1. Agenda

   Documents:

   CITY COUNCIL AMENDED AGENDA 11 10 20.PDF

2. Minutes

   Documents:

   CITY COUNCIL MINUTES 11 10 20.PDF

3. Meeting Materials

   Documents:

   COUNCIL PACKET 11 10 20.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, NOVEMBER 10, 2020
COUNCIL CHAMBERS
6:30 P.M.

AMENDED

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
    1. **C.B. 20-51** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for specified funds. (Budget, Ways, and Means)
17. Mayor's Appointments
    - Police & Fire Pension Committee
    - Personnel Appeals Board
18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
NOVEMBER 10, 2020

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

The following Council Members answered roll call: Ray West, Ceri Otero, Mike Daugherty, Alan Snow, Ed Barlow, Seth Thompson, James Harrison and Juan Topete. Council Members David Armstrong and Craig Diggs were absent. City Attorney Nate Dally was also present. City Administrator Tom Short was absent.

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 Ms. Otero, to approve the minutes of the October 27, 2020 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Roy Shelvey, Shelvey Properties, expressed his concerns regarding code enforcement with junk vehicles. Bill Putnam, 624 Bel Aire, expressed his concerns regarding communications with the citizenry, stating there are no newspapers in town to relay information to the public and more effort should be placed in communicating with the Hispanic population. Mr. Putnam also thanked the Council for their support in making downtown more attractive and asked the Council to encourage owners to take care of their properties and protect the historic heritage of our community.

Mr. Snow reported the Budget Ways & Means Committee met November 9. The Committee further discussed placing a Use Tax on the ballot, but no action was taken. A budget amendment was approved and is being presented in C.B. 20-51.

Ms. Otero reported the Committee on Insurance, Audit and Claims meeting scheduled for today was canceled due to lack of quorum.

Mr. Harrison reported the Public Safety Committee is between meetings with the next meeting scheduled for November 16.

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

Mr. Daugherty reported the Public Works Committee meeting scheduled for November 3 was canceled.

Special Committee and Board Liaison reports were given by Mr. Snow for GRO meetings, Ms. Otero for the Carthage Humane Society, and Mr. West for the Jasper County Commissioners.

Mayor Rife reported on continued meetings of the Salary Study Committee to review possible changes to benefits.

During Reports of Council Members, Mr. Barlow discussed the GRO meetings and their connection with code enforcement and historic preservation, encouraging additional communications to open discussions that would address these problems. Ms. Otero reported on a webinar she had participated in that was presented by Engaging Local Government Leaders discussing how to increase citizen participation. Mr. West expressed his support of Mr. Shelvey's claims and stated the City needs to do some improvement on cleaning neighborhoods.

City Attorney Nate Dally reported the McGregor Street Bridge will be removed from the lawsuit against the railroad.

Fire Chief Roger Williams reported the Fire Department has taken possession of the new fire truck.

Public Works Director Zeb Carney reported the overlay on Baker Street has been completed and leaf collection is under way.

Parks and Recreation Director Mark Peterson reported the first steps to the Parks Master Plan have begun.

The Committee on Claims filed a report in the amount of $2,432,455.02 against the following funds: General Revenue $53,170.87, Public Health $1,225.78, Lodging $7,442.29, Parks/Stormwater $4,073.00, Fire Protection $89.00, Golf $3,327.89, Capital Improvements $1,769.00, Public Facilities $2,740.00, Library $155,000.00 and Payroll $203,617.19, Carthage Water & Electric $2,000,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

There was no old business to conduct.

Under new business, C.B. 20-51 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for specified funds was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Harrison, to approve the Mayor's re-appointment of Neel Baucom and Jason Martin to the Police & Fire Pension Committee until November 2022 and the appointment of Greg Kester to the Personnel Appeals Board until November 2024. Motion carried.

During closing comments, Ms. Otero and Mr. Daugherty discussed the leaf pick-up process and Mr. Barlow thanked Chief Dagnan for his service to the community.

Mr. Topete made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:05 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
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COUNCIL CHAMBERS
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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
OCTOBER 27, 2020

The Carthage City Council met in regular session on the above date in City Hall Council Chambers at 6:30 P.M. 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: Juan Topete, David Armstrong, Ray West, Ceri Otero, Alan Snow, Craig Diggs, and Seth Thompson. Council Members James Harrison, Mike Daugherty and Ed Barlow were absent. City Administrator Tom Short and City Attorney Nate Dally were also 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. Snow made a motion, seconded by Mr. Armstrong, to approve the minutes of the October 13, 2020 Council Meeting. Motion carried unanimously.

Mayor Rife presented a Proclamation honoring Anita Jones for her forty years of service with the City of Carthage as a Crossing Guard for Carthage schools.

During Citizen's Participation Period: Abi Almandinger, Vision Carthage, presented a plaque to the Council for Most Beautiful Tree Canopy that was received by America in Bloom. Callie Myers, Convention & Visitors Bureau, discussed advertising initiatives and upcoming events.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for November 9.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Ms. Otero made a motion, seconded by Mr. Armstrong, to renew the current Anthem employee health insurance policy with a 1.33% increase in premium. Motion carried. The creation of an HR Generalist/Payroll Clerk was discussed. The Committee agreed to defer changes to dependent contributions for health insurance to next year. Changes to the current vacation schedule will be made to allow accrual of vacation time sooner. Ms. Otero made a motion, seconded by Mr. Diggs, to no longer pay out vacation accruals at separation, but pay out what has been earned (on the books). Motion carried. Ms. Otero made a motion, seconded by Mr. Diggs, to discontinue the Ozark Center Nicotine Cessation Program and change to the online program offered by TriHealth. Motion carried.

Mr. Snow reported the Public Safety Committee met October 19. Abi Almandinger, Vision Carthage, requested permission to install a Christmas light tunnel on the south side of the square next to Carthage Eye Care on the mall sidewalk from the weekend after Thanksgiving through January 1, 2021. Mr. Snow made a motion, seconded by

Mr. Topete, to allow the Christmas light tunnel to be installed as requested. Motion carried. Kip Smith has requested a road closure on 2nd Street between Grant and Howard from Friday, October 30 at 5:30 p.m. until Saturday, October 31 at 5:30 p.m. for a public auction. Mr. Snow made a motion, seconded by Mr. Armstrong, to approve the street closure as requested. Motion carried.

Mr. Topete reported the Public Services Committee met October 20. There were no items on the agenda for consideration.

Mr. Armstrong reported the Public Works Committee is between meetings with the next meeting scheduled for November 3.

Special Committee and Board Liaison reports were given by Mr. Armstrong for the Civil War Museum, Ms. Otero for the HSTCC and Carthage Humane Society, and Mr. Thompson for the Convention and Visitors Bureau.

During Reports of Council Members, Mr. Snow made a motion, seconded by Ms. Otero, to approve the current contract with the Carthage Humane Society for $36,000 for the 2020-2021 Fiscal Year. Mr. Armstrong made a motion, seconded by Mr. Topete, to amend the motion to approve the current contract with the Carthage Humane Society for $33,000 for the 2020-2021 Fiscal Year. Motion to amend passed 6-1 with Ms. Otero casting the Nay vote. The current contract for $33,000 will be approved with passage of C.B. 20-50.

City Attorney Nate Dally reported on a meeting with the attorney for the Railroad lawsuit to map out railroad crossings.

Police Chief Greg Dagnan reported on a pursuit in which an officer was shot at, the Police Department is currently at full staff with the exception of a School Resource Officer, and updated the council on how the Police Department will monitor Halloween activities.

Fire Chief Roger Williams updated the Council on Covid cases and reported on his trip to inspect the new fire truck.

Public Works Director Zeb Carney reported leaf pick-up begins November 2.

Parks and Recreation Director Mark Peterson reported on the grand opening of the pickle ball courts.

City Administrator Tom Short reported on the following: discussions regarding the Nicotine Cessation Program, Covid briefings, lease signing for new fire truck, letter of support for Lakeview Estates, a meeting of the Salary Sub-committee, possible termination of the CID in the south part of town, Gro 3.0 grant meetings, a disciplinary hearing scheduled for later in the week, and City Hall will not be participating in the Halloween event.

The Committee on Claims filed a report in the amount of $631,428.50 against the following funds: General Revenue $71,384.94, Public Health $132,178.90, Parks/Stormwater $52,017.54, Golf $1,808.29, Library $40,000.00 and Payroll $334,038.83. 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. 20-49 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and Mercy Health, a Missouri nonprofit corporation, on behalf of itself and its affiliated entities ("Mercy") for Laboratory Services for COVID testing; and to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on first reading with no action taken.

Ms. Otero made a motion, seconded by Mr. Snow, to follow the emergency protocol and advance Council Bill 20-49 to the second reading. Motion passed.

C.B. 20-49 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and Mercy Health, a Missouri nonprofit corporation, on behalf of itself and its affiliated entities ("Mercy") for Laboratory Services for COVID testing; and to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Diggs, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 20-45.

C.B. 20-50 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Topete, to follow the emergency protocol and advance Council Bill 20-50 to the second reading. Mr. Snow moved to go back to the current contract for $33,000. City Attorney Dally explained that was approved in a previous motion, so Mr. Snow withdrew his motion. Motion by Mr. Armstrong passed 6-1 with Ms. Otero casting the Nay vote.

C.B. 20-50 – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage was placed on second reading followed by a roll call vote of 6 yeas and 1 nay. Ayes: Armstrong, Diggs, Snow, Thompson, Topete and West. Nay: Otero. The Council Bill was approved and numbered Ordinance 20-46.

Mr. Armstrong made a motion, seconded by Mr. Topete, to approve the Mayor's appointment of Alan Snow to the Enhanced Enterprise Zone Board until October 2025. Motion carried.

During closing comments, Mr. Snow congratulated the Carthage High School soccer team, Mr. Diggs and Mr. Thompson thanked Department Heads for their hard work.

Mr. Thompson made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:55 p.m.

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Dan Rife, Mayor

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Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

COUNCIL BILL NO. 20-51 **ORDINANCE NO.** ________

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2020-2021 FOR SPECIFIED FUNDS.

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

SECTION I: The City of Carthage's 2020 - 2021 Annual Operating and Capital Budget for the **Public Safety Grant Fund,** is hereby amended to reflect a supplemental appropriation for carry over revenues (donations) from the Carthage Fire District in the amount not to exceed $26,000 to the General Tools & Supplies line item from the unallocated and undesignated fund balance in the amount of $26,000 to complete the purchases as authorized.

SECTION II: The City of Carthage's 2020 - 2021 Annual Operating and Capital Budget for the **Civic Enhancement Fund**, is hereby amended to reflect a supplemental appropriation not to exceed $24,000, of Grant Revenues from the Missouri Department of Natural Resources to the Capital Outlay line item for applicable expenses from the unallocated and undesignated fund balance to complete the grant purchases as authorized.

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

MAYOR'S APPOINTMENTS

Mayor’s Appointments

November 2020

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

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Neel Baucom	358-2105	308 W Chestnut Street	6/24/1980	Nov 22
Jason Martin	358-1633	308 W Chestnut Street	11/25/2014	Nov 22

RESOLUTIONS

MINUTES STANDING COMMITTEES

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, OCTOBER 27, 2020
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Craig Diggs. Seth Thompson was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Council Member Juan Topete.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan, Fire Chief Roger Williams, Parks and Recreation Director Mark Peterson, Public Works Director Zeb Carney and Abi Almandinger.

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. Diggs, the minutes of the September 22, 2020 meeting were approved 3-0.

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

NEW BUSINESS:

1. **Consider and Discuss Employee Health Insurance Renewals.** Ms. Cox presented renewal rates for employee health insurance. Current coverage is through Anthem BCBS and premiums would increase by 1.33% over last year. The pharmacy coverage would change from a National Formulary to an Essential Formulary. Mr. Armstrong moved to forward to council the continuation of employee health insurance through Anthem with a 1.33% increase in premium. Motion carried 3-0.

2. **Consider and Discuss Recommendations from Salary Study Committee.** Mr. Short reviewed recommendations from the Salary Study Committee. Creation of the HR Generalist/Payroll Clerk position was discussed. A job description for the position will be brought back to the next meeting.

   Committee Member Seth Thompson arrived at the meeting.

   It was recommended by the Salary Study Committee that dependent health insurance contributions be changed from 75% of total premium to 50% of the dependent premium deducted by the employee share paid by the City. Mr. Armstrong moved to defer changing dependent contributions to a later date. Motion carried 4-0.

   The possibility of a “Spousal Premium” to be charged to plan members who have a spouse on the City’s plan that also has health insurance available from their employer, to encourage members with these coverages to use their employer’s plan was discussed. The Committee requested additional information on this premium.

The possibility of changing to a High Deductible Health Plan was reviewed but no decision to switch was made at this time.

The City's Wellness Program was mentioned in the McGrath Compensation and Benefit Study. The Wellness Committee continues to evolve wellness initiatives.

Time off benefits were reviewed and the Salary Study Committee has suggested further research into the possibility of changing to a Paid-Time-Off program. After discussion, it was determined to continue with current time off plan design but change to allow earlier accrual.

It was recommended by the Salary Study Committee that from this point forward, applicable time-off benefit calculations for payouts will no longer be made on an accrual basis but on the amount of actual hours shown on the books at the time of ending employment with the City. Mr. Diggs moved to no longer pay accruals, only what has been earned. Motion carried 4-0.

3. **Consider and Discuss Contract with Mercy Health for employee Covid-19 testing.** Mercy is currently charging $200 for employee testing. This contract will reduce the fees to $100. Mr. Diggs moved to accept the contract and forward to council. Motion carried 4-0

4. **Staff Reports:** Ms. Cox discussed problems encountered with the Nicotine Cessation Program. Mr. Diggs moved to discontinue the Ozark Center program and switch to the online program offered by TriHealth. Motion carried 4-0.

5. **Member Reports:** None.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 6:29 PM. Motion carried 4-0.

Traci Cox

MINUTES SPECIAL COMMITTEES AND BOARDS

AGENDAS STANDING COMMITTEES

--NOTICE OF MEETING--

PUBLIC WORKS COMMITTEE

November 3, 2020

5:30 PM

CITY HALL

326 GRANT STREET

COUNCIL CHAMBERS

-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None

NEW BUSINESS

None

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: 10/30/2020

BY: Marcia Weng

--NOTICE OF MEETING--

COMMITTEE ON BUDGET/WAYS & MEANS

MONDAY, NOVEMBER 09, 2020

5:30 P.M.

CITY COUNCIL CHAMBERS, CITY HALL

326 GRANT ST., CARTHAGE, MISSOURI

--TENTATIVE AGENDA--

CITIZENS PARTICIPATION

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

OLD BUSINESS

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

NEW BUSINESS

1. Consider and discuss an Ordinance Amending the 2020 - 2021 Annual Operating and Capital Budget for the City of Carthage.
2. Staff Reports.
3. Other Business.

ADJOURNMENT

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

POSTED: ______________________

BY: __________________________

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
November 10, 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 Human Resources Coordinator/Payroll Clerk job description.

2. Staff Reports

Adjournment

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

Posted ___________________________

AGENDAS SPECIAL COMMITTEES AND BOARDS

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
OCTOBER 27, 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
   - **Approve CARES Act Grant Applications**
   - **Approve Emergency Expenditure for the Courthouse Fire Pump Room**
   - **Approve 4% CERF Contribution Election**
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 OCTOBER 23, 2020 AT 4:00 P.M. (RSMO 610.020)

--NOTICE OF MEETING--

ENHANCED ENTERPRISE ZONE BOARD

Tuesday, November 3rd, 2020

3:30 P.M.

VIA https://global.gotomeeting.com/join/178723005

--TENTATIVE AGENDA--

OLD BUSINESS

NEW BUSINESS

1. Consider and discuss (a Resolution) recommending tax abatement for real property in the Enhanced Enterprise Zone.

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:____________________________

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, November 10, 2020 5:15 p.m.

CARTHAGE PUBLIC LIBRARY
Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report
- Amend the 20019-2020 Budget

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports
- Building Committee
  - Multipurpose Building update
  - Update on water disaster
  - Update on roof
- Budget Committee
- Community Relations
- By-Laws
- Library Gardens
- ADA Compliance
- Communications
- New Business
- Payment of Bills
- Adjournment

CARTHAGE TREE BOARD

TUESDAY November 10, 2020
4:00 P.M.

CARTHAGE PARK DEPARTMENT
MUNICIPAL PARK

TENTATIVE AGENDA

1. Review Board Applicants and make recommendations for presentation to the city council
2. Review tree policy – list of trees & suggestions
3. Any other business

ADJOURNMENT

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

Posted:________________

By:___________________

CORRESPONDENCE

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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