

1. Agenda

Documents:

[CITY COUNCIL AGENDA 02 11 20.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 02 11 20.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 02 11 20.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, FEBRUARY 11, 2020
6:30 P.M. – COUNCIL CHAMBERS**

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

7. Public Comments

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

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

11. Reports/Remarks of Councilmembers

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

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
16. New Business

- **C.B. 20-02** – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)
- **C.B. 20-03** – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021. (Public Works)
- **C.B. 20-04** – An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations. (Public Safety)
- **C.B. 20-05** – An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district. (Public Works)

17. Mayor's Appointments

- Personnel Appeals Board
- Civil War Museum

18. Resolutions

- **Resolution 1895** – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of police equipment (vehicle) consisting of a 2016 Ford Interceptor (Explorer body type) (VIN 1FM5K8AR3GGC72812) with approximately 105,465 miles of use donated to the Carthage R-9 School District. (Public Safety)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
February 11, 2020

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

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

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

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the January 28, 2020 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Mark Elliff, President of the Chamber of Commerce and Economic Development Director, compared top employers in the Springfield area with large employers in Carthage, noting the importance of time spent on business retention programs.

Mr. Topete reported the Budget, Ways and Means Committee met on February 10. Niki Cloud, Director of the Convention and Visitors Bureau, was present to discuss reporting requirements included in the CVB contract. She will begin providing a lodging tax report to the council and a regular update on projects. Authorization for the Mayor to sign the annual Taxi Grant application for federal financial assistance was approved and is being presented in C.B. 20-02. Mr. Topete made a motion, seconded by Mr. Collier, to approve the Overall Goals and Priorities for Fiscal 2021 Budget.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims.

Mr. Collier reported the Public Safety Committee is between meetings with the next meeting scheduled for February 24.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for February 18.

Mr. Daugherty reported the Public Works Committee met on February 4. The Committee approved a motion to accept Blevin's Asphalt contract prices for the 2020 season. The motion was forwarded to Council to approve on C.B. 20-03. The Committee approved a memorandum of understanding between Schreiber Foods and the City of Carthage for the cost share of the roundabout project at State Highway HH

and Dr. Russell Smith Way and a requested lot split for the property located at Hazel Avenue and George E. Phelps Boulevard.

Special Committee and Board Liaison reports were given by Mr. Topete for the Carthage Kellogg Lake Board and Carthage Tree Board, and Ms. Otero for the Carthage Humane Society, Harry S Truman Coordinating Council, and Jasper County Commissioners.

Mayor Rife reported on a meeting with a County Commissioner to discuss an upcoming project.

During Reports of Council Members, Mr. Armstrong thanked Mr. Elliff for his report.

Fire Chief Roger Williams reported on a fatality fire his crew had assisted with.

Parks & Recreation Director Mark Peterson reported installation of the base poles for the gates at Kellogg Lake has begun. Staff will be applying for reimbursement of the project through a Department of Conservation grant. The bid opening for the Parks Master Plan will be February 14.

City Administrator Tom Short reported on the following: legislature regarding breed specific ordinances, sales tax revenues, City Hall lighting project, the 5-year CIP will be presented at the March 9 Budget Ways & Means meeting, a TAC meeting, and City offices will be closed on February 17 for President's Day.

The Committee on Claims filed a report in the amount of \$2,163,719.15 against the following funds: General Revenue \$112,705.56, Public Health \$266.07, Lodging \$8,500.00, Public Safety \$3,167.96, Parks/Stormwater \$52,583.36, Fire Protection \$99.82, Golf \$3,714.67, Capital Improvements \$17,365.00, Library \$25,000.00, Payroll \$440,316.71 and Carthage Water & Electric \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

There was no old business to conduct.

Under New Business, C.B. 20-02 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

C.B. 20-03 – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021 was placed on first reading with no action taken.

C.B. 20-04 – An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations was placed on first reading with no action taken.

C.B. 20-05 – An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Newport, to pull the appointment for the Civil War Museum from December 2018 off the table. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's re-appointment of Kevin Checkett to the Personnel Appeals Board until February 2024. Mr. Armstrong made a motion, seconded by Mr. Collier, to approve the re-appointment of Steve Weldon to the Civil War Museum until December 2023. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve Resolution 1895 – A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of police equipment (vehicle) consisting of a 2016 Ford Interceptor (Explorer body type) (VIN 1FM5K8AR3GGC72812) with approximately 105,465 miles of use donated to the Carthage R-9 School District passed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Newport, Otero, and Topete.

Mr. Topete made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:00 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
January 28, 2020

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

The following Council Members answered roll call: James Harrison, Ray West, David Armstrong, Ceri Otero, Darren Collier, Kirby Newport and Ed Barlow. Council Members Juan Topete, Mike Daugherty, and Alan Snow 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. Armstrong made a motion, seconded by Mr. Newport, to approve the minutes of the January 23, 2020 Council Meeting. Motion carried unanimously.

Mayor Dan Rife read a proclamation declaring February as the Career and Technical Education (CTE) month.

During Citizen's Participation Period: Abi Almandinger, Executive Director for Vision Carthage, encouraged Council and staff to submit an application for the HGTV Hometown Takeover contest. Spencer Lyons, 1507 James, spoke against the Pit Bull Ban, also known as Breed Specific Ban, and gave ideas for a compromise including having the animals chipped and leash laws. Jessica Adams representing Checkett and Pauley discussed support for the annexation and the Schreiber Foods project. She requested Mayor Rife not sign CB 19-50, if approved, until the real estate transaction is complete or veto the Council Bill if necessary.

Mr. Collier reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for February 10.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims.

Mr. Harrison reported the Public Safety Committee met on January 27. Mr. Harrison made a motion, seconded by Mr. Collier, to approve the closure of 7th Street between Garrison & Lyon and Lyon between 7th Street and Chestnut for Food Truck Friday on April 10, May 8, June 12, July 10, August 14 and September 11 from 7 a.m. to 9 p.m. Motion carried. A group was present to discuss repealing the pit bull ban in the City of Carthage, but no action was taken. Mr. Harrison made a motion, seconded by Mr. Collier, to approve closure of the 800 block of Main Street between Chestnut & 9th Street and 9th Street between Main Street & Lyon from 7am to 3pm and also Chestnut between Main & Lyon from 12pm to 3pm and allow vehicles to back into parking spaces

on Chestnut in the closed areas. In the event of inclement weather, the street closures would be the 800 block of Main between the main building & the Lighthouse building from 6:00am to 3:00pm, 9th Street between Main & Lyon from 6:00am to 3:00pm. In addition, Chestnut Street between Lyon & Main from noon to 3:00pm. The community event is 7:30am to 3:00pm. The CPD will also provide barricades for the event. Motion carried. The committee approved a donation of \$10,000 that will be used for unbudgeted items. It is being presented in Resolution 1894. The committee approved a contract with Morris Strom to provide preventative maintenance to the Nexedge Radio System and its components at a rate of \$1,500 per month and also declared a 2016 Ford Utility police car valued at \$300 as surplus and approved to sign it over to Carthage R9 for use by the Tech Center Law Enforcement Program. These items will be brought to the February 11 Council Meeting for approval.

Mr. Harrison reported the Public Services Committee met on January 21. The committee discussed findings from Waters Edge Aquatic Design and how to move forward with the project. The committee decided to provide the data to the Master Plan consultants to incorporate the feasibility study into the master plan process and negotiate with consultant groups during the review and selection phase. A donation from the Kellogg Lake Board for material to construct a new shelter in the northeast corner of the lake on the peninsula was approved and is being presented in Resolution 1893.

Ms. Otero reported the Public Works Committee is between meetings with the next meeting scheduled for February 4.

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

City Attorney Nate Dally discussed Trustee property in which the county holds the property and can sell it but cannot spend any money on the property. Mr. Dally also commended the Police Department staff for their investigative role in the recent murder trial.

Police Chief Greg Dagnan commended City Attorney Dally and the Prosecutor for their work in the recent murder trial.

Parks & Recreation Director Mark Peterson reported his department will be installing gates at Kellogg Lake to use in times of flooding or during events. A new shelter is being constructed at Municipal Park.

City Administrator Tom Short reported on the following: the City Administrator's report included in the packet, McGrath Human Resources has begun the compensation and benefit study, IT Manager Kevin Kinsey started last week, discussed project included in

the budget and future potential budget adjustments, a letter sent by the Mayor to the Jasper County Officials regarding their employees parking on the square, leaf pickup is complete, his attendance at a CEDC meeting and a TAC meeting.

The Committee on Claims filed a report in the amount of \$1,979,645.29 against the following funds: General Revenue \$32,031.27, Public Health \$131,061.52, Fire Protection \$605.33, Golf \$1,168.86, Capital Improvements \$48,863.50, Carthage Water & Electric \$1,500,000.00, and Payroll \$265,914.81. Ms. Otero made a motion, seconded by Mr. Harrison, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 19-50 – An Ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri was placed on second reading. Mr. Barlow made a motion, seconded by Ms. Otero, to amend Section IV of C.B. 19-50. Motion carried. C.B. 19-50 as amended - An Ordinance annexing certain adjacent territory into the City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Harrison, Newport, Otero, and West. The council bill was approved and numbered Ordinance 20-02.

There was no new business to conduct.

Mr. Newport made a motion, seconded by Mr. Collier, to approve Resolution 1893 – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to city policy passed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Harrison, Newport, Otero and West.

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve Resolution 1894 – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to city policy passed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Harrison, Newport, Otero and West.

During closing remarks, Mr. Harrison reminded everyone to keep Mr. Snow's family in prayer, Mr. Collier reported the Carthage R9 Activity Center has been completed and an archery tournament will be held there this weekend. Mr. Barlow reported he had met with Mark Peterson, Parks & Recreation Director, regarding the golf course, and he feels he has a better understanding of its importance.

Mr. Barlow made a motion, seconded by Mr. Harris, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:11 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

***NEW
BUSINESS***

COUNCIL BILL NO. 20-02

ORDINANCE NO. _____

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

SECTION I. That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

SECTION II. That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

SECTION III. 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: Budget Ways & Means Committee

COUNCIL BILL NO. 20-03

ORDINANCE NO. _____

An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to extend the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2020 to June 30, 2021, a copy of which is attached hereto and incorporated herein as if set out in full.

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

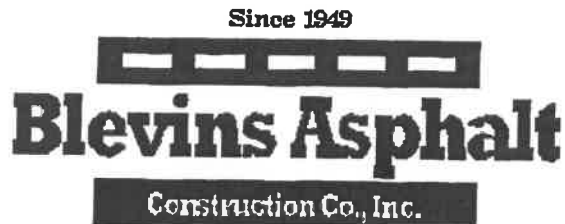
PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee



PO Box 230
Mount Vernon, MO 65712
Phone: 417-466-3758
Fax: 417-466-7914

To:	City Of Carthage	Contact:	Tim Hill
Address:	326 Grant St. Carthage, MO 64836	Phone:	417-237-7020
Project Name:	City Of Carthage 2019--(June 19)	Fax:	417-237-7011
Project Location:	Various Streets, Carthage, MO	Bid Number:	
		Bid Date:	6/17/2019

****Pricing Includes Tack Coat****

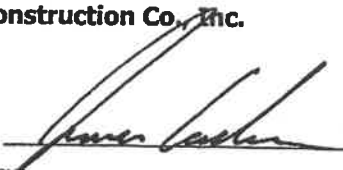
Line #	Item Description	Estimated Quantity	Unit	Unit Price
1	--Street Paving--	3,500.000	TON	\$58.55
2	--Tie-In Milling--	250.000	SY	\$19.35
3	--Edge Milling--	2,000.000	SY	\$3.55
4	--Full Street Milling--	5,000.000	SY	\$2.75

Notes:

- PRICES ENCLOSED WILL BE SUBJECT TO INCREASES. Price escalation clause for work performed after **JUNE 30, 2020**. Liquid Asphalt and Fuel for production of asphalt, are based on the current Asphalt Price Index. Prices will fluxuate per MoDot Index pricing list per month of work performed.
- ITEMS NOT INCLUDED: REMOVALS, SUBGRADE COMPACTION, PERMITS, TESTING, SURVEY, STRIPING, UTILITY ADJUSTMENTS, TRAFFIC CONTROL, BACKFILL, GRADING, SAWCUTTING, BONDS, AND SEEDING
- Any alteration of deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate.
- Contract Conditions: All material is guaranteed to be as specified above. All work is to be completed in a workman like manner according to standard practices.
- Public liability insurance will be taken out by Blevins Asphalt. Our workers are fully covered by workman's compensation.
- In the unlikely event of any discrepancies regarding quantities or extended prices, the unit prices will prevail.
- THIS PROPOSAL IS VOIDABLE IF NOT ACCEPTED WITHIN 10 DAYS
- PLEASE SIGN AND RETURN ONE (1) COPY OF THIS PROPOSAL TO INDICATE YOUR ACCEPTANCE. BE SURE YOU HAVE MARKED ALL OPTIONS AND INITIALED THE CONTRACT CONDITIONS AND OTHER PROVISIONS (IF APPLICABLE). NO WORK ORDERS WILL BE ISSUED UNTIL WE HAVE RECEIVED A SIGNED PROPOSAL.

Payment Terms:

All payments are due and payable upon completion of the work or completed portion of the work. No exceptions. An interest charge of 1 1/2% per month will be added to past due accounts unless other arrangements are authorized by Blevins Asphalt. In any event the buyer defaults and fails to make payment to Blevins Asphalt Construction Co., Inc., action will be taken against the buyer under the state laws and regulations of Missouri. Buyer agrees to pay all costs of such action, including attorney's and court fees and any other fees associated with said contract.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Blevins Asphalt Construction Co., Inc. Authorized Signature:  Estimator: Jeran Cordova 417-466-3758 jcordova@blevinsasphalt.com
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COUNCIL BILL NO. 20-04

ORDINANCE NO. _____

An Ordinance to amend Section 23 of the Code of the City of Carthage by adding section 23-431, Municipal Parking Lot Regulations.

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

SECTION I: Section 23-424 (a) of the Code of the City of Carthage is hereby amended to read as follows:

23-431: Additional Municipal Parking Lot Regulations

Notwithstanding all other regulations under the code of the City of Carthage;

No vehicle other than a motor vehicle shall be parked on any public parking lot. No person shall park on any public parking lot within the city any vehicle over eight feet in width or over 23 feet long overall, including any projection thereof, nor shall any person park on any such lot any vehicle for the purpose of selling, displaying or offering for sale any goods, wares or merchandise. No person shall park on any such lot other than in approved designated parking spaces. NO person shall park on any such lot any vehicle for more than 10 consecutive days. Any vehicle in violation of this ordinance is subject to immediate towing without notice.

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.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Safety Committee

COUNCIL BILL NO. 20-05

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Agreement between Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri an Agreement with Morris Strom for professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

Terms of Agreement

Morris Strom and City of Carthage

February 2020

1. The intent of this agreement to allow the City of Carthage to hire professional labor that will manage the Nexedge Radio System as it affects the operation of those city departments who function within the city limits of the City of Carthage and the Carthage Fire Department whose operational area includes the city and the fire district. This contract includes only labor. Any equipment needed for repairs or to enhance the system will either be competitively bid or purchased through our radio equipment vendor, Wireless Technologies, located in Tulsa, Oklahoma. This labor contract is intended to include the professional labor needed to maintain portable and mobile radios owned by the City of Carthage. Additionally included is labor designed to preventively maintain equipment located within tower sites owned by the city of Carthage. Finally, any labor that is considered an emergency need because of a catastrophic radio system failure is included in this agreement.
2. This agreement solely covers repairs that can be completed with labor and equipment located onsite and in Carthage. In the event a radio or component of the system must be sent to the shop for advanced labor or repair, it will be competitively bid or sent to Wireless Technologies. This is a labor only agreement and all parts or equipment purchased will be processed separately.
3. This agreement includes the labor required to keep radios functional and system operational during large scale events such as the Marian days event, the Maple Leaf parade, or unexpected natural disasters or events in which radio communication is critical and a large number of radio users are on scene. This agreement is not intended to create 24-hour onsite labor during these events but instead, labor required to program and test radios before the event, monitoring during the event in the event of a catastrophic failure, to bring the system back to operational standards.
4. One objective of this agreement is to provide preventative maintenance to the Nexedge system and its components. An electronic reporting system will be implemented, agreed to by the City and Labor provider that will track problems and provide advance notification on nonemergency problems prior to the labor vendor arriving in Carthage.
5. The time allotted for this project is two days per month providing there is no large scale event or emergency during the month. These days can be consecutive or separate. This will be determined per project and the changing needs per each month. There will not be a surcharge for extra days per month necessary because of a large scale event or disaster.
6. The rate of pay will be \$1,500.00 per month, paid to Strom on a monthly basis as invoiced.

7. This agreement will stand as long as it is beneficial to both parties. Either party has the ability to cancel the agreement within 30 days' notice to both parties.

8. Carthage will provide a secure, climate-controlled work area for the storage of spare parts, radios, tools, and records. This area will be of sufficient space to provide the labor involved and will include space for a workbench and tools to be provided by the laborer.

Morris D. Strom

City of Carthage

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

February 2020

Personnel Appeals Board 4 Year Term - 4 Members- Meets on Call

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Kevin Checkett	358-4049	1349 S Main Street	2/8/1994	Feb-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 Weldon	782-4508	1901 Quincy Street (Joplin)	3/13/2001	Dec-23

RESOLUTIONS

RESOLUTION NO. 1895

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF POLICE EQUIPMENT (VEHICLE) CONSISTING OF A 2016 FORD INTERCEPTOR (EXPLORER BODY TYPE) (VIN 1FM5K8AR3GGC72812) WITH APPROXIMATELY 105,465 MILES OF USE DONATED TO THE CARTHAGE R-9 SCHOOL DISTRICT.

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

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

WHEREAS, the Police Chief has discussed, and the Public Safety Committee recommends, declaring the above listed equipment (vehicle) as obsolete and surplus to the City's needs and donating said vehicle to the Carthage R-9 School District for consideration by the full City Council.

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

That the aforesaid 2016 Ford Interceptor (Explorer type) (VIN 1FM5K8AR3GGC72812) with 105,465 miles of use is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via a donation to the Carthage R-9 School District.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

~~Sponsor:~~ Public Safety Committee

MINUTES
STANDING
COMMITTEES

PUBLIC WORKS COMMITTEE



Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"

12-03-19 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, Ceri Otero, David Armstrong, Ray West

Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Julie Tilley, Public Works Dept.

Citizens: Abi Almandinger, Jackie Boyer, Mark Elliff, Darren Collier, Ed Barlow, Nate Dally and Mayor Dan Rife.

The Public Works Committee meeting was called to order at 5:30 p.m. by Chairman Mike Daugherty.

A motion was made by Dave Armstrong to accept the minutes from the November 5, 2019 Committee meeting. All ayes, motion passed.

Citizen Participation: Jackie Boyer addressed the Committee about deteriorating property, vacant and/or abandoned properties in Carthage, specifically 1175 S Main. She presented documentation regarding the property and its current state. She requested the Committee to take into consideration any action they could undertake either by ordinance or by Committee action to help in resolving some of the problems with properties around town in similar conditions. Abi Almandinger also addressed the Committee to discuss ordinances that other communities have in place to address nuisance and/or vacant properties. She also expressed a desire for collaboration with other Committees, such as Planning & Zoning, and Public Works Department to establish some parameters for handling nuisance properties.

Old Business: None.

New Business:

Consider and discuss ordinances regarding Planning & Zoning/Historic Preservation.

Committee Chair Daughtery opened the discussion by requesting that the Committee prioritize the establishment of an overall scope on how to move forward in considering the P&Z and Historic Preservation. Mr. Armstrong made a request to Mayor Dan Rife to speak to the Committee in response to this Agenda item. Mayor Dan Rife asked the Committee to consider first what needed changed, if anything, and secondly if there is something to change then where should that change start. After much discussion, the consensus of the Committee was to table the issue and come prepared at the next Public Works meeting with some ideas on how to move forward.

Consider and discuss a lot split for Jerry Carter. The Committee discussed a request for an Administrative Lot Split for Lot 39 in Phelps's 9th Addition. Zeb presented the committee with a map designating the proposed lot split and the basis for the request. After a brief discussion, David Armstrong made a motion for approval of the request. All ayes, motion carried.

Consider and discuss a cost share application. Mr. Short updated the Committee with some of the back-story related to this agenda item. In 2018 there were plans for developing an Industrial Park south of Fir Road/HH off of Dr. Russell Smith Way. Simultaneously the city applied to MoDot for a cost share grant for the construction of a roundabout at the intersection of MO State Highway HH (West Fir Road) and I-49 West Outer Road (Dr. Russell Smith Way) and gained approval, however no action was taken by the potential developer and the overall project stalled. MoDot granted an extension to the city to use grant funds, this extension which will expire on December 12th, 2019. At present, there is a development project west of Hazel that will affect this area, so considering the traffic flow currently and with the new development pending, overall Mr. Short made a recommendation to the Committee to continue with the contract. The overall project has an estimated cost of 2.6 million. The city would be responsible for 1.3 million, which would come from Economic Development funds already in place. After much discussion, Ceri Otero made a motion to send to council for approval. On a voice vote, the motion passed (3-1) with the no vote cast by David Armstrong.

Staff Reports

Zeb reported on the following:

Meeting with Jackie Boyer and Abi Almandinger to discuss Memorial Hall Parking lot project later this week. Will be looking into the City of Sarcoxie Vacant Building Ordinance. ADM has started their silo project, Community Bank & Trust (325 W George E Phelps) has been issued a Certificate of Occupancy, setting up a meeting with Caleb Stiles to discuss changes at the old Game On building (400 S Maple). Shared with the committee about department employee's willingness and quick response in helping with the search for the missing child. Contractor licensing renewal for 2020 is underway. The asphalt paving project is complete and came in under budget. The striping on Fairview Street is scheduled for later this week, irrigation work is still pending for HE Williams and sod placement expected soon. Alumbaugh has changed his parking lot design, which affected final grading in the area. At 816 W Fairview (formerly 'Flippin Burgers') an oversight on design for the back of curb resulted in a change order of \$6400, also damages are still in effect for the Fairview Street project. Leaf Pick up is ongoing and crews are making good progress around the city. Our new Code Official II, Bill Smith, started earlier this week and is getting along great. Zeb followed up on the 'fed up citizen email,' the issues that our office covers has been acted upon, some of the issues were out of city limits. Striping on the Memorial Hall parking lot is planned for later this week.

Tom reported on the following:

Region M Grant cycle is open, the city has utilized a Region M grant for a part time recycling center attendant for several years. For this grant cycle, it's being considered to apply for funding for the part time position to become full time position. No action thus far on the crosswalk for Butterball, city staff followed up on property located at 1175 S Main and currently the property is not in violation. Met with Jackie Boyer and Abi Almandinger to discuss the parking lot at the south end of the sidewalk mall.

Ceri Otero made a motion to adjourn the meeting at 7:20 p.m. All ayes, motion carried.

City of Carthage



Public Safety Committee – Minutes

Meeting Date: January 27, 2020

Meeting Location: City Hall

Call to Order: Chairman Harrison

Time Called to Order: 5:30pm

Attendance:

Chairman Harrison, Councilman Collier, Councilman Newport, Tom Short, Chief Williams, Chief Dagnan
Citizen/Other: Morgan Housh, see attached list

OLD BUSINESS

1. Councilman Collier made the motion to accept the minutes from the previous meeting as written. Motion passed.
2. Chief Dagnan presented the committee with the City Attorney's new proposed wording for Parking Lot Regulations. Councilman Newport made a motion to send the new proposed Parking Lot Regulations to Council. Motion passed.

CITIZEN PARTICIPATION

1. Niki Cloud from the CVB spoke with the committee on Food Truck Friday street closures. She is requesting that 7th street between Garrison & Lyon and Lyon between 7th Street & Chestnut be closed on the following dates for the Food Trucks to park: April 10, May 8, June 12, July 10, August 14, and September 11. This event will be held the same as it has been held in the past years. Councilman Newport made a motion to allow the street closures for 2020 Food Truck Friday from 7am to 9pm on the specified dates with the option for a beer garden and beer sales. Motion passed.
2. Christian O'Neill spoke with the committee on repelling the pit bull ban in the city of Carthage. Mr. O'Neil presented the committee with some paperwork about breed specific laws. He believes that the temperament and behavior of dogs is heavily determined by its environment and its upbringing. In the state of Missouri there are 783 cities and 76 of them have breed specific laws. The committee did not make any motions on the topic.
3. Jude Champagne and Kyle Hughes spoke with the committee on the 2020 Rallye in the Park event & Run. The event will be held on April 26th. This event will be the same as last year. For the run First Christian Church is requesting the closure of the 800 block of Main Street between Chestnut & 9th Street and the block of 9th Street between Main Street & Lyon from 7am to 3pm and also the block of Chestnut between Main & Lyon from 12pm to 3pm. In addition to closures of these blocks, they are also requesting permission to back vehicles into parking spaces on Chestnut in the closed areas. In the event of inclement weather, they are requesting the closings of the 800 block of Main between the main building & the Lighthouse building from 6:00am to 3:00pm, 9th Street between Main & Lyon from 6:00am to 3:00pm. In addition, Chestnut Street between Lyon & Main from noon to 3:00pm. The community event begins at 7:30am to 3:00pm.

***Persons with disabilities who need special assistance – please contact the
Fire Department at 417-237-7100, or the Police Department at 417-237-7200
at least 24 hours prior to the meeting.***

The CPD will provide barricades for the event. Councilman Collier made a motion to close the requested streets as years past and allow vehicles to back into parking spaces. Motion passed.

NEW BUSINESS

1. The Carthage Police Department received a check in the amount of \$10,000 from an anonymous donor. This is an annual donation that the Police Department gets to use for unbudgeted items. Councilman Newport made a motion to send the acceptance of the \$10,000 anonymous donation to council. Motion passed.
2. Chief Dagnan discussed with the committee proposing a standing contract for radios with Morris Strom, Wireless Technologies, and City of Carthage. Morris currently manages the Nexedge Radio System for the city. This agreement is to provide preventative maintenance to the Nexedge system and its components. The rate of pay will be \$1,500 per month, paid to Strom on a monthly basis as invoiced. The City does not currently have an IT person who is staffed who is working or able to work on the radios. Councilman Newport made a motion to send the agreement to council. Motion passed.
3. Chief Dagnan discussed with the committee about declaring one of the Police Department vehicles as surplus. They have a 2016 Ford Utility police car that has 105,465 miles on it. Most of their fleet is replaced/traded in at 100,000 miles. Dagnan spoke with the Carthage Technical Center, which has a law enforcement program. This program has a vehicle that they use that is in very bad shape. Rather than trade the Police Departments 2016 Ford Utility vehicle in for \$300 he would like to declare it surplus and sign it over to the Tech Center/Law Enforcement Program so that they can use it in their program. Councilman Collier made a motion to allow Chief Dagnan to declare the vehicle surplus and hand it over to the R9. Motion passed.
4. Staff Reports
 - a. Fire Department
 - i. Chief Williams thanked the Police Department for their help with former Battalion Chief Whitman funeral.
 - ii. Chief Williams is in the finishing stages on the lockers for Station 2
 - iii. E621 will go in to the shop on 2/3/2020 to have new LED lighting installed.
 - iv. The new fire engine that will be purchased this year is being looked over and reviewed with the committee.
 - v. In 2019 the Fire Department ran 2102 calls.
 - vi. In the month of January Station 1 ran 105 calls (January 1 – January 27) and Station 2 ran 45 calls (January 1 – January 27)
 - vii. CFD is working with ISO
 - b. Police Department
 - i. Chief Dagnan is still working on his year-end reports. The department moved to an incident base report system where they send their reports to the State and the State has been down. He wants to make sure that he has the correct numbers.
 - ii. Chief Dagnan has approved his department to wear Kansas City Chiefs hats this week in support of the Chiefs in the Superbowl. GO CHIEFS!!!!

ADJOURNMENT

Councilman Newport made a motion to adjourn. Motion passed.

Next Meeting Date: February 24, 2020

Next Meeting Location: Carthage City Hall – Upstairs Conference Room

Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
THURSDAY, JANUARY 28, 2020
CITY HALL COUNCIL CHAMBERS**

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

OTHER COUNCIL MEMBERS: None.

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

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the January 14, 2020 meeting were approved 4-0.

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

NEW BUSINESS:

1. Staff Reports:

Mr. Short reported one of the HVAC units has been replaced at City Hall. McGrath HR Group has begun the compensation study.

ADJOURNMENT: Mr. Barlow made a motion to adjourn at 5:12 PM. Motion carried 4-0.

Traci Cox
City Clerk

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"



02-04-20 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Mike Daugherty, Ceri Otero, David Armstrong

Staff Members present: Tom Short, City Administrator, Zeb Carney, Director, and Marcia Weng, Public Works Secretary

Citizens: Abi Almandinger, Mark Elliff,

The Public Works Committee meeting was called to order at 5:40 p.m. by Chairman Mike Daugherty.

A motion was made by Dave Armstrong to accept the minutes from the December 3, 2019 Committee meeting. All ayes, motion passed.

Citizen Participation: None.

Old Business: None.

New Business:

Zeb Carney presented the committee with a letter from Blevins Asphalt giving the City the option to extend the street paving and milling contract prices from 2019 to the 2020 season. David Armstrong made a motion to accept Blevin Asphalt's contract prices for the 2020 season. All ayes, motion carried.

Next, Mr. Carney presented the committee with a memorandum of understanding between Schreiber Foods and the City of Carthage. The memorandum is for Schreiber Foods to expand their operations to a piece of property located at Hazel Avenue and George E Phelps Boulevard, which will require transportation improvements to the area. The proposed construction of a roundabout at the intersection of State Highway HH and Dr. Russell Smith Way has already been approved by the Missouri Highways and Transportation Commission through the Commission's Cost Share Program. The estimated project would cost \$2,687,682.00, of which the commission would pay half. The City is proposing that Schreiber Foods would split the City's half for the project, requiring Schreiber's to pay \$675,000.00 no later than June 30, 2020. Ceri Otero made a motion for the memorandum of understanding by and between Schreiber Foods and the City of Carthage to be brought before the council for acceptance. All ayes, motion carried.

Mr. Carney then presented the committee with a lot split for the property located at Hazel Avenue and George E Phelps Boulevard that Schreiber Foods is purchasing for their expansion. The lot will be divided with Lot 1 being used for refrigeration for their product and Lot 2 being used at a later date. Ceri Otero made a motion for the committee to accept the Lot Split as presented by Mr. Carney. All ayes, motion carried.

Staff Reports

Zeb reported on the following:

Zeb talked to the committee about a new permit application to be used for signs. He would like to go through Appendix H of the city's ordinances, which was adopted in 2000, and make updates to those ordinances.

Hunter Chase and Associates are about to wrap everything up on the stormwater project at Fairview Avenue. With the issues and problems on the project due to Hunter Chase, they will do the 14th Street project for the city at no charge. This will offset what they owe the city for the damages done on the Fairview project.

Bid opening for the new stormwater projects will be on February 26th.

We are in the process of a demo on North Main, the old RES plant at Butterball. EPA has been there working with Butterball on the cleanup so the plant can be demolished.

The Public Works employees have been working on their job description questionnaires for the salary study the city is working on.

Bids should be going out for the sidewalk along Central Ave in April and construction should be completed by the end of June. Also, bids on the roundabout at Elk, Fairlawn and Garrison should go out the end of March.

Zeb has been working with David Armstrong on the Historic District items needing to be updated. Julie Tilley has put together a binder with all the properties in the Historic District for them to go through.

Tom reported on the following:

Bids are out for the lighting project at the City Hall.

The 5 year capital projects for Fiscal Year 2021 are due. There is \$9,000,000.00 budgeted for this coming year.

Grant money for the Governor's Cost Share program has been approved. It has to be determined for what purpose.

David Armstrong made a motion to adjourn the meeting at 6:45 p.m. All ayes, motion carried.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

***AGENDAS
STANDING
COMMITTEES***

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE
February 4, 2020
5:30 PM
CITY HALL
326 GRANT STREET
2ND FLOOR CONFERENCE ROOM
-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None

NEW BUSINESS

1. Consider and discuss contract extensions with Blevins asphalt.
2. Consider and discuss a memorandum of understanding between the City and Schreiber's for intersection improvements at 249 Highway and Fir Road.
3. Consider and discuss a lot split for property located West of Hazel Avenue and North of George E Phelps Boulevard.

STAFF REPORTS - Zeb Carney & Tom Short

ADJOURNMENT

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

POSTED: 1/31/2020

BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, FEBRUARY 10, 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.

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Consider and discuss status of services/contract between the City the Carthage Convention and Visitors Bureau.
2. Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.
3. Consider and discuss Overall Goals and Priorities for Fiscal 2021 Budget.
4. Staff Reports.
5. 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

February 11, 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. Staff Reports

Adjournment

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

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

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 28, 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
 - ♦ Proclamation Recognizing January 26 through February 1, 2020 as Jasper County School Choice Week.
 - ♦ Discuss Jasper County Highway Department Purchase of (2) 2020 Trucks.
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 24, 2020 AT 4:00 P.M.

(RSMO 610.020)

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: **2/3/2020**

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

Time: **5:30 pm**



To Consider the following items:

1. Requested by: CANCELLED

Request type: CANCELLED

Project Location: CANCELLED

Reason for Hearing: CANCELLED

**NOTICE:
DUE TO LACK OF BUSINESS
MEETING IS CANCELLED**

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

FEBRUARY 4, 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 the Bid for Body Cameras for the Jasper County Sheriff.**

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 31, 2020 AT 4:00 P.M.

(RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, February 11, 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



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
FEBRUARY 11, 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
 - ♦ **Randy Evans-Present LEST Grant Award Recommendations.**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Approve the Contracts for Engineering Services with Olsson, Inc.**
 - ♦ **Discuss Ozark Mailing Postage Proposal.**
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 FEBRUARY 7, 2020 AT 4:00 P.M.

(RSMO 610.020)

CORRESPONDENCE



January 29, 2020

Re: Changes to Video Rates for Commercial Customers Only

Dear Mayor, City Official, Honorable Judge:

Altice USA, Inc. ("Altice USA" or "the Company") hereby notifies your office of the upcoming pricing alignment for certain video rates impacting existing and new commercial customers only. This activity is being done to harmonize commercial customer rates across the Suddenlink footprint and reflects the rising cost of programming – including sports and broadcast channels. The changes outlined in this notice will not impact residential customers.

Included in this notice, for reference, is the list of commercial rates for impacted video products and services which will go into effect on February 28, 2020.

Customers are being notified at least 30 days in advance of the total increase to their bill through bill messages.

Should you have any questions, please do not hesitate to contact me at 347-527-3424.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Ayers", written in a cursive style.

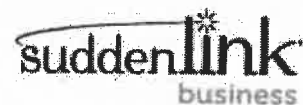
Brad Ayers
Senior Director, Government Affairs



March 2020 Pricing & Packages

Product	Standard Pricing
Broadcast Surcharge (ReTrans Fee)	\$16.72
Broadcast Basic (Business)	\$45.95
Video Expanded (Business)	\$52.95
Basic and Expanded (Business)	\$98.90
Broadcast Basic (Bars & Restaurants)	\$45.99
Expanded Basic (Bars & Restaurants)	\$39.00
Full Basic (Bars & Restaurants)	\$84.99
HD-DTA	\$5.00
HD Receiver	\$11.00
HD/DVR Receiver	\$17.00
Bars & Restaurants Digital Tier/NO Sports	\$10.00

We promise to continue delivering you the best and most innovative products and services.
Thank you for choosing Suddenlink.





Update as of January 30, 2020

Current things going on/projects:

HGTV Hometown Takeover Makeover, applications due February 7

Route 66 travelers

Tourism Day at the Capitol February 19

Gearing up for 2020 season of Food Truck Friday (second Friday of the month, April to September)

Starting to look at FY21 budget

Starting to look at FY21 Missouri Division of Tourism Grants (Marketing/Matching Grant, Marketing Platform Development)

Beginning stages of looking at Phase 5 of Wayfinding Signs

Larger/Out of the ordinary expenses:

Wayfinding Signs (after several months of asking received a detailed invoice for phases 1-4, submitted that to City of Carthage and got CDL paid) \$48,863.50

New Visitor Guides \$2733.50

New Historic Homes Brochures \$2582.71

Advertising Route 66 with Route 66 Navigation \$1000

Hard, Wrestler & Associates audit (came back very good) \$2700

Missouri Life TV (on YouTube) episode \$3000

Welcome to Carthage banners around square/bridge \$1276

Department Head - Fire District Board Report
2020

January			
Type of Incident	District	City	Total
Residential Structure Fire	0	0	0
Commercial Structure Fire	0	0	0
Vehicle Fire	3	0	3
Natural Cover Fire	3	6	9
Motor Vehicle Accident	5	6	11
Medical Call	20	78	98
Hazardous Materials	0	1	1
Automatic/Mutual Aid	3	0	3
Miscellaneous	10	25	35
Total Month to Date:	44	116	160
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	46	109	155

February			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	92	218	310

March			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	138	327	465

April			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	184	436	620

May			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	230	545	775

June			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	276	654	930

Department Head - Fire District Board Report
2020

July			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	322	763	1085

August			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	368	872	1240

September			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	414	981	1395

October			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	460	1090	1550

November			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	506	1199	1705

December			
Type of Incident	District	City	Total
Residential Structure Fire			0
Commercial Structure Fire			0
Vehicle Fire			0
Natural Cover Fire			0
Motor Vehicle Accident			0
Medical Call			0
Hazardous Materials			0
Automatic/Mutual Aid			0
Miscellaneous			0
Total Month to Date:	0	0	0
Total Year to Date:	44	116	160
Previous Month to Date:	46	109	155
Previous Year to Date:	552	1308	1860

2020 Year Totals			
Type of Incident	District	City	Total
Residential Structure Fire	0	0	0
Commercial Structure Fire	0	0	0
Vehicle Fire	3	0	3
Natural Cover Fire	3	6	9
Motor Vehicle Accident	5	6	11
Medical Call	20	78	98
Hazardous Materials	0	1	1
Automatic/Mutual Aid	3	0	3
Miscellaneous	10	25	35
Total:	44	116	160

INTER

OFFICE

MEMO

To: City Council
From: Dan Rife, Mayor
Subject: Emergency Purchase
Date: January 10, 2020

Pursuant to Part J of the City of Carthage's Purchasing Policy Manual, I have waived the customary purchasing procedures and authorized an emergency purchase from **Insight Public Sector SLED** 6820 S Harl Ave., Tempe, AZ 85283-4318 in an amount not to exceed \$40,000 for labor (installation) and materials for the replacement and upgrade of City computers due to the Windows 7 End of Life effective January 14, 2020.

The purchase is required due to unforeseen circumstances and delay could hinder the effective delivery of Municipal services and could present a threat to the health or welfare of the citizens of Carthage or City employees.

As provided by section J, I hereby advise the Council of the situation necessitating the emergency purchase and the procedures used to secure this purchase. Three written quotes were received from individual vendors for this project for comparison. Funds for this work will come from the Information Technology Capital Budget by reassigning currently approved budgeted projects for projects not completed or changed due to personnel changes.


Dan Rife, Mayor

Xc: City Council ✓
Traci Cox, City Clerk
Tom Short, City Administrator

"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 by 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss 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.