees 49 minutes 10 seconds East, 55.00 feet, thence North 00 degrees 00 minutes 23 seconds East, 350 feet, to the said South right-of-way line, thence South 89 degrees 49 minutes 10 seconds East along said South right-of-way line 317.00 feet to the point of beginning, AND

EXCEPT commencing at the Northeast corner of said Section 21, thence West 1321.50 feet, thence South 01 degrees 22 minutes 45 seconds West, 935.81 feet to the point of beginning, thence continuing South 01 degrees 22 minutes 45 seconds West, 1045.94 feet to the North right-of-way line of U.S. Highway 71 Bypass, thence along said right-of-way line the following courses and distances, thence North 45 degrees 53 minutes 17 seconds West, 352.09 feet, thence North 45 degrees 54 minutes 19 seconds West, 1199.47 feet, thence North 38 degrees 35 minutes 35 seconds West, 633.77 feet, thence North 38 degrees 04 minutes 30 seconds West, 262.26 feet, thence North 10 degrees 20 minutes 37 seconds East, 102.09 feet, thence North 76 degrees 30 minutes 05 seconds East, 247.09 feet, thence South 89 degrees 48 minutes 36 seconds East, 300.00 feet, thence North 85 degrees 04 minutes 18 seconds East, 121.00 feet, thence South 89 degrees 48 minutes 34 seconds East, 1.13 feet, thence South away from said right-of-way line 309.83 feet, thence East 236.00 feet, thence North 51.00 feet, thence East 145.00 feet, thence South 642.61 feet, thence South 89 degrees 49 minutes 26 seconds East 635.22 feet to the point of beginning.

Tract 8: All of the West One-half (W 1/2) of the East One-half (E 1/2) of the Northwest Quarter (NW 1/4) Section 21, Township 28, Range 31, in the City of Carthage, Jasper County Missouri.

EXHIBIT A

EXCEPTING FROM THAT PORTION OF TRACTS 7 AND 8 LYING SOUTH AND WEST OF U.S. HIGHWAY 71 BYPASS THE FOLLOWING:

All that part of the East One-half (E 1/2) of the Northwest Quarter (NW 1/4) AND the part of the West One-half (W 1/2) of the Northeast Quarter (NE 1/4) of Section 21, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, described as commencing at the Northwest corner of said Section 21, thence South along the West line of said Section 2639.31 feet to the West Quarter corner of said Section, thence North 88 degrees 21 minutes 31 seconds East along the South line of the Northwest Quarter 1324.09 feet to the Southwest corner of the East One-half of the Northwest Quarter, thence North 00 degrees 05 minutes 25 seconds West along the West line of said East One-half of the Northwest Quarter 462.0 feet to the point of beginning, thence North 88 degrees 21 minutes 31 seconds East parallel to the South line of the Northwest Quarter 1323.35 feet to the East line of said Northwest Quarter, thence North 69 degrees 31 minutes 31 seconds East 835.0 feet more or less to a point on the Westerly right-of-way of the outer road of Missouri State Highway 71 Bypass, thence Northwesterly along said right-of-way on a chord of North 58 degrees 00 minutes 12 seconds West 2485.21 feet to a point on the West line of the East One-half of the Northwest Quarter, said point being 2108.82 feet North of the Southwest corner of said East One-half of the Northwest Quarter, thence South 00 degrees 05 minutes 25 seconds East along the West line of the East One-half of the Northwest Quarter 1646.82 feet to the point of beginning.

Tract 9: All of the South One-half (S 1/2) of the Southwest Quarter (SW 1/4), East of Highway 71 Bypass, in Section 16, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, EXCEPT beginning at the Northeast corner of the Southeast Quarter of the Southwest Quarter of Section 16, thence West 1043.75 feet, thence South 208.75 feet, thence East 1043.75 feet, thence North 208.75 feet to the point of beginning, AND EXCEPT commencing at the Southeast corner of the Southwest Quarter of said Section 16, thence along the East line of said Southwest Quarter, North 01 degrees, 22 minutes, 38 seconds East, 529.01 feet, thence leaving said East line of the Southwest Quarter, North 89 degrees 59 minutes 03 seconds West, 31.00 feet to the West right-of-way line of Hazel Avenue and the point of beginning, thence North 89 degrees 59 minutes 03 seconds West, 517.50 feet, thence North 01 degrees 28 minutes 37 seconds East, 523.18 feet, thence South 89 degrees 59 minutes 03 seconds East, 517.50 feet to said West right-of-way line of Hazel Avenue, thence along said West right-of-way line, South 01 degrees 28 minutes 37 seconds West, 523.18 feet to the point of beginning.

Tract 10: The South One-half (S 1/2) of the Southwest Quarter (SW 1/4), West of Highway 71 Bypass, EXCEPT Highway HH, in Section 16, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri.

EXHIBIT A

Tract 11: All of the North One-half (N 1/2) of the West One-half (W 1/2) of the North One-half (N 1/2) of the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, Jasper County, Missouri, being subject to a 20 foot road easement along the West side thereof.

Tract 12: Together with a non-exclusive easement for right of ingress and egress over the private road located Twenty (20) feet on each side of the line dividing the East One-half (E 1/2) of the Northeast Quarter (NE 1/4) and the West One-half (W 1/2) of the Northeast Quarter (NE 1/4), extending from the North line of said Section 29 to a point One-half mile South of the North line.

Tract 13: All of the South One-half (S 1/2) of the South One-half (S 1/2) of the Southwest Quarter (SW 1/4) of the Northeast Quarter (NE 1/4) AND all of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4),

EXCEPT the South 5/8 thereof, all in Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, being also described on a survey signed by Nils R. Ranum, R.L.S. as follows: All of the South One-fourth (S 1/4) of the Southwest Quarter (SW 1/4) of the Northeast Quarter of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, AND all of the North Three-eighths of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of said Section 29, being subject to a 50 foot road easement as set forth in Corporation Warranty Deed filed August 3, 2001 at 12:49 p.m. in Book 1675 at Page 2270, also being subject to a perpetual easement 50 feet in width as set forth in Warranty Deed filed August 16, 1978 at 10:15 a.m. in Book 1215 at Page 171,

EXCEPT that portion of the following, more commonly known as the Lake, that lies within Tract 13 being described as follows: A tract of land in the Northwest Quarter (NW 1/4) and the Northeast Quarter (NE 1/4) and the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, said tract being an existing lake the boundary of which is a contour line lying at the same elevation (992.3) as the top of the existing overflow structure located at the South end of the lake, the following describes a meander line of said 992.3 contour around said lake (each angle point being monumented with a 1/2" iron pin): Commencing at the Southwest corner of said Northeast Quarter, thence North 01 degrees 16 minutes 52 seconds East along the West line of said Northeast Quarter 116.66 feet, thence South 88 degrees 43 minutes 08 seconds East 9.78 feet to the point of beginning, thence North 45 degrees 22 minutes 05 seconds West 73.14 feet, thence North 86 degrees 09 minutes 42 seconds West 476.57 feet, thence North 55 degrees 28 minutes 58 seconds West 132.54 feet, thence South 83 degrees 22 minutes 25 seconds West 93.90 feet, thence North 01 degrees 11 minutes 32 seconds West 38.81 feet, thence North 52 degrees 31 minutes 20 seconds East 47.09 feet, thence South 88 degrees 00 minutes 28 seconds East 162.27 feet, thence North

EXHIBIT A

TRACT 13 LEGAL DESCRIPTION CONTINUED:

62 degrees 22 minutes 16 seconds East 57.19 feet, thence North 31 degrees 01 minutes 11 seconds East 65.26 feet, thence North 57 degrees 15 minutes 32 seconds West 95.47 feet, thence North 52 degrees 46 minutes 15 seconds West 100.77 feet, thence South 40 degrees 36 minutes 32 seconds West 105.11 feet, thence North 69 degrees 27 minutes 57 seconds West 32.70 feet, thence North 00 degrees 51 minutes 47 seconds East 44.57 feet, thence North 18 degrees 08 minutes 55 seconds West 66.84 feet, thence North 50 degrees 46 minutes 54 seconds West 116.97 feet, thence North 00 degrees 45 minutes 56 seconds East 327.51 feet, thence North 56 degrees 47 minutes 32 seconds East 76.80 feet, thence North 79 degrees 20 minutes 03 seconds East 79.33 feet, thence North 10 degrees 32 minutes 44 seconds East 41.72 feet, thence North 65 degrees 24 minutes 36 seconds West 179.92 feet, thence North 79 degrees 43 minutes 36 seconds East 257.09 feet, thence North 08 degrees 13 minutes 10 seconds West 95.56 feet, thence North 67 degrees 36 minutes 57 seconds West 233.28 feet, thence North 49 degrees 32 minutes 07 seconds East 158.95 feet, thence South 60 degrees 15 minutes 29 seconds East 249.96 feet, thence North 33 degrees 39 minutes 54 seconds East 382.28 feet, thence North 06 degrees 35 minutes 33 seconds East 452.46 feet, thence South 88 degrees 32 minutes 39 seconds East 167.12 feet, thence South 39 degrees 53 minutes 35 seconds East 713.15 feet, thence South 47 degrees 00 minutes 40 seconds West 327.14 feet, thence South 31 degrees 38 minutes 14 seconds West 186.10 feet, thence North 88 degrees 57 minutes 09 seconds West 135.69 feet, thence South 12 degrees 11 minutes 33 seconds East 214.23 feet, thence South 39 degrees 58 minutes 07 seconds West 107.91 feet, thence South 02 degrees 54 minutes 20 seconds West 116.43 feet, thence South 26 degrees 53 minutes 05 seconds East 54.66 feet, thence North 82 degrees 14 minutes 49 seconds East 203.75 feet, thence North 35 degrees 03 minutes 18 seconds East 261.47 feet, thence North 26 degrees 20 minutes 05 seconds East 301.63 feet, thence North 77 degrees 30 minutes 00 seconds East 252.04 feet, thence South 45 degrees 01 minutes 37 seconds East 329.35 feet, thence South 43 degrees 33 minutes 36 seconds West 243.01 feet, thence South 42 degrees 34 minutes 50 seconds East 185.65 feet, thence South 31 degrees 47 minutes 17 seconds West 99.80 feet, thence North 63 degrees 25 minutes 59 seconds West 217.47 feet, thence South 41 degrees 54 minutes 16 seconds West 388.82 feet, thence South 19 degrees 31 minutes 21 seconds East 848.30 feet, thence South 71 degrees 54 minutes 54 seconds West 403.90 feet, thence North 20 degrees 18 minutes 47 seconds West 234.77 feet, thence North 11 degrees 14 minutes 58 seconds West 132.91 feet, thence North 34 degrees 29 minutes 22 seconds West 271.50 feet to the point of beginning.

EXCEPT, that portion of the following, more commonly known as the Whitney House, that lies within Tract 13 being described as follows: All that part of the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) AND the Northeast Quarter (NE 1/4) of the Southwest Quarter (SW 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, described at follows: Commencing at the Southwest corner of

EXHIBIT A

TRACT 13 LEGAL DESCRIPTION CONTINUED:

said Northwest Quarter of the Southeast Quarter, thence North 01 degrees 16 minutes 24 seconds East along the West line of said Northwest Quarter of the Southeast Quarter, 1063.95 feet to the point of beginning, thence South 85 degrees 57 minutes 37 seconds West 167.21 feet, thence North 11 degrees 23 minutes 45 seconds West 136.35 feet, thence North 86 degrees 29 minutes 13 seconds East 366.14 feet to a point on the Westerly boundary line of an existing lake, said line being a contour line at an elevation of 992.3 feet (said elevation being the same elevation as the top of the overflow structure at the South end of the existing lake), thence Southerly along said Westerly boundary line having a meander line of South 11 degrees 14 minutes 58 seconds East 132.91 feet, thence South 85 degrees 57 minutes 37 seconds West 198.13 feet to the point of beginning, AND

EXCEPT that portion of the following, more commonly known as the overflow structure located at the South end of the Lake, that lies within Tract 13 being described as follows: A tract of land in the Northwest Quarter (NW 1/4) of the Southeast Quarter (SE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, described as follows: Commencing at the Northwest corner of said Southeast Quarter; thence North 01 degrees 16 minutes 52 seconds East, 116.66 feet; thence South 88 degrees 43 minutes 08 seconds East, 9.78 feet; thence South 34 degrees 29 minutes 22 seconds East, 271.50 feet; thence South 11 degrees 14 minutes 58 seconds East, 132.91 feet; thence South 20 degrees 18 minutes 47 seconds East, 234.77 feet to the point of beginning; thence North 71 degrees 54 minutes 54 seconds East, 503.90 feet; thence South 18 degrees 05 minutes 06 seconds East, 341.00 feet; thence South 71 degrees 54 minutes 54 seconds West, 588.90 feet; thence North 18 degrees 05 minutes 06 seconds West, 341.00 feet; thence North 71 degrees 54 minutes 54 seconds East, 85.00 feet to the point of beginning.

Tract 14: Together with and subject to a portion of an easement for ingress and egress across a strip of land 40 feet wide, the center line being the dividing line between the East One-half (E 1/2) of the Northeast Quarter (NE 1/4) and the West One-half (W 1/2) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, as created by agreement filed January 24, 1979 at 8:19 a.m. in Book 1220 at Page 935.

Tract 15: All of the South One-half (S 1/2) of the West One-half (W 1/2) of the North One-half (N 1/2) of the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section 29, Township 28, Range 31, Jasper County, Missouri, AND
All of the North One-half (N 1/2) of the West One-half (W 1/2) of the South One-half (S 1/2) of the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) Section 29, Township 28, Range 31, Jasper County, Missouri, all being subject to a 20 feet road easement along the West side thereof.

EXHIBIT A

Tract 16: Together with a non-exclusive easement for right of ingress and egress over the private road located 20 feet on each side of the line dividing the East One-half (E 1/2) of the Northeast Quarter (NE 1/4) and the West One-half (W 1/2) of the Northeast Quarter (NE 1/4), extending from the North line of said Section 29 to a point One-half mile South of the North line.

Tract 17: All of the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of the Northwest Quarter (NW 1/4) of Section 32, Township 28, Range 31, Jasper County, Missouri, EXCEPT the North 16 feet thereof for road, being subject to a Life Estate as set forth in Warranty Deed dated June 1, 2001, filed June 6, 2001 at 2:44 p.m. in Book 1668 at Page 221,

EXCEPTING from the life estate the following tract described as: Commencing at the Northwest corner of said Northeast Quarter of the Northwest Quarter of the Northwest Quarter, thence South 01 degrees 14 minutes 56 seconds West 16.00 feet to the point of beginning, thence continuing South 01 degrees 14 minutes 56 seconds West 639.74 feet to the Southwest corner of said Northeast Quarter of the Northwest Quarter of the Northwest Quarter, thence South 89 degrees 41 minutes 56 seconds East along the South line of said Northeast Quarter of the Northwest Quarter of the Northwest Quarter 204.42 feet, thence North 01 degrees 14 minutes 56 seconds East 638.94 feet to a point 16 feet South of the North line of said Northeast Quarter of the Northwest Quarter of the Northwest Quarter, thence North 89 degrees 28 minutes 22 seconds West 204.41 feet to point of beginning.

Tract 18: All of a tract of land described as follows: Beginning at the Southeast corner of Section 30, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, thence North to a point 18 feet South of the Northeast corner of the Southeast Quarter of the Southeast Quarter, thence West 18 feet South from and parallel to the North line of said Southeast Quarter of the Southeast Quarter a distance of 560 feet, thence South to a point on the South line of said Southeast Quarter of the Southeast Quarter, 560 feet West of the Southeast corner thereof, thence East to the point of beginning, EXCEPT that portion of the following that lies within the above tract being described as follows: Beginning at the Northeast corner of the Southeast Quarter of the Southeast Quarter of said Section 30, thence West 954.0 feet along the North line of said Southeast Quarter of the Southeast Quarter, thence South 415.0 feet parallel with the East line of said Southeast Quarter of the Southeast Quarter, thence East 954.0 feet parallel with the North line of said Southeast Quarter of the Southeast Quarter to the East line of said Section 30, thence North along the East line of said Section 30 to the point of beginning.

ALSO, All of a tract of land being described as beginning at the Northeast corner of Section 31, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, thence West 560 feet, thence South to the center of the main channel of Center Creek, thence East along said Creek to the East line of said Section 31, thence North to the point of beginning,

EXHIBIT A

TRACT 18 LEGAL DESCRIPTION CONTINUED:

ALSO, All of the West One-half of the North One-half of the Northwest Quarter of the Northwest Quarter of Section 32, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, EXCEPT beginning at a point 35.00 feet on a bearing of South 04 degrees 24 minutes West from an iron pin found at the Northwest corner of said Section 32, thence South 86 degrees 55 minutes East 657.20 feet, parallel with the North line of said Section 32, to the East line of the Northwest Quarter of the Northwest Quarter of the Northwest Quarter of said Section 32, thence South 04 degrees 14 minutes West 489.15 feet along said East line to the Southeast corner of the tract, thence North 86 degrees 56 minutes West 658.57 feet to a point on the West line of said Section 32, thence North 04 degrees 24 minutes East 489.33 feet along said West line to the point of beginning,

ALSO, together with a roadway 16 feet wide off the North side of the Northeast Quarter of the Northwest Quarter of the Northwest Quarter of Section 32, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri,

EXCEPT THAT PORTION OF THE FOLLOWING LYING WITHIN THE ABOVE TRACT IN SECTION 31, TOWNSHIP 28, RANGE 31, MORE COMMONLY KNOWN AS THE SOUTH CABIN AND BEING FURTHER DESCRIBED AS FOLLOWS:

All that part of the Northeast Quarter of the Northeast Quarter of Section 31, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, commencing at the Northeast corner of said Section 31, thence North 88 degrees 42 minutes 35 seconds West along the North line of said Northeast Quarter of the Northeast Quarter of Section 31, 434.98 feet, thence South 08 degrees 51 minutes 48 seconds West 15.83 feet, thence South 33 degrees 37 minutes 46 seconds West 239.42 feet to the point of beginning, thence South 76 degrees 39 minutes 59 seconds East 118.56 feet, thence South 15 degrees 27 minutes 39 seconds West 90.24 feet, thence North 78 degrees 31 minutes 47 seconds West 118.76 feet, thence North 15 degrees 27 minutes 39 seconds East 94.10 feet to the point of beginning,

ALSO, EXCEPT FROM THE TRACT IN SECTION 31, TOWNSHIP 28, RANGE 31 THE FOLLOWING:

All of a tract of land lying in the Northeast Quarter of Section 31, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, said tract is an island lying in Center Creek, also known as "Grandpa's Island," more particularly described as follows:

Commencing at the Northeast corner of said Northeast Quarter, thence North 88 degrees 42 minutes 35 seconds West along the North line of said Northeast Quarter 373.43 feet, thence South 00 degrees 56 minutes 23 seconds West parallel with the East line of said Northeast Quarter 463.93 feet to the point of beginning, thence along the edge of water, as located in January of 1999, the following courses: thence South 01 degree 15 minutes 45 seconds West 9.82 feet, thence South 18 degrees 16 minutes 59 seconds East 15.00 feet, thence South 30 degrees 25 minutes 29 seconds East 11.60 feet, thence South 48 degrees

EXHIBIT A

TRACT 18 LEGAL DESCRIPTION CONTINUED:

33 minutes 16 seconds East 13.29 feet, thence South 79 degrees 30 minutes 03 seconds East 19.74 feet, thence North 81 degrees 50 minutes 12 seconds East 13.30 feet, thence North 62 degrees 39 minutes 48 seconds East 16.62 feet, thence North 02 degrees 59 minutes 19 seconds West 24.57 feet, thence North 32 degrees 11 minutes 27 seconds West 23.09 feet, thence North 66 degrees 11 minutes 25 seconds West 8.93 feet, thence North 75 degrees 36 minutes 37 seconds West 6.68 feet, thence North 87 degrees 00 minutes 17 seconds West 13.63 feet, thence South 84 degrees 37 minutes 18 seconds West 11.58 feet, thence South 63 degrees 28 minutes 43 seconds West 13.06 feet, thence South 22 degrees 51 minutes 57 seconds West 6.74 feet to the point of beginning,

ALSO, EXCEPT FROM THE TRACTS IN SECTIONS 30 AND 31, TOWNSHIP 28, RANGE 31, A TRACT MORE COMMONLY KNOWN AS THE NORTH CABIN, BEING FURTHER DESCRIBED AS FOLLOWS:

All that part of the Southeast Quarter of Section 30, Township 28, Range 31 and the Northeast Quarter of the Northeast Quarter of Section 31, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, commencing at the Southeast corner of said Section 30, thence North 88 degrees 42 minutes 35 seconds West along the South line of said Southeast Quarter of the Southeast Quarter of Section 30, 434.98 feet to the point of beginning, thence North 08 degrees 51 minutes 48 seconds East 102.62 feet, thence South 86 degrees 26 minutes 13 seconds West 137.31 feet, thence South 01 degrees 26 minutes 52 seconds West 114.89 feet, thence North 87 degrees 00 minutes 51 seconds East 128.86 feet, thence North 08 degrees 51 minutes 48 seconds East 15.83 feet to the point of beginning,

ALSO, EXCEPT FROM THE TRACTS IN SECTIONS 30 AND 31, TOWNSHIP 28, RANGE 31, A TRACT MORE COMMONLY KNOWN AS SAM'S HOUSE, BEING FURTHER DESCRIBED AS FOLLOWS:

All that part of the Southeast Quarter of the Southeast Quarter of Section 30, Township 28, Range 31 and the Northeast Quarter of the Northeast Quarter of Section 31, Township 28, Range 31, in the City of Carthage, Jasper County, Missouri, beginning at the Northeast corner of said Section 31, thence North 88 degrees 42 minutes 35 seconds West along the North line of said Northeast Quarter of the Northeast Quarter of Section 31, 116.27 feet to a point on the West line of an existing road easement, thence South 32 degrees 44 minutes 59 seconds West 66.15 feet to a curve to the left having a radius of 90.00 feet, thence along said curve 85.78 feet, thence South 21 degrees 51 minutes 25 seconds East 22.11 feet, thence South 55 degrees 30 minutes 31 seconds West 66.68 feet, thence South 17 degrees 43 minutes 48 seconds West 221.29 feet to a point on the North bank of Center Creek, thence North 53 degrees 50 minutes 26 seconds West 48.77 feet, thence North 65 degrees 15 minutes 53 seconds West 95.92 feet, thence North 78 degrees 31 minutes 47 seconds West 79.72 feet, thence North 15 degrees 27 minutes 39 seconds East away from the North Bank

EXHIBIT A

TRACT 18 LEGAL DESCRIPTION CONTINUED:

of Center Creek 90.24 feet; thence North 76 degrees 39 minutes 59 seconds West 118.56 feet, thence North 33 degrees 37 minutes 46 seconds East 239.42 feet, thence North 08 degrees 51 minutes 48 seconds East 118.45 feet, thence South 86 degrees 26 minutes 13 seconds West 137.31 feet, thence North 01 degrees 26 minutes 52 seconds East 159.64 feet, thence North 62 degrees 41 minutes 27 seconds East 322.15 feet, thence South 73 degrees 28 minutes 00 seconds East 119.67 feet, thence North 61 degrees 56 minutes 05 seconds East 109.79 feet, thence South 88 degrees 29 minutes 58 seconds East 65.41 feet to a point on the East line of said Southeast Quarter of the Southeast Quarter of Section 30, thence South 01 degree 30 minutes 02 seconds West 426.08 feet to the point of beginning.

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

January 2020

Police Personnel Administration Board
4 Year Term - 4 Members- Meets on Call, Police Department

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Tony Williams	358-9700	1324 Ashley Drive	01/10/1984	Jan-24

Civil War Museum
3 Year Term - 7 Members- Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Steve Cottrell	358-7230	2187 W Oak Street	3/13/2001	Jan-23

RESOLUTIONS

MINUTES
STANDING
COMMITTEES

PUBLIC SERVICES COMMITTEE

December 17, 2019
City Hall Council Chambers
326 Grant Street

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

Members Absent;

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

Non-Members Present; Ceri Otero, Jonathan Roberts, Abi Almandinger, Danny Curry, David Armstrong, Lora Phelps, Lemmie Jones, Thomas Todd, Daniel Beck, Danny Lambeth, Wendy Royer, Darren Wallace, Lyman Burr, and Jim Schriever, Mayor Dan Rife, Lauren Osborne, and Michael Fisher.

At 5:30 P.M. Mr. Topete called the meeting to order.

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

NEW BUSINESS:

- 1. Presentation by Waters Edge Aquatic Design and Citizens Action Group interested in improving aquatics offerings within the community.**

Mr. Peterson introduced Lauren Osborne and Michael Fisher from Waters Edge Aquatics Engineering and Design from Kansas City. Preliminary study made possible by the McCune Brooks Hospital Trust.

Existing facility evaluation of Municipal Pool:

- A. Built in the 1930's. 85 years old.
- B. Leaking. Either from pipes or shell.
- C. Leaks 179,000 gallons a day.
- D. Bathhouse doesn't meet ADA guidelines.
- E. Low cost recovery level. (37% estimated by Mr. Roberts)
- F. Water too cold. Low attendance.

Mr. Roberts from the Fair Acres Family YMCA reported that the revenue from the 2019 swim season was \$44,255.00. The City subsidizes the pool at \$50,000.00. 30% of pool attenders are YMCA members who get in free with their Y membership. Attendance has declined from 2017-2019.

Modern aquatic centers are typically replaced every 40 to 50 years. Remodel and

repair costs of existing pool estimated at \$500,000. Demolition costs estimated around \$100,000.

Preliminary market analysis looked at 26 facilities in a 30 mile radius of Carthage. From neighborhood pools to regional pools.

Budget goals, pool size and population comparisons were done. Case facilities in Odessa and Kansas City MO. and Manhattan and Dodge City KS. It was determined that the study group would like to see a pool 13,000 to 16,000 square feet.

Site analysis determined that Fair Acres Park would be the best site for the new facility.

Preliminary concept considered will be a regional pool with:

- A. Bathhouse
- B. Fenced spray pad (un-maned)
- C. Sunbathing decks
- D. 0 entry pool
- E. Sprays/bench
- F. Slide
- G. Floatables
- H. Volleyball net
- I. Basketball goal
- J. Lazy river
- K. Boomerang slide
- L. Climbing wall
- M. Plunge area
- N. Wave pool
- O. Deep pool area
- P. Diving area with boards
- Q. Swim lanes
- R. Landscaping, sunshades, bleachers
- S. Route 66 theming (optional)

Estimated Regional Aquatic Center cost at 12.1 million. A neighborhood pool estimated cost would be 7 million.

Mr. Topete questions the warranty on the aquatic equipment. There will be a 1 year warranty. Sponsorships and selling advertising would be possible to interested companies or individuals.

Next step suggested by WEAD in the process is to begin a feasibility study, identify the need and create a plan. Public engagement will be a major priority to determine what the citizens of Carthage would like to see in an aquatic facility. 2% of the population would be the goal. Online surveys, school surveys and mailings etc....WEAD will help to identify the questions for a survey. Estimated cost for a "statistically valid survey" would

be \$14,700.00.

The committee took no action at this point. Much more discussion and information is needed to determine the next step. This will be on the January PSC agenda.

Mr. Daugherty moved for adjournment.

Meeting adjourned at 7:50 P.M.

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
THURSDAY, DECEMBER 19, 2019
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City 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 December 10, 2019 meeting were approved 3-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Newport moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

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

Rebecca Friedrich CPA, from KPM CPA's & Advisors, gave a detailed presentation of the Audit Report for the City of Carthage year ended June 30, 2019. She referred to key pages in the audit book and explained their financial impact and importance. The City received an unmodified/clean opinion with no deficiencies noted. As of June 30, 2019, cash and investments increased \$263,000 over the previous year. Reserves were at 42% when comparing total expenditures to the unassigned fund balance. Mrs. Friedrich discussed GASB No. 87 stating its impact on the city would be minimal. She also stressed the importance of having sufficient of cybersecurity. Mr. Newport made a motion to accept the audit findings by KPM CPA's & Advisors for the year ended June 30, 2019. Motion carried 3-0.

2. Staff Reports:

Ms. Cox reported the results of the Nicotine Cessation Program have been received and will be reviewed at the next committee meeting.

ADJOURNMENT: Mr. Barlow made a motion to adjourn at 5:54 PM. Motion carried 3-0.

Traci Cox
City Clerk

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

Carthage Chamber of Commerce Board of Directors

Thursday, November 21, 2019 at 7:30 a.m.

Members present:

Roy Mason, Chair
Becky Andrews
Paul Eckels
Kimberly Fullerton, Treasurer
Dr. Jon Haffner
Tina Hallmark
Stephanie Howard, ex-officio
Tom Short, ex-officio
Elizabeth Simmons
Scott Watson
Steve Willis, Past Chair
Greg Wolf, ex-officio

Members absent:

Tom Flanigan, ex-officio
Robert Goar
John Lenahan
Brian Schmidt, Vice Chair

Liaisons present:

Mike Daugherty, liaison
Niki Cloud, liaison

Liaisons absent:

Jim Benton, liaison

Staff present:

Mark Elliff, Pres/Sec
Neely Myers

Quorum was present; Board Chair Mason began the meeting at 7:30 a.m.

Consent agenda was presented for review. Willis moved to approve, Haffner seconded, motion passed.

Partner reports-CVB: Cloud reported new visitor's guides in house with professional photos courtesy of a marketing platform grant.

Chairman's report: Mason applauded new additions to the festival. Elliff acknowledged that new co-Chairs Alice Chorum and Becky Purinton would helm the 2020 festival.

President's Report: Elliff discussed Project Vaca, Joplin Airport Chicago flights, and MOBEC grant. No action taken. Elliff reported that Beth Simmons, Jeannette Clem, Manny Maturino, and Reed Hoagland were elected to serve on the Board with Willis making a motion for Mason to serve as Chair, Simmons as Co-Chair, and Kimberly Fullerton as Treasurer, Hallmark seconded, motion carried.

City of Carthage: Daugherty reported on City projects and there was a discussion between the board and City representatives regarding the proposed merger between the Chamber and the CVB.

New Business: None

Old Business: None

Other Business: None

Willis moved to adjourn at 8:21, Eckels seconded, motion passed.

The next meeting of the board is scheduled for Thursday, December 19 at 7:30 a.m. at the Chamber office.

CWEP BOARD MEETING MINUTES

December 19, 2019

The Carthage Water & Electric Plant Board met in regular session December 19, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

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

Staff:

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

President Baucom called the meeting to order at 4:01 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Goff and seconded by Schmidt to approve the minutes of the regular meeting of November 14, 2019 as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Schmidt to approve disbursements for November in the amount of \$3,450,774.83 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for November noting that the net income for the utility combined was ahead of both budget and prior year by \$108,781 and \$163,278 respectively for the month. Operating revenues for all departments were higher than budget for the month and operating expenses were slightly higher than budget for all departments but the water department. She noted that for the year to date power and water loss percentages came in at 2.03% and 8.51%, respectively.

A motion by Goff and seconded by Schmidt to approve November financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF RETIREMENT RESOLUTION FOR GLENN CHAMBERS

General Manager Bryant recognized the upcoming retirement of Wastewater Treatment System Manager Chambers, reading a resolution in his honor. GM Bryant thanked Chambers for his 18 years of faithful service. Chambers expressed his appreciation to the board and the company.

A motion by Goff and seconded by Lambeth to approve the retirement resolution for Glenn Chambers passed unanimously.

CONSIDERATION OF RETIREMENT RESOLUTION FOR KELLY LEE

General Manager Bryant acknowledged the upcoming retirement of Purchasing Agent Assistant Lee, reading a resolution in her honor. He shared that CWEP is only a better company because of her 15 years. Lee thanked the board and the company and expressed how much she will miss everyone.

A motion by Lambeth and seconded by Schmidt to approve the retirement resolution for Kelly Lee passed unanimously.

CONSIDERATION OF BIDS ON THE PURCHASE OF A METER TESTING STATION

General Manager Bryant reported that sealed proposals were accepted for the purchase of a stationary three-phase 50-amp meter testing station, in November. Bryant noted of the four proposals submitted, only one met all of CWEP's specifications and expectations. Radian Research, LLC, provides a Weco 4050X automated testing platform that exceeds CWEP's specifications. The Weco 4050X provides advance testing capabilities that the other test stations don't. The proposal cost from Radian Research is \$39,965.00. Based on CWEP's experience with Weco Test stations, staff is confident that the Weco 4050X is the best unit to serve CWEP for many years.

With the advanced capabilities of the Weco unit, GM Bryant recommends awarding this purchase to Radian Research, LLC in the amount of \$39,965.00

A motion by Lambeth and seconded by Ross to approve the purchase of the meter testing passed unanimously.

CONSIDERATION OF BIDS ON THE PURCHASE OF A SEWER SURVEILLANCE MONITORING SYSTEM

General Manager Bryant noted a formal bid request was advertised and issued to six vendors for the purchase of a sewer surveillance hardware and cloud-based software for monitoring wastewater collection systems. Of those who received the request, Trekk Design Group was the only respondent to submit a bid for this system. Their submitted bid amount was \$71,905.00 which was below CWEP's budgeted amount of \$75,000.00. GM Bryant recommends that Trekk Design Group be awarded this project.

A motion by Schmidt and seconded by Goff to approve the purchase of a sewer surveillance monitoring system passed unanimously.

CONSIDERATION OF PUBLIC RECORDS POLICY

General Manager Bryant presented the public records policy to the board. He explained the policy is an addition to CWEP's employee handbook to help outline the process of handling custodian records of CWEP.

A motion by Lambeth and seconded by Ross to accept the public records policy passed unanimously.

STAFF REPORTS:

General Manager Bryant informed the board on an incident that involved a tap changer controller on Transformer 2-2 in sub 2, staff is awaiting a recommendation from Allgeier Martin on which tap changer controller would be the best one for CWEP to purchase. GM Bryant noted that there is nothing new to report on the Groundwater plume, he added that investigations will slow down until funds go up.

CFO Nugent reported Kelly Lee's position as purchasing agent assistant has been filled by customer service representative Dianne Showalter. Nugent added she has started training and an open position will be available in the customer service department. Nugent noted requests for proposals on the AMI project have been sent, proposals will be due in January.

General Counsel Ludwig reported open enrollment for health and dental insurance and flexible spending accounts ended in November. She added several employees took advantage of the new dental insurance and thanked the Board for allowing CWEP to offer it. Ludwig provided the Board with a legislative update.

Director of Power Services Emery informed the board that Justin Ralston and Noah Smith graduated the four-year apprenticeship and are now officially lineman.

Director IT and Broadband Peterson reported 23 residential fiber installs and 3 commercial fiber installs this month. Peterson updated the board on a recent network outage that occurred the day of the company Christmas party.

Director of Water Services Choate noted two new employees started this month, Jost Tiffany and Jake Brunnert are the newest water distribution/collections operators.

Director of Business and ED Howard informed the board that Schreiber's is building a distribution center, they are currently working on getting the property annexed in.

Customer Relations Manger Milliken reported our employees were able to help more than 100 kids/families at Columbian school with the bright futures program this holiday season.

BOARD MEMBER COMMENTS:

Pat Goff thanked CWEP for the generous ham/turkey delivery this holiday season.

Darren Collier thanked Meagan Milliken, Megan Stump and Stephanie Howard for the wonderful CWEP Christmas Party, he also wanted to thank the employees who worked hard on getting the Christmas decorations hung up on the square.

At 5:27 p.m. the meeting adjourned.

President – Neel Baucom

Secretary – Steve Beimdiek

Planning, Zoning, and Historic Preservation Commission
Meeting 05 December 2019

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Levi Utter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

Commission Members Present: Harry Rogers, Abi Almandinger, Levi Utter, Jim Swatsenbarg, Zeb Carney, Mark Elliff, Ed Barlow, Tom Short, and Bill Barksdale.

Also, present Julie Tilley, Ron Peterson, Jeff Pankow, Ceri Otero, Kimberly Barker, and Jessica Adams.

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:30 p.m.

First order of business involved the minutes of the November 2019 meeting. Minutes were available for review in the packet prior to the meeting. Abi Almandinger mentioned that Ron Stiles had stated the roof pitch was going to be 6/12 and that information was not reflected in the minutes. A motion to approve the November minutes with the addition of the roof pitch was made by Abi Almandinger and Levi Utter gave the motion a second. Motion passed on a voice vote.

Second order of business was a Certificate of Appropriateness for a new sign at 204 East 4th Street. The existing sign would be replaced with an aluminum sign of the same size. A motion was made by Harry Rogers to approve the Certificate of Appropriateness and give the requester the option of moving the sign to the lower mounting pole if it met with code requirements in regards to clearance from the sidewalk. Jim Swatsenbarg gave the motion a second. On a voice vote the motion passes.

Third order of business was an annexation request for 3 parcels of land totaling 107 acres as requested by Nate Shillington for Schreiber Foods. Levi Utter made a motion to forward the request for annexation to the City Council for approval and it was given a second by Abi Almandinger & Jim Swatsenbarg. The motion passed on a voice vote.

Fourth order of business was a request to rezone the annexed property listed above. (NOTE: Anytime property is annexed into the city it automatically comes in as Zone "A" First Dwelling. The request was to amend the property zoning to Zone "F" Light Industrial. Jim Swatsenbarg made a motion to rezone the property from "A" First Dwelling to "F" Light Industrial. Abi Almandinger gave the motion a second. On a voice vote the motion passes.

The Annexation request and the rezoning will be forwarded to the City Council for approval.

Abi mentioned that the CLG paperwork has been sent and that training opportunities will be available in the future as webinars or a seminar and she offered to attend.

There were no further items on the agenda.

Mark Elliff made a motion to adjourn. Jim Swatsenbarg & Abi Almandinger seconded that motion. Motion passed and meeting adjourned.

Respectfully submitted,
Bill Barksdale

***AGENDAS
STANDING
COMMITTEES***

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011
Email: pwd@carthagemo.gov

"America's Maple Leaf City"



AGENDA TUESDAY EVENING

January 7, 2020 - 5:30 P.M.
PUBLIC WORKS COMMITTEE

Public Works Committee Meeting has been cancelled.

***Persons with disabilities who need special assistance - Call 417-237-7010 (voice)
or 1-800-735-2466 (TDD via Relay Missouri) at least 48 hours prior to meeting date.***

Meeting is normally held the first Tuesday of each month
City Hall Conference Room, 2nd Floor
326 Grant Street

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, JANUARY 13, 2020

5:30 P.M.

**COUNCIL CHAMBERS, CITY HALL
326 GRANT ST., CARTHAGE, MISSOURI**

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Consider and discuss the imposition of a use tax for general revenue purposes by the qualified voters of the City of Carthage for their approval at an election to be held in the City of Carthage on April 7, 2020.

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Consider and discuss Fiscal 2020 Mid-Year Budget Status Report.
2. Consider and discuss budget calendar for Fiscal year 2020.
3. Staff Reports.
4. Other Business.

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 14, 2020

5:00 PM

Carthage City Hall

Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Consider and Discuss Economic Development Reporting.
2. Consider and Discuss Nicotine Cessation Program.
3. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



Commerce • Community • Connection

Board of Directors Meeting
Thursday, December 19, 2019
7:30 a.m.

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

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

Agenda

1. Call to Order
2. Accountants Review-Taylor Green PC
3. Consent Agenda Items
 - a. Approval of November Minutes
 - b. Financial Report
 - c. Membership Report
 - d. Committee Reports
 - i. Ambassadors - Tina Hallmark (Haffner)
 - ii. Marketing - Beth Simmons (Lenahan/Goar/Andrews)
 - iii. Emerging Leaders - Kimberly Fullerton (Andrews)
 - iv. Maple Leaf - Roy Mason (Willis)
 - v. Economic Development - Mark Elliff (Mason)
4. Partner Reports
 - a. CVB - Niki Cloud (Willis)
 - b. Ministerial Alliance - Jim Benton
5. Chairman's Report
6. President's Report
7. City of Carthage Report
8. Jasper County Report
9. Old Business
 - a. As needed
10. New Business
11. Other Business
12. Strategic Discussions-Strategic Planning Meeting January 23, 2020 11:30 a.m.

13. Upcoming calendar items (handout)
14. *Next Meeting - Thursday, January 23, 2020*
15. Adjourn

POSTED: _____ BY: _____

2019 Board of Directors meetings total = 11

Roy Mason	9	Robert Goar	4	Jim Benton	3
Brian Schmidt	7	Dr. Jon Haffner	10	Niki Cloud	6
Kimberly Fullerton	10	Tina Hallmark	7	Mike Daugherty	5
Steve Willis	10	John Lenahan	0	Stephanie Howard	10
Becky Andrews	11	Beth Simmons	9	Tom Flanigan	6
Paul Eckels	8	Scott Watson	10	Tom Short	1
				Greg Wolf	7

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

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

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 ♦ **Appointments to the Jasper County Mental Health Fund Board of Trustees**
10. PUBLIC HEARINGS
 ♦ **Jasper County Auditor-Present 2020 Jasper County Budget**

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 20, 2019 AT 4:00 P.M.

(RSMO 610.020)

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
DECEMBER 31, 2019
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
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 27, 2019 AT 4:00 P.M.

(RSMO 610.020)

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 1/6/2020

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by: Vasquez Ebirceo O & Noelia G Ixcoy

Project Location: 1003 Lyon

Request type: Certificate of Appropriateness

Reason for Hearing: Request to remove porch on north side and
rebuild bedroom addition

2. Requested by:

Project Location:

Request type:

Reason for Hearing:

3. Requested by:

Project Location:

Request type:

Reason for Hearing:

4. Requested by:

Project Location:

Request type:

Reason for Hearing:

5. Requested by:

Project Location:

Request type:

Reason for Hearing:

Commission Members

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Levi Utter	502 E Centennial	417-540-6565
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

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

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 7, 2020
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED JANUARY 3, 2020 AT 4:00 P.M.

(RSMO 610.020)

CITY OF CARTHAGE

Zoning Board of Adjustment

AGENDA

Date of Meeting: 1/9/2020

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by: Kenneth & Diane Pollard

Project Location: 510 N McGregor
N CAR LOT 168

Request type: Variance

Reason for Hearing: A request to encroach upon the front setback by 30' for the placement of a detached structure.

2. Requested by:

Project Location:

Request type:

Reason for Hearing:

3. Requested by:

Project Location:

Request type:

Reason for Hearing:

4. Requested by:

Project Location:

Request type:

Reason for Hearing:

5. Requested by:

Project Location:

Request type:

Reason for Hearing:

Board Members:	HJ Johnson	330 Lyon	417-358-5174
	Bonham Oney	1431 S Grand	417-358-5013
	Bill Barksdale	1314 S Garrison	417-358-3793
	Jim Swatsenbarg	601 Howard	417-358-1690
	Jerry Poston	1601 S Garrison	417-358-5052

Staff:	City Administrator	Tom Short	City Hall	417-237-7003
	Public Works Director	Zeb Carney	Public Works Department	417-237-7010



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

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, January 14th, 2020 5:15 p.m.

CARTHAGE PUBLIC LIBRARY BOARD ROOM
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Multipurpose Building update

Update on roof

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

New Business

Payment of Bills

Adjournment

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Daricus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



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Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 14, 2020
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ Award Bid for Phase 1 for the New Maintenance Facility for the Jasper County Highway Department.
 - ♦ Approve appointments to the Developmental Disability Resources Board of Jasper County.
10. PUBLIC HEARINGS

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

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

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421
NOTICE POSTED JANUARY 10, 2020 AT 4:00 P.M. (RSMO 610.020)

CORRESPONDENCE

Area Agency on Aging

P.O. Box 3990, 64803 • 531 E. 15th • Joplin, MO 64804
417.781.7562 • Fax 417.781.1609

November 19, 2019

Mr. Ron Bass
1737 Grand Avenue
Carthage, MO 64836

Mr. Bass

The Area Agency on Aging, Region X endeavors to deliver quality services to our clients and to keep the environment in our senior centers safe, friendly, and professional. We hold ourselves to high standards of ethical conduct in an effort to ensure our visiting customers feel welcome. We, therefore, also must require that our clients never engage in any inappropriate behavior e.g. threatening or disruptive speech/acts.

Since February of this year, I have received and have been made aware of your numerous accusations made in writing and by email, sent to this agency, the City of Carthage, and the State of Missouri, of misconduct by Ms. Beth Brooks. Any inappropriate behavior on the part of employees, volunteers, visitors, or clients which jeopardizes the safety and/or security of this environment will result in swift corrective action. I have found no evidence in your accusations and, to the contrary, and am very concerned that you are hyper-focused on Ms. Brooks' employment being terminated these last 9 months. The continued accusations made by you about her are unfounded, unsubstantiated, and quite frankly, unsettling. I am now getting complaints from other seniors about your continued insistence to demean the manager of the senior center.

Effective this date, you are prohibited from entering the premises of Carthage Senior Center located at 404 3rd St, Carthage, MO 64836. Should you attempt to enter the Carthage Senior Center, or are seen on its property, we will contact law enforcement personnel to secure your expulsion.

Regretfully, this decision as stated in this letter is final.

Sincerely,



Jennifer Shotwell
Chief Executive Officer

cc: City Administrator, City of Carthage
Chairperson, Carthage Senior Center Advisory Board
Director of Nutrition Services, Area Agency on Aging, Region X



www.aadregionx.org



401 W. CHESTNUT | 417.237.7100

Roger Williams, Fire Chief

1-10-2020

Notice of Promotion

I am pleased to announce that on January 2, 2020, Ryan Huntley was promoted to the position of Deputy Chief. He will be transitioning into the duties and responsibilities that were vacated with the retirement of David Myers. Deputy Chief Huntley is a 19-year veteran of the Department who has worked his way up through the ranks, most recently holding the rank of Fire Marshal. He is a respected member of the Department and the community and is certainly deserving of this position. He has worked hard to reach this point in his career and recently received his associate degree in Fire Science from Crowder College. Congratulations to Deputy Chief Huntley.

Fire Chief,

Roger Williams

Carthage CVB Board Meeting Minutes

December 9, 2019

Members Present: Steve Willis, Gregg Wolf, Mishell Hoover, Stephanie Howard, Anthea Harbin, Mike Daugherty, Mark Elliff, Niki Cloud

Meeting called to order at 3:35pm by Steve Willis at Carthage Chamber of Commerce office.

Approval of Minutes: A motion was made by Stephanie, second from Gregg and passed to approve minutes from the November 13, 2019 meeting.

Treasurer's Report- Copies of the Balance Sheet & Profit & Loss from November 30, 2019, were emailed to the board. Niki had not received the lodging tax report from the city but will get that information to the board when it becomes available. Roger with Hardy, Wrestler & Associates was in attendance presenting the end of the year audit. The CVB is in good financial standing with approximately 9 months in reserve (6 months is suggested for not-for-profits) and has a very clean audit.

Old Business-

Food Truck Friday-CVB will attend Public Safety meeting to request street closures for the events that will start in April 2020.

Wayfinding Signs-Niki heard from MODoT a couple weeks ago, they do not allow the decorative bases on the signs on Garrison. Niki started an email between CDL/MODoT about this. CDL called CVB December 3 about this email and they would reach out to MODoT. Niki still has not received a detailed invoice for the \$48,863.50 due.

New Business-

New Board nominations-postpone

Resignation of Amy Campbell (due to job change)-Mishell made a motion, second from Anthea to accept the resignation.

At 4pm, the quorum was lost due to Mishell leaving for a prior commitment.

City Liaison Report-Councilman Mike reported on the new round about and community garden for Griggs Park

Chamber Report-Mark reported on working on Open House December 13, Banquet January 17, Business Expo February 28-29. A new hire will start the week of December 16.

President Report-Steve has been pleased with the work done over the year on Food Truck Friday and the wayfinding signs. He expressed his frustration with city council over the proposed merger between CVB & Chamber.

Executive Director Report-Niki spoke about search engine marketing results, taking vacation the week of December 23, presented some advertising the CVB is doing, and talked about a new event Board Game night in January.

The next meeting will be January 8, 2020, 8am at the Chamber of Commerce office.

Carthage CVB Board Meeting Minutes

January 8, 2020

Members Present: Steve Willis, Gregg Wolf, Mishell Hoover, Stephanie Howard, Anthea Harbin, Jonathan Roberts, Matt Freeman, Niki Cloud

Meeting called to order at 8:07am by Steve Willis at Carthage Chamber of Commerce office.

Approval of Minutes: A motion was made by Jonathan, second from Anthea and passed to approve minutes from the December 9, 2019 meeting.

Treasurer's Report- Copies of the Balance Sheet & Profit & Loss from December 31, 2019, were presented with no major issues. Niki had not received the lodging tax report (will email when received from city). Niki shared the report from December 16. **A motion was made by Stephanie, second from Gregg and passed to approve the financial report.**

Old Business-

Food Truck Friday-Working on the 2020 application, Central Park is reserved for all 6 events, Niki will attend Public Safety meeting in January to request street closures. A committee will be established.

Wayfinding Signs-No updates to report. Still waiting to hear about the decorative bases to be removed by CDL per MODOT request. Still waiting on a detailed invoice from CDL for the \$48,863.50 due.

New Business-

Board Nominations-A motion was made and second to establish a nominating committee. The committee will consist of Steve (Chair), Matt, Anthea & Niki

City Liaison Report-No report

Chamber Report-No report

President Report-No report

Executive Director Report-Niki attended the MACVB/MTA meeting in December in Jefferson City and will attend the Tourism Days at the Capitol in February. Niki had new Carthage postcards printed to pass out to tourist.

A motion was made by Stephanie, second by Mishell and passed to adjourn at 9:06am

The next meeting will be February 12, 2020, 8am at the Chamber of Commerce office.

CHAMBER OF COMMERCE, INC.

CARTHAGE, MISSOURI

**Financial Statements and
Accountant's Review Report**

JUNE 30, 2019

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TAYLOR GREEN PC

602 W. McCord Street
PO Box 150
Neosho, MO 64850

A Certified Public Accounting Firm

Phone: (417) 451-3036
Fax: (417) 451-3037

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Chamber of Commerce, Inc.

We have reviewed the accompanying financial statements of Chamber of Commerce, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

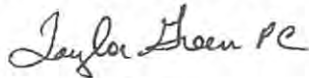
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



Taylor Green PC
Neosho, Missouri

December 2, 2019

CHAMBER OF COMMERCE, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019

	<u>2019</u>
ASSETS	
Current Assets	
Cash	\$ 204,930
Accounts Receivable	21,740
Prepaid Expenses	5,355
Total Current Assets	<u>232,025</u>
Capital Assets	
Land	28,000
Buildings	292,805
Building Improvements	12,795
Office Equipment	16,555
Accumulated Depreciation	(106,774)
Net Capital Assets	<u>243,381</u>
TOTAL ASSETS	<u><u>\$ 475,406</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 38
Payroll Liabilities	2,858
Accrued Wages	5,815
Current Portion-Note Payable (Note G)	12,234
Total Current Liabilities	<u>20,945</u>
Long-Term Liabilities	
Note Payable (Note G)	65,117
Total Long-Term Liabilities	<u>65,117</u>
TOTAL LIABILITIES	<u>86,062</u>
NET ASSETS	
Without Donor Restrictions	389,344
With Donor Restrictions	-
TOTAL NET ASSETS	<u>389,344</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 475,406</u></u>

CHAMBER OF COMMERCE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	<u>2019</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS	
Increases in net assets without donor restrictions	
Revenues:	
Program services	
Membership dues	\$ 115,181
Chamber activities	61,315
Maple Leaf	60,544
Economic Development	98,051
Other Income:	
Interest income	893
Rental income	4,820
Other income	651
TOTAL INCREASES IN NET ASSETS	
WITHOUT DONOR RESTRICTIONS	<u>341,455</u>
Expenses	
Program services	
Chamber activities	26,938
Maple Leaf	41,219
Economic Development	98,201
TOTAL PROGRAM SERVICES	<u>166,358</u>
Supporting services	
Management and general	144,365
TOTAL SUPPORTING SERVICES	<u>144,365</u>
TOTAL DECREASES IN NET ASSETS	
WITHOUT DONOR RESTRICTIONS	<u>310,723</u>
NET INCREASE/(DECREASE) IN:	
NET ASSETS WITHOUT DONOR RESTRICTIONS	30,732
NET ASSETS WITH DONOR RESTRICTIONS	<u>-</u>
INCREASE/(DECREASE) IN NET ASSETS	30,732
NET ASSETS AT BEGINNING OF YEAR	358,612
NET ASSETS AT END OF YEAR	<u><u>\$ 389,344</u></u>

CHAMBER OF COMMERCE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Total June 30, 2019
PROGRAM SERVICES	
Accounting	3,312
Advertising	1,594
Contract Services	801
Dues and Subscriptions	1,141
Event Expense-Maple Leaf	40,994
Facility Use	5,248
Interest	1,891
Insurance	3,120
Meals	14,836
Miscellaneous	3,536
Payroll Taxes	3,482
Repairs and Maintenance	1,614
Office Supplies	7,002
Professional Fees	2,911
Utilities, Internet, Website	6,211
Travel	977
Vehicle	2,009
Wages and Benefits	65,887
TOTAL PROGRAM SERVICES	<u>\$ 166,566</u>
SUPPORTING SERVICES	
Accounting	\$ 3,313
Administrative Wages and Benefits	82,800
Advertising	2,025
Contract Services	332
Depreciation Expense	12,292
Dues and Subscriptions	1,711
Facility Use	180
Interest	1,891
Insurance	1,611
Meals	2,733
Miscellaneous	3,433
Office Supplies	6,218
Payroll Taxes	5,012
Repairs and Maintenance	1,914
Travel	3,578
Utilities, Internet, Website	5,615
Vehicle	1,945
Write offs	7,554
TOTAL SUPPORTING SERVICES	<u>\$ 144,157</u>
FUNDRAISING	<u>\$ -</u>
TOTAL EXPENSE	<u>\$ 310,723</u>

See accompanying notes.

CHAMBER OF COMMERCE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019

	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Increase/ (Decrease) in net assets	\$ 30,732
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:	
Depreciation	12,292
(Increase) decrease in operating assets	
Accounts receivable	(14,882)
Increase (decrease) in operating liabilities	
Accounts payable	(662)
Accrued liabilities	2,928
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>30,408</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Reduction in notes payable	(10,633)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>(10,633)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>19,775</u>
BEGINNING CASH AND CASH EQUIVALENTS	185,155
ENDING CASH AND CASH EQUIVALENTS	<u><u>\$ 204,930</u></u>
INTEREST PAID	<u><u>\$ 3,783</u></u>

CHAMBER OF COMMERCE, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Chamber of Commerce, Inc. (the "Chamber") is a not-for-profit organization founded to encourage the retail, industrial and commercial development of Carthage, Missouri.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Property and Equipment

The Organization follows the practice of capitalizing purchased property and equipment with a cost over \$250 and an estimated life of one year or more at cost; the fair value of donated assets is similarly capitalized. Depreciation is calculated on the straight-line method over the estimated useful lives of the respective assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred. Significant capital renewals and betterments are capitalized.

Basis of Presentation

The accounting policies of Chamber of Commerce, Inc. conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Accounts Receivable

Chamber of Commerce considers all accounts receivable to be collectible. Therefore, an allowance for doubtful accounts is not used in the valuation of receivables.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. As of June 30, 2019, the Organization was not aware of any uncertain tax positions and therefore no reserves were established to compensate for them.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a program basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

CHAMBER OF COMMERCE, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

Contributions

Contributions and grants received are recorded as without donor restrictions and with donor restrictions support depending on the existence and/or nature of any donor restrictions.

NOTE B – INTEREST INCOME

The following summarizes the interest income in the statement of activities:

Interest Income	\$ 893
-----------------	--------

NOTE C – PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2019 consisted of the following:

Land	\$ 28,000
Buildings	222,745
Building Improvements	82,855
Office Equipment	16,555
	350,155
Accumulated Depreciation	(106,774)
Net Property and Equipment	\$ 243,381

Total depreciation expense for the period ended June 30, 2019 was \$12,292.

NOTE D – CONCENTRATION OF RISK

Economic Development Services provided 29% of total revenue at June 30, 2019.

NOTE E – FAIR VALUE OF FINANCIAL INSTRUMENTS

Statement of Financial Accounting Standards No. 107, "Disclosure about Fair Value of Financial Instruments," requires disclosure of an estimate of fair value of certain financial instruments. The Organization's significant financial instruments are cash and accounts receivable. For these financial instruments, carrying values approximate fair value.

NOTE F – FAIR VALUE MEASUREMENTS

The Organization's assets and liabilities are reported at Level 1- fair value. SFAS No. 157, Fair Value Measurements, establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels:

Level 1: inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities and have the highest priority.

Level 2: inputs are quoted prices for similar assets and liabilities in active markets or inputs that are observable for the asset or liability, either directly or indirectly through market corroboration, for substantially the full term of the financial instrument.

CHAMBER OF COMMERCE, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2019

Level 3: inputs are unobservable inputs based on the Organization's own assumptions used to measure assets and liabilities at fair value and have the lowest priority.

A financial asset or liability's classification within the hierarchy is determined based on the lowest level of input that is significant to the fair value measurement. The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its assets and liabilities. When available, the Organization measures fair value using at least Level 2 inputs. Level 3 inputs were only used when Level 1 or Level 2 inputs were not available. There were no Level 2 or 3 inputs at June 30, 2019.

NOTE G – NOTES PAYABLE

A summary of notes payable as of June 30, 2019, is as follows:

Note payable to United Missouri Bank secured by a building and land, payable in monthly installments of \$1,311 including interest at 4.85%, due February 1, 2025.	\$77,351
Less portion considered current	<u>\$12,234</u>
Long-term Liabilities	\$65,117

Future maturities of long-term notes payable are as follows:

Year	Principal	Interest
2020	\$12,234	\$3,493
2021	12,841	2,886
2022	13,478	2,249
2023	14,146	1,581
2024	14,848	879
2025	9,804	179
Total	\$77,351	\$11,267

NOTE H – LIQUIDITY

Chamber of Commerce's financial assets available within one year of the balance sheet date for general expenditures are as follows:

Cash and cash equivalents	\$204,930
Accounts receivable	<u>21,740</u>
	<u>\$226,670</u>

As part of the Chamber of Commerce's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Chamber of Commerce invests cash in excess of daily requirements in a money-market account.

NOTE I – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through the Independent Auditor's Report date, the date which the financial statements were available to be issued.

CITY OF CARTHAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
110-GENERAL REVENUE	8,678,165.00	729,376.79	4,281,308.90	49.33	4,396,856.10
121-PUBLIC HEALTH	177,220.00	16,753.94	58,940.01	33.26	118,279.99
122-LANDFILL CLOSURE	186,798.00	1,341.12	12,292.42	6.58	174,505.58
123-LODGING TAX	105,050.00	3,332.57	57,585.62	54.82	47,464.38
124-CIVIC ENHANCEMENT	0.00	86.45	612.65	0.00 (	612.65)
125-STORMWATER	10.00	12.14	85.71	857.10 (	75.71)
126-PUBLIC SAFETY GRANT	16,201.00	10,000.00	27,325.00	168.66 (	11,124.00)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STN WTR	1,153,503.00	101,520.83	592,597.45	51.37	560,905.55
129-TIF & CID SPECIAL TAX	11,500.00	60.60	427.93	3.72	11,072.07
130-INMATE SECURITY FUND	4,100.00	253.01	1,586.40	38.69	2,513.60
131-FIRE PROTECTION TAX	576,786.00	52,007.39	304,096.23	52.72	272,689.77
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	540,025.00	15,295.26	210,884.58	39.05	329,140.42
161-CAPITAL IMPROVEMENTS	1,486,365.00	104,143.66	688,238.30	46.30	798,126.70
162-PARKS & RECREATION	178,650.00	23,597.07	28,423.73	15.91	150,226.27
163-MYERS PARK	1,500.00	590.90	4,156.79	277.12 (	2,656.79)
164-JUDICIAL EDUCATION FU	2,000.00	42.23	397.95	19.90	1,602.05
175-Public Fac/Bond Fund	25,000.00	5,639.84	51,405.83	205.62 (	26,405.83)
221-ECONOMIC DEVELOPMENT	131,886.00	131,987.64	132,039.78	100.12 (	153.78)
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	62,539.39	156,906.17	0.00 (	156,906.17)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
 TOTAL REVENUES	 13,274,759.00	 1,258,580.83	 6,609,311.45	 49.79	 6,665,447.55
	=====	=====	=====	=====	=====

CITY OF CARTHAGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>EXPENDITURES</u>					
110-GENERAL REVENUE	9,744,540.00	889,351.53	4,243,989.39	43.55	5,500,550.61
121-PUBLIC HEALTH	228,095.00	12,036.31	61,926.91	27.15	166,168.09
122-LANDFILL CLOSURE	830,577.00	0.00	0.00	0.00	830,577.00
123-LODGING TAX	103,500.00	8,500.00	54,364.83	52.53	49,135.17
124-CIVIC ENHANCEMENT	2,260.00	0.00	456.59	20.20	1,803.41
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	16,201.00	0.00	15,325.00	94.59	876.00
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,361,416.00	110,255.65	344,470.76	25.30	1,016,945.24
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	3,900.00	0.00	0.00	0.00	3,900.00
131-FIRE PROTECTION TAX	677,759.00	3,133.65	13,347.15	1.97	664,411.85
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	613,011.00	31,244.15	284,119.77	46.35	328,891.23
161-CAPITAL IMPROVEMENTS	2,558,225.00	313,296.50	494,003.81	19.31	2,064,221.19
162-PARKS & RECREATION	248,650.00	0.00	0.00	0.00	248,650.00
163-MYERS PARK	0.00	0.00	0.00	0.00	0.00
164-JUDICIAL EDUCATION FU	0.00	0.00	0.00	0.00	0.00
175-Public Fac/Bond Fund	3,543,309.00	0.00	0.00	0.00	3,543,309.00
221-ECONOMIC DEVELOPMENT	131,886.00	0.00	0.00	0.00	131,886.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	47,000.00	187,000.00	0.00	(187,000.00)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	<u>20,063,329.00</u>	<u>1,414,817.79</u>	<u>5,699,004.21</u>	<u>28.41</u>	<u>14,364,324.79</u>
REVENUES OVER/(UNDER) EXPENDITURES	(6,788,570.00)	(156,236.96)	910,307.24		(7,698,877.24)

*** END OF REPORT ***

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.