

1. Agenda

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[CITY COUNCIL AGENDA 12 22 20.PDF](#)

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[CITY COUNCIL MINUTES 12 22 20.PDF](#)

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[COUNCIL PACKET 12 22 20.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, DECEMBER 22, 2020
COUNCIL CHAMBERS
6:30 P.M.**

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

1. **C.B. 20-55** – An Ordinance to amend Sections 207 Resignations (02) (1 & 2) Advance Notice and 502 Vacations (01 – 14) of the Personnel Policy Manual of the City of Carthage. (Insurance, Audit and Claims)

16. New Business

1. **C.B. 20-56** – An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system. (Insurance, Audit and Claims)
2. **C.B. 20-57** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for Specified Funds (General). (Budget Ways & Means)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1916** – A Resolution providing for the formal acceptance of a grant/donation to the Fire Department by the City Council of the City of Carthage, Missouri pursuant to City Policy. (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
DECEMBER 22, 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: Alan Snow, Craig Diggs, Ed Barlow, Seth Thompson, David Armstrong, Ray West, Ceri Otero and Mike Daugherty. Council Members James Harrison and Juan Topete 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 Mr. Armstrong, to approve the minutes of the December 8, 2020 Council Meeting. Motion carried unanimously.

No citizens were present for Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means met December 14. A budget adjustment was approved and is being presented in C.B. 20-57.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. A contract with R & D Computer Systems, LLC was approved and is being presented in C.B. 20-56.

Mr. Snow reported the Public Safety Committee met December 21. Revisions to the Dangerous Dog Ordinance were reviewed and forward to the City Attorney to draft a Council Bill. A Police Department Take-Home Vehicle proposal was discussed but no action taken. Mr. Snow made a motion, seconded by Mr. West, to close Lyon Street between 6th and 7th on December 24 from 4:00 p.m. to 7:00 p.m. for a Christmas Eve Outdoor Service hosted by the United Methodist Church. Motion carried. Mr. Snow made a motion, seconded by Mr. Diggs, to accept the low bid of \$7,880 from Race Brothers for the purchase of a new commercial mower for Station #2. Motion carried. The Fire Department has been awarded a grant from the Steadley Memorial Trust for \$45,026 to purchase extrication and rescue equipment for the new engine. This is being presented in Resolution 1916. The annual "Run Through the Lights" will be held on January 3 from 5:30 p.m. to 7:00 p.m. The Police Department will help with pedestrians crossing Fairview Street during the event.

Mr. Daugherty reported the Public Services Committee met December 15. Bids for 50 golf cars and two utility vehicles were received from Club Car, EZGO, and Yamaha. Mr. Daugherty made a motion, seconded by Ms. Otero, to accept the best bid from Yamaha for the EFI Quietech Golf Cars and UMAX Utility Vehicles with premium features with

trade-in of the old equipment for a total price of \$115,140. Motion carried. Bids for two greens mowers, one fairway mower, one articulating tractor, one golf course bunker rake, one heavy duty utility vehicle, one greens aerification core harvester, one walk behind greens aerifier, one tow behind turbine blower, one greens roller and one top dresser were reviewed. John Deere, Toro and Jacobson presented bids. Mr. Daugherty made a motion, seconded by Ms. Otero, to accept the best bid from John Deere for the total package bid without the John Deere Aerifier with old equipment traded in and the purchase of the Toro Aerifier individually selected for a total price of \$240,384.13. Motion carried. Community National Bank submitted the best rate for financing the purchase of all of the equipment at 1.625% over four years. \$101,000 was included in the current fiscal year budget and this amount can be used as a down payment for purchasing the equipment. Mr. Topete made a motion, seconded by Ms. Otero, to accept the low bid of 1.625% from Community National Bank. Motion carried.

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

Special Committee and Board Liaison reports were given by Ms. Otero for the Carthage Humane Society and Mr. Snow for the Carthage Water & Electric.

Mayor Rife reported the annual audit will be presented at the January 11 Budget Ways and Means Committee meeting. He wished everyone a Merry Christmas and Happy New Year.

During Reports of Council Members, Mr. Armstrong questioned why the audit would not be discussed at the Insurance, Audit and Claims Committee meeting.

City Attorney Nate Dally reported he had been out of the office due to Covid quarantine but is working to get caught up.

Police Chief Greg Dagnan reported the annual Kid's Christmas Party was held with social distancing and Covid-appropriate activities.

Fire Chief Roger Williams gave an update on Covid cases in his department.

Public Works Director Zeb Carney reported on the following: sidewalk repairs would begin on Maple Street, a meeting with railroad personnel to discuss at-grade crossings, Blevins Asphalt has completed an overlay on Fairview, the house at 617 E. 6th has been purchased and the demolition is complete, and leaf pick-up will be completed by the end of the year.

Parks and Recreation Director Mark Peterson thanked council for approving the purchase of equipment.

The Committee on Claims filed a report in the amount of \$425,317.90 against the following funds: General Revenue \$79,989.27, Public Health \$16,651.97, Civic

Enhancement \$23,944.00, Parks/Stormwater \$43,542.62, Fire Protection \$3,250.59, Golf \$5,610.56, Library \$60,000.00 and Payroll \$192,328.89. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 20-55 – An Ordinance to amend Sections 207 Resignations (02) (1 & 2) Advance Notice and 502 Vacations (01 – 14) of the Personnel Policy Manual of the City of Carthage was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson, and West. The Council Bill was approved and numbered Ordinance 20-50.

Under new business, C.B. 20-56 – An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system was placed on first reading with no action taken.

C.B. 20-57 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2020-2021 for Specified Funds (General) was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve Resolution 1916 - A Resolution providing for the formal acceptance of a grant/donation to the Fire Department by the City Council of the City of Carthage, Missouri pursuant to City Policy. Resolution 1916 was adopted by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson, and West.

During closing comments, holiday wishes were extended.

Mr. Daugherty made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:08 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
DECEMBER 8, 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 Lieutenant James Woody led the flag salute.

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

The following Department Heads were present: Police Lieutenant James Woody, 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 November 24, 2020 Council Meeting. Motion carried unanimously.

Mr. Snow made a motion, seconded by Mr. Armstrong, to approve the minutes of the November 25, 2020 Special Council Meeting. Motion carried unanimously.

Mayor Rife presented a proclamation declaring December 3, 2020 to be Arbor Day.

There was a presentation by Hrishue Mahalaha via video conference giving an overview of the GRO (Growth in Rural Ozark) Program.

During Citizen's Participation Period the following individuals addressed the council: Latayzia Harris, 8257 Co. Road. 166, Jean Griffith, 1050 James, and Dominic Davis, 824 E. 5th Street, spoke in favor of a mask mandate.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for December 14.

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 approve waiving the interest fees and penalties on the Special Tax Bills for the property at 711 E. 3rd St. Motion carried. Changes to the vacation policy were also discussed and are being presented in C.B. 20-55.

Mr. Snow reported the Public Safety Committee is between meetings with the next meeting scheduled for December 21.

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for December 15.

Mr. Armstrong reported the Public Works Committee met on December 1. Mr. Armstrong made a motion, seconded by Mr. West, to purchase the property at 617 E. 6th Street for \$2,550.00. Motion carried. Mr. Armstrong made a motion, seconded by Mr. Diggs to change the Public Works office hours from 8:00-5:00 to 7:00-4:00 effective January 1. Motion carried.

Special Committee and Board Liaison reports were given by Mr. Diggs for the Carthage Tree Board, Mr. Armstrong for the Civil War Museum Board, and Ms. Otero for the Carthage Humane Society.

During Reports of Council Members, Mr. Barlow made a motion, seconded by Mr. Armstrong, to adopt a position as a Council to affirm the following: "That on November 16th, we, as a council, received a joint letter from surrounding hospitals and health providers requesting our help to flatten the rapid rise of covid-19 positive cases in the Southwest Missouri region. And, we do jointly affirm the position that as a community we should voluntarily adhere to the three best known measures against the spread of COVID-19, this is, to sanitize often, to continue social distancing, and to wear a mask, if personally able, when social distancing is not possible." Ms. Otero made a motion, seconded by Mr. Topete, to amend "when social distancing is not possible" to "when indoors with other people." Motion carried 4-4 with Mayor Rife breaking the tie in support of the motion. Motion by Mr. Barlow as amended carried by a vote of 5-3.

City Attorney Nate Dally addressed procedures for reconsideration of the mayor's objections to C.B. 20-54.

Public Works Director Zeb Carney reported there will be a road closing on Chestnut Street from Orner Street to Case Street on December 9 for a temporary repair of the railroad crossing.

Parks and Recreation Director Mark Peterson recognized members of the Tree Board that were present.

City Administrator Tom Short reported on the following: reactivation of Schreiber's expansion project, an internal meeting regarding the AT&T cell tower request, a workers compensation meeting to discuss loss ratios, sales tax revenues, the deadline to submit requests for reimbursement for CARES Act funding, and an email from MML requesting municipalities to contact Senator Blunt's office in support of consideration of a second round of Covid-19 relief to include cities for direct receipt of funds. Mr. Armstrong made a motion, seconded by Ms. Otero, to send a letter of support regarding the pandemic relief proposal to Senator Blunt's office. Motion carried.

The Committee on Claims filed a report in the amount of \$2,537,840.07 against the following funds: General Revenue \$84,159.18, Public Health \$14,015.33, Lodging \$7,201.79, Public Safety \$1,371.50, Parks/Stormwater \$10,870.77, Fire Protection \$287.40, Golf \$15,591.54, Capital Improvements \$191.00, Parks & Recreation \$6.79, Myers Park \$290.50, Public Facilities \$15,554.50, Library \$25,000.00 and Payroll

\$363,299.77, and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 20-52 – An Ordinance of the City Council of the City of Carthage, Missouri authorizing tax abatement for a project located in the Carthage Enhanced Enterprise Zone to be undertaken by Belleville Shoe Manufacturing Company was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 20-48.

C.B. 20-53 – An Ordinance authorizing the City of Carthage, Missouri, to enter into a Lease-Purchase Transaction with First State Community Bank, as Lessor, and the Missouri Association of Municipal Utilities, as Administrator, for certain public improvements for the City of Carthage, Missouri; and authorizing and approving certain actions in connection with the execution and delivery of said Lease-Purchase Transaction was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 20-49.

Reconsideration of C.B. 20-54 as amended with Mayor's objections.

Pursuant to Article IV, Sections 4.5 and 4.6 of the City of Carthage Home Rule Charter, the Mayor has vetoed Council Bill 20-54, and returned said Council Bill unsigned with the following objections:

- Council Bill 20-54 was not forwarded to a Committee for a recommendation to the City Council.
- Any enforcement of the ordinance was stripped out of the Council Bill.
- The orders and advisories included in CB 20-54 as being necessary to preserve the peace and welfare, in particular to mitigate the spread of COVID-19 and provide essential protections to Carthage residents, including but not limited to those who are most vulnerable to infection, while still preserving the availability of essential services, were previously addressed in a proclamation from the Office of the Mayor, signed November 19, 2020.
- Council Bill 20-54 was passed on a vote of six for, four against, indicating a lack of significant support from the Council on this issue, even with no mechanism for enforcement.
- Public comments presented at the November 25, 2020 meeting did not support adoption of this ordinance.
- Public comments in general regarding this issue were divisive.
- Council Bill 20-54 declared that the Ordinance, being an Ordinance relating to the immediate preservation of the public peace, property, health, safety or morals, was considered an emergency and would become effective immediately upon its passage did not provide adequate time for appropriate public input.
- Jasper County has not espoused a county-wide ordinance mandating the wearing of masks.

Ms. Otero made a motion, seconded by Mr. Topete to pass C.B. 20-54 as amended with the objections of the Mayor thereto notwithstanding. Motion failed on a roll call vote of 3 yeas and 5 nays. Ayes: Armstrong, Otero and Topete. Nays: Barlow, Diggs, Snow, Thompson and West.

Under new business, **C.B. 20-55** – An Ordinance to amend Sections 207 Resignations (02) (1 & 2) Advance Notice and 502 Vacations (01 – 14) of the Personnel Policy Manual of the City of Carthage was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Diggs, to approve the Mayor's re-appointment of Chris Johnson, Gary Keene, and Gary Hansford to the Civil War Museum until December 2023, the re-appointment of Allen Vandenberg to the Police Personnel Administration Board until December 2024, and the appointment of Renae Brownfield, and Jory Mertens to the Carthage Tree Board until December 2023. Motion carried.

During closing comments, Mr. Diggs, Mr. Barlow and Mr. Thompson thanked the individuals that attended the meeting, Mr. Topete thanked those individuals that wore face masks.

Ms. Otero made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:35 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 20-55

ORDINANCE NO. _____

An Ordinance to amend Sections 207 Resignations (02) (1 & 2) Advance Notice and 502 Vacations (01 – 14) of the Personnel Policy Manual of the City of Carthage.

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

SECTION I: Section **207 (02) (1 & 2) Resignations, Advance Notice** of the Personnel Policy Manual is hereby repealed and the following enacted in lieu thereof:

02. Advance Notice: It is the responsibility of an employee who plans to resign from employment with the City to notify his immediate supervisor in advance as follows:

1. A written resignation will be submitted to the supervisor at least two weeks before the effective date. Accrued vacation does not count as notice.
2. Failure to give adequate notice will be recorded in the resigning employee's personnel file and may be cause for denying re-employment with the City and forfeiture of any vacation paid upon separation pursuant to Section 502.08.

SECTION II: Section **502 Vacations** (01 – 14) of the Personnel Policy Manual is hereby repealed and the following enacted in lieu thereof:

502. Vacation: Vacation leave is intended to provide employees with a paid vacation each year. Such leave should be planned and requested as far in advance as practical, in order to allow the Supervisor to plan for operations of the department. Department Heads may request that vacations be scheduled in writing. In case of conflicting requests, the Department Head shall decide as to which employee shall be granted vacation on the basis of seniority, length of time since the last vacation, when the request was made, the employee's work record, and other family concerns, where the interests of the Department are not paramount. Employees are eligible to use accrued vacation time upon the completion of ninety (90) days of service to the City. Effective January 1, 2021, the City of Carthage will transition from an annual vacation leave accrual to a per pay period vacation leave accrual. This policy will allow for a one (1) year transitional period to be completed January 1, 2022. The new per pay period vacation leave accrual rates will be the following:

01. Vacation Leave Rates: All general employees, except Police and Fire employees working a 12 or 24 hour shift, shall be allowed vacation leave with pay at the rate of:

1. 80 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through the end of the year equivalent of 3.08 rounded hours multiplied by number of pay periods expected to be completed
2. 120 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed

3. 160 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.15 rounded hours multiplied by number of pay periods expected to be completed.

02. Police employees who work a 12 hour shift, shall be allowed vacation leave with pay at the rate of:

1. 100 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 3.85 rounded hours multiplied by number of pay periods expected to be completed.

2. 150 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 5.77 rounded hours multiplied by number of pay periods expected to be completed.

3. 200 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 7.69 rounded hours multiplied by number of pay periods expected to be completed.

03. Fire employees, who work a 24 hour shift, shall be allowed vacation leave with pay at the rate of:

1. 120 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed.

2. 180 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.92 rounded hours multiplied by number of pay periods expected to be completed.

3. 240 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 9.24 rounded hours multiplied by number of pay periods expected to be completed.

04. Department Heads shall be allowed vacation leave with pay at the rate of:

1. 144 hours per year prorated per pay period based upon hire date (5.54 hr. rounded per pay period) and through completion of fourteen (14) years of service with the City.

2. 184 hours per year prorated per pay period during fifteen (15)+ years (7.08 hr. rounded per pay period) with the City.

05. Accrual Method and Maximum Accrual Allowed: Employees hired prior to January 1, 2021 will receive a lump sum vacation leave deposit into their vacation leave bank. This deposit will be the sum of the amount of pay periods between the employee's anniversary date (or leave date if different) multiplied by the per pay period vacation leave accrual rates outlined in Section 502 A. Cash payouts will not be considered. Employees will start accruing vacation leave on a per pay period basis starting on the first pay period

following January 1, 2021 and will be allowed to carry over their vacation leave balances with the following maximum vacation leave caps in addition to what the employee is allowed to accrue on an annual basis:

1. No maximum vacation leave caps until July 1, 2021.
2. After July 1, 2021, the maximum vacation leave caps will be an additional 80 hours for 8-hour employees, 72 hours for 12-hour employees, and 144 hours for 24-hour employees through December 31, 2021.
3. Effective January 1, 2022, the maximum vacation leave caps will be an additional 40 hours for 8-hour employees, 36 hours for 12-hour employees, and 72 hours for 24-hour employees.

06. Employees Hired After January 1, 2021: These employees will receive vacation leave on a per pay period basis at their accrued rates outlined in Section 502.01 A on the first pay period following their date of hire. Those employees will be eligible to use their accrued vacation leave upon the completion of ninety (90) days of service to the City. Those employees will not be allowed to accrue more vacation leave than the vacation leave caps outlined in Section 05.

Employees with at least twenty (20) years of continuous service, employed prior to January 1, 2001, and retire from the City under LAGERS or the Police and Fire Pension between January 1, 2021 and January 1, 2025 will be eligible to receive a vacation leave accrual payout. The payout is equivalent to the amount of vacation accrued between the employee's last anniversary date (or leave date if different) and the date of retirement based on the rates outlined in Section 05.

07. Length of Service: Length of service is based on continuous City employment on the employee's anniversary date (date of hire). Employees will not accrue vacation leave benefits while on an authorized or unauthorized leave without pay if they are off over 15 days of any given month.

08. Scheduling: Vacations should be scheduled throughout the year considering both the employee's personal wishes and the necessity of continuous, efficient, City operations. Ordinarily vacations should be taken in units of a week or weeks, however, the Department Head may use his discretion in granting vacation leaves of shorter duration.

09. Holiday During Vacation: When a regularly scheduled holiday occurs during the period of an employee's vacation, that day shall not be charged as vacation leave on the employee's record.

10. Earned Vacation Paid on Separation: Unused vacation allowance may be paid to employees upon separation from the City provided the employee has completed at least one (1) year of continuous service and complied with provisions specified in Section 207 herein; vacation may not be used as two-week resignation notice, unless requested or approved by the Department Head and the City Administrator. The vacation leave payout shall not exceed

the maximum vacation leave caps that go into effect January 1, 2022 as outlined in Section 05, Subsection 3.

11. Cash Payments: In no event will the City make cash payments in lieu of vacation time unless the vacation was previously approved by the Department Head, scheduled and postponed on the request of and for the benefit of the City and where no other rescheduling of the vacation could occur. In that event, the City Administrator must authorize said payment.

12. Part-Time Employees: Part-time employees shall not receive vacation time as a benefit.

13. Granting of Advanced Vacation Time: Under normal conditions, vacation leave may not be taken in advance of earning the credit. Advanced vacation time may only be granted by the City Council upon recommendation of the Department Head, and the City Administrator on a per case basis.

SECTION III: This Ordinance shall take effect and be in force effective _____, 2020.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Transition to Per Pay Period Vacation Leave Accrual:

A. Effective January 1, 2021, the City of Carthage will transition from an annual vacation leave accrual to a per pay period vacation leave accrual. This policy will allow for a one (1) year transitional period to be completed January 1, 2022. The new per pay period vacation leave accrual rates will be the following:

General Employees (8 Hour)

1. 80 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through the end of the year equivalent of 3.08 rounded hours multiplied by number of pay periods expected to be completed.
2. 120 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed.
3. 160 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.15 rounded hours multiplied by number of pay periods expected to be completed.

Police Employees (12 Hour)

1. 100 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 3.85 rounded hours multiplied by number of pay periods expected to be completed.
2. 150 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 5.77 rounded hours multiplied by number of pay periods expected to be completed.
3. 200 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 7.69 rounded hours multiplied by number of pay periods expected to be completed.

Fire Employees (24 Hour)

1. 120 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed.
2. 180 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.92 rounded hours multiplied by number of pay periods expected to be completed.
3. 240 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 9.24 rounded hours multiplied by number of pay periods expected to be completed.

Department Heads

1. 144 hours per year prorated per pay period based upon hire date (5.54 hr. rounded per pay period) and through completion of fourteen (14) years of service with the City.
2. 184 hours per year prorated per pay period during fifteen (15)+ years (7.08 hr. rounded per pay period) with the City.

B. Accruals Method and Maximum Accrual Allowed: Employees hired prior to January 1, 2021 will receive a lump sum vacation leave deposit into their vacation leave bank. This deposit will be the sum of the amount of pay periods between the employee's anniversary date (or leave date if different) multiplied by the per pay period vacation leave accrual rates outlined in Section A. Cash payouts will not be considered. Employees will start accruing vacation leave on a per pay period basis starting on the first pay period following January 1, 2021 and will be allowed to carry over their vacation leave balances with the following maximum vacation leave caps in addition to what the employee is allowed to accrue on an annual basis:

1. No maximum vacation leave caps until July 1, 2021.
2. After July 1, 2021, the maximum vacation leave caps will be an additional 80 hours for 8-hour employees, 72 hours for 12-hour employees, and 144 hours for 24-hour employees through December 31, 2021.
3. Effective January 1, 2022, the maximum vacation leave caps will be an additional 40 hours for 8-hour employees, 36 hours for 12-hour employees, and 72 hours for 24-hour employees.

C. Employees Hired After January 1, 2021: These employees will receive vacation leave on a per pay period basis at their accrued rates outlined in Section A on the first pay period following their date of hire. Those employees will be eligible to use their accrued vacation leave upon the completion of ninety (90) days of service to the City. Those employees will not be allowed to accrue more vacation leave than the vacation leave caps outlined in Section B.

D. Payout upon Separation from Employment: Unused vacation leave may be paid to employees upon separation from the City provided the employee has completed at least one (1) year of continuous service and leaves in good standing providing a resignation notice of at least two (2) weeks in advance. Vacation may not be used as a two-week resignation notice, unless requested or approved by the Department Head and the City Administrator. The vacation leave payout shall not exceed the maximum vacation leave caps that go into effect January 1, 2022 as outlined in Section B, Subsection 3.

Employees with at least twenty (20) years of continuous service, employed prior to January 1, 2001, and retire from the City under LAGERS or the Police and Fire Pension between January 1, 2021 and January 1, 2025 will be eligible to receive a vacation leave accrual payout. The payout is equivalent to the amount of vacation accrued between the employee's last anniversary date (or leave date if different) and the date of retirement based on the rates outlined in Section A.

***NEW
BUSINESS***

COUNCIL BILL NO. 20-56

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system.

**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 enter into a contract with Guaranty Bank, a copy of which contract 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 _____, 20____.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Insurance, Audit & Claims

R&D

Computer Systems, LLC

Traci Cox

City of Carthage
326 Grant
Carthage, MO 64836
(417) 237-7000

Laserfiche®

Laserfiche Avante

Laserfiche Software Assurance Plan (LSAP)

- R&D Computer Systems LLC, is your first line of support for all software and technical issues
- Telephone Hotline Support from Laserfiche Technical Support within the next business day, usually within 3 hours
- All new software releases and updates
- 24-hour FTP and WWW access
- Reduced Consulting and Professional Fees
- Technical Bulletins and newsletters

Cost

LF Network Versions of Laserfiche 10.4

MSE10 LF Avante Server License- Single Database	\$ 1,500
• 1 Database Included, SQL Express Supplied	
• With Workflow	
1 MSE10 Avante Server License Annual Software Maintenance	\$ 300
2 MNF16 Laserfiche Named Full User License	\$ 1,200
2 MNF16 Named Full User License Annual Software Maintenance	\$ 240

*Full User Licenses are available for searching, viewing, and printing documents in the database. They can also perform any manipulating of data in the database including scanning, importing, indexing, OCR, adding annotations (sticky notes, highlighting, or redacting-black out), etc. **Bundled with Snapshot, Email, WebAccess***

PS LF SnapShot

Snap Shot is a printer driver emulator that "prints" a document from another Windows application to a series of TIFF and text files directly into Laserfiche. The page formatting is preserved in the TIFF image, while the 100% accurate text is preserved in the text.

PM LF E-Mail (MAPI)

E-Mail (MAPI) sends Laserfiche documents as e-mail attachments. Anybody using MAPI-compatible (Messaging Application Programming Interface) E-Mail systems, such as Microsoft Outlook, GroupWise, Lotus Notes, can read Laserfiche images in color or black/white.

LF Web Access

True thin client, reduces installation, support requirements by providing authorized users with access to the repository with any browser, and includes Laserfiche mobile enablement.

LF Workflow

Laserfiche's Workflow increases productivity by automating your document-centered work processes. An intuitive graphical interface provides easy work process modeling. Workflow provides the efficiency and security of rules-based routing and monitoring. Routing and notification services guarantee smooth workflow despite absence.

Scanners

Provided by customer

Installation and Training

- Installation and Training of software and hardware is \$1,350.00 per Day.
- Days will be determined once the modules and amount of users is defined
- Normal Installation/Training is 1 Day—Network installations or multiple departments are typically multiple days.

Training and Installation Process

- Installation of Hardware and Software: 1-5 days

Software Training

- Session 1: For input/scanning station users. Use the customer's documents to train so they can become productive at the time of training and will be creating their own repository during the training sessions.
- Session 2: For general users/search stations. Use the customer's database that by now will have a fair amount of documents to search. User navigation, search by document, by template, by full text, by a combination, etc.
- Session 3: Administration. Setup, security, maintenance tasks
- Session 4: Advanced administration. Volume management, exporting, importing, attaching, detaching, modify. What to backup.
- Session 5: Software add-ons

1 Day Software Installation, Implementation Consulting, \$ 1,350
Administrator Training, and End User Training

Total Laserfiche Document Management Investment

Total Software	\$ 2,700
Total Annual Software Maintenance	\$ 540
Total Installation and Training	\$ 1,350
Total Hardware	\$ 000
Tax 0.00%	\$ 000
	\$ 4,590*

***Pricing is good for 30 Days**

Payment

Full Invoice will be generated with 30 day terms after successful installation of the Laserfiche Server Software, (Terms Net 30).

Support Services

R&D Computer Systems LLC. provides both telephone and on-site support to ensure the success of the Laserfiche installation. Pricing for telephone Support with complete software upgrades has been included in the proposal. In addition, installation, configuration, and training services for the proposed system are included within this proposal. Additional on-site Professional Services support is available at an addition charge.

R&D Computer Systems LLC is your first line of support and can be reached at (877) 441-2129. Laserfiche support can be reached at support@rdcomputersys.com

Maintenance and Support

The proposed scanner(s) is directly covered by a manufacturer's warranty.

Software Maintenance and Support will be provided by R&D.
R&D is your first line of support with same day response.
Our support coverage times are 8am to 5pm Central Time locally.

The Laserfiche Software Assurance Plan (LSAP) includes:

- R&D is your first line of support for all software and technical issues
- Twenty-four hour access to the Laserfiche Support Site.
- Current published technical bulletins and newsletters.
- The latest release of your copy of Laserfiche.
- Telephone Hotline support with next business day response, usually within 3 hours. This is renewed annually. R&D support coverage times are 8am to 5pm Central Time.

Training Laserfiche provides a training program that consists of the following elements:

End User Training. This involves teaching end users the mechanics of the system. This training will be conducted at your site with hands on training. The amount of training necessary will depend on their level of familiarity with Windows applications. Our experience has shown us that most users can become proficient in a short time period as we train using hands on training using your documents.

Implementation Consulting. This training is included and highly recommended. It involves assisting those responsible for the record management functions develop strategies for translating existing paper filing and indexing structures into their electronic form. Electronic filing is different from paper filing, and records managers need to take the differences into account in setting up their systems.

Supervised Hands-on. This training involves supervision of your employees in using the system in actual operation, where they can pose questions directly to our trainer as they arise. Time for this training is one day per group/department, with the physical layout of the facility being the only limitation on group size. Training is at your site unless remote training is specified.

User Manuals

Laserfiche provides detailed on line user manuals accessible from the Laserfiche client. This online manual includes details the fundamentals for Laserfiche operation. The application software also includes an on line user manual for the Laserfiche Document Imaging Software and individual guides for each one of the selected software plug-ins.

Acceptance of Proposal

The above quoted prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to order the software and hardware as specified. A signed purchase order is required at the time of order.

Date Accepted: _____

Accepted by: _____
Client

Date Accepted: _____

Accepted by: _____
John Strickland

R&D Computer Systems LLC

COUNCIL BILL NO. 20-57

ORDINANCE NO. _____

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

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 **General Fund**, is hereby amended to reflect a supplemental appropriation for the **Police Department** for an amount not to exceed \$29,302, to the Computer Services line item for the Omnigo RMS system; from the unallocated and undesignated fund balance.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1916

**A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A
GRANT/DONATION TO THE FIRE DEPARTMENT BY THE CITY COUNCIL OF THE
CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.**

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donations or grants on the resources of the City.

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

That the City hereby accepts a grant/donation in the amount of:

Forty-five Thousand, Twenty-six Dollars and No Cents (\$45,026.00) from the Kent D. Steadley and Mary L. Steadley Memorial Trust for Rescue Equipment for the Carthage Fire Department.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Safety Committee

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

The grant of \$45,026 from the Trust will replace/supplement budgeted capital costs approved in the Fiscal 2020-2021 Annual Operating and Capital Budget for the City. Operating costs regarding maintenance and/or replacement of the equipment will be absorbed/requested in the Fire Department's Annual Operating Budget. At this point, no additional equipment will be required to put the equipment into service.

Re: Bank of America, N.A., Trustee of the K. D. & M. L. Steadley Trust

Michael Guerra <mail@grantapplication.com>

Thu 12/17/2020 2:55 PM

To: Roger Williams <r.williams@carthagemo.gov>

Cc: Tony.Twyman@bofa.com <Tony.Twyman@bofa.com>

CAUTION: This email originated from outside of the organization. Verify all requests or information before clicking any links.

Bank of America Private Bank, Philanthropic Solutions Online Grant Application Determination

Mr. Roger Williams
City of Carthage, Missouri
401 W Chestnut St
Carthage, MO 64836

Dear Mr. Williams:

It is our pleasure to advise you that the Trustee for the K. D. & M. L. Steadley Trust has awarded a grant in the amount of \$45,026.00 to City of Carthage, Missouri.

This one-year grant was made in support of the following: Addition of new battery type rescue equipment to be utilized in extrication of patients in motor vehicle accidents and other entrapments..

Bank of America, N.A., as Trustee of the K. D. & M. L. Steadley Trust, is responsible for the management of the Fund's assets and administration of its grantmaking program and ensures that the philanthropic intentions of the donor are honored.

A signed Grant Agreement is required. To complete the grant agreement, select the following link and log into your MyAccount page: www.grantrequest.com/SID_1116?SA=AM. The grant agreement is located in the Requirements tab.

Please open the grant agreement form, review, sign and submit. A check in the full payment of this award will be mailed to the address listed above once your grant agreement is electronically submitted.

In addition, please be advised that a grant report is due within 1 year of the grant award date. The grant report requirement will be published to your MyAccount page upon the electronic receipt of the grant agreement.

We are proud to have the opportunity to partner with your organization and look forward to learning more about your continuing success. If you have any questions about this grant, or its conditions, please do not hesitate to contact me at Tony Twyman, SVP, Philanthropic Client Manager at Tony.Twyman@bofa.com, or contact Michael Guerra, Officer, Philanthropic

Administrator at michael.guerra@bofa.com.

Best wishes for much success.

Tony Twyman
SVP, Philanthropic Client Manager
Tony.Twyman@bofa.com

For the Trustee of the K. D. & M. L. Steadley Trust
Bank of America Private Bank

Life's better when we're connected™

CONFIDENTIAL & PRIVILEGED

"This communication is confidential and intended only for the addressee. If you are not the intended recipient, you may not copy, disclose, or distribute this message to anyone else; any such actions may be unlawful. If you have received this communication in error, please contact the sender of the message to inform him or her of the error. Regular Internet e-mail is not secure. We ask that you do not send personal or company information of a sensitive or confidential nature through unsecured e-mail. For questions concerning your account relationship with Bank of America, you may contact us by phone or US mail."

1. Grant Agreement Form, Trustee, 1-Year Grant

Grant Agreement

GRANT AGREEMENT

If you have questions regarding this agreement, please reach out to the bank contact noted in your grant award email.

Foundation Name (Grantor), Bank of America, N.A., Trustee

K. D. & M. L. Steadley Trust

Organization Legal Name (Grantee)

City of Carthage, Missouri

Grant Award Amount

45026.0000

Term (months)

6

Project Title

Addition of new battery type rescue equipment to be utilized in extrication of patients in motor vehicle accidents and other entrapments.

Project Start Date

12/17/2020

Project End Date

6/17/2021

Conditions of Grant

By providing your acceptance below, you are confirming on behalf of your organization, agreement and consent to the following grant award conditions:

1. Grantee has provided Grantor with verification of the Grantee's public charity status under Sections 501(c)(3) and 509(a)(1) or 509(a)(2) of the Internal Revenue Code of 1986, as amended (the "Code"), and agrees to notify the Grantor of any change in the Grantee's status.
2. Grantee will use the grant exclusively for the purposes and objectives specified in the project title above and in the application submitted to the Grantor, and Grantee acknowledges no goods or services or benefits have been or will be provided by Grantee to Grantor.
3. Grantee shall not use any portion of the funds granted herein to carry on lobbying or otherwise to attempt to influence specific legislation, either by direct or grassroots lobbying, nor to carry on directly or indirectly a voter registration drive, nor to make

grants to individuals on a non-objective basis, nor to use the funds for any non-charitable purpose.

4. Grantee shall not, under any circumstance, transfer, assign or encumber any portion of the grant. The Grantee agrees that the grant funds will not be expended, transferred, or used for any purpose or in any fashion that is prohibited by an applicable law of the United States or of any domestic or foreign jurisdiction, including without limitation, applicable laws proscribing the support of terrorism or terrorist organizations.
5. Grantee agrees that in all media, such as printed materials, social media, annual reports and any press releases or articles publicizing this grant, the Grantor shall be recognized in the following manner: [*foundation name noted above*], Bank of America, N.A., Trustee. In instances where a press release is developed for distribution to media outlets, the Grantee agrees to timely forward a draft to Bank of America Private Bank, Philanthropic Solutions for prior approval.
6. Grantee shall submit a report to Grantor at the end of the 12 month grant term summarizing the program for which the grant was received, specifically addressing whether the goals as set forth in the proposal were met, and if not, why not, and will detail all expenditures made from the granted funds as compared to the request budget. If the grant awarded is for a period longer than one year, Grantee shall submit annual reports until the end of the grant period as specified in the award letter.
7. In the event that Grantee does not expend all grant funds and the interest earned thereon, Grantee shall notify Grantor. It shall be within Grantor's sole discretion whether to direct Grantee to retain or return such funds. Should Grantor require the return of the unexpended funds and interest earned thereon, Grantee shall timely return such funds to Grantor.
8. In the event that Grantee is unable or unwilling to comply with all the terms of this grant agreement, Grantee shall notify Grantor in writing immediately. If Grantee has a proposal for an alternate use of unexpended funds, Grantee shall request permission from Grantor. It shall be within Grantor's sole discretion whether to direct Grantee to retain the unexpended funds or to cancel the grant and require return of unexpended funds. In the event that Grantor allows Grantee to retain the unexpended funds, Grantee shall report, in accordance with the requirements of Section 6 above, on the expenditure of such funds. Should Grantor require the return of the unexpended funds, Grantee shall timely return such funds to Grantor.

The Grantee agrees and consents to the conditions of the grant noted above. By typing your name below and selecting the "I Accept" button, you agree that this signature is the equivalent of your manual signature on this Agreement.

Grant Agreement Signee
(Officer, Director, or Trustee of Grantee)

Title
(Grant Agreement Signee)

I Accept
No

Organization Representative Acknowledgement

I acknowledge that I am authorized by my organization to sign off on the terms of this Grant Agreement.

No

Grant Agreement Version and Date

Grant Agreement Last Updated 1/15/2020

MINUTES
STANDING
COMMITTEES

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 8, 2020
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Alan Snow.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, James Woody, 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. Armstrong, the minutes of the November 24, 2020 meeting were approved 4-0.

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

NEW BUSINESS:

- 1. Consider and Discuss Special Tax Liens for 711 E. 3rd Street:** Mauricio Aguilar was present to request a waiver for tax liens filed against the property at 711 E. 3rd Street. Current City liens for weeds and demolition total \$8,005.00 plus interest and penalties of \$15,418.94 for a combined balance of \$23,423.94. Ms. Otero informed Mr. Aguilar that the committee does not have the authority to waive the total of the liens, only interest and penalties. Mr. Armstrong moved to waive the interest and penalties for the property for Mr. Aguilar. Motion carried 4-0.
- 2. Consider and Discuss amending Sections 207 Resignations (02) (1 & 2) Advance Notice and 502 Vacations (01 – 14) of the Personnel Policy Manual of the City of Carthage:** Mr. Short explained the changes to the vacation policy with the transition from an annual vacation leave accrual to a per pay period vacation leave accrual. Following a recommendation from the McGrath Compensation and Benefit Study, employees will begin accruing vacation hours upon employment that can be used after 90 days. The vacation schedule has also been changed to allow three weeks of vacation at 5 years of employment and 4 weeks of vacation at 15 years of employment. In addition to these changes, department heads will receive three additional days of vacation. Mr. Diggs made a motion to accept the changes to the vacation policy and advance C.B. 20-55 to Council for approval. Motion carried.
- 3. Staff Reports:** None.
- 4. Member Reports:** None.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:17 PM Motion carried 4-0.

Traci Cox

BUDGET WAYS & MEANS COMMITTEE
MONDAY, DECEMBER 14, 2020 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Ray West and Ed Barlow. Juan Topete was absent.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Council Members Craig Diggs and Ceri Otero, John Hacker and Abi Almandinger.

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

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

OLD BUSINESS:

1. **Consideration and approval of minutes from previous meeting.**

Mr. West made a motion to approve the minutes of the November 9 Budget meeting. Motion carried 3-0.

NEW BUSINESS

1. **Consider and discuss budget adjustment for hiring of an HR Generalist.** *"As part of the McGrath Salary Study, the consultant made recommendations regarding Recommended Human Resources Staffing (pg. 39, Compensation and Classification Study Executive Report July 2020.) The Committee on Insurance, Audits and Claims (CIAC) recommended and the Council approved the job description of the HR Generalist position. As it is envisioned that this position will be filled by an internal applicant in the department, it was determined that a supplemental appropriation be provided to enable the hiring of a replacement employee to fill the void. The replacement position is classified as an "F" (\$33,772.33). As this position will be for the remainder of the fiscal year including benefits, approximately half the salary will be necessary for the adjustment. Additionally, there will be a "promotion" to the Generalist position "L" (\$49,987) which will be phased in, as well as benefits for the position. At this point, it is envisioned that the \$33,700 adjustment should be able to cover both. The Job Description that was approved is attached."*

Mr. Short explained the creation of the HR Coordinator/Payroll Clerk position would create a vacancy in the administration department due to internal promotions. Due to phasing-in of the position and transitioning of responsibilities, it was determined that there will not be a need to hire an additional employee. However, additional funds will need to be appropriated due to promotions of existing employees.

2. **Consider and discuss budget adjustment for Omnigo software invoice for RMS.** *"This is the RMS for the Police Department. It seems in the transmission of some items to the IT budget and other items not transferred and the confusion of the cancellation of our desired RMS by Central Square, this amount did not get budgeted in either the IT or PD budget for fiscal 2021 and is therefore not in the budget. Attached is the invoice from Omnigo. It is for \$29,302. It will be paid out of existing Police operation in order not to incur a penalty and reimburse the line item with the adjustment."*

Mr. Short explained the need for the adjustment since the annual software fees were not included in the budget.

3. **Consider and discuss an Ordinance Amending the 2020 – 2021 Annual Operating and Capital Budget for the City of Carthage.** *"This Ordinance will be prepared and submitted to the Council for consideration (first reading) at its next regularly scheduled meeting (December 22, 2020) if the Committee approves it. The adjustment will include the adjustments for numbers one and two above, and possibly the item discussed under staff reports. If adjustments are recommended after the analysis of the numbers at the fiscal mid-year mark, a separate ordinance or resolution will be prepared for consideration. Timing will be taken into consideration so these can be accomplished as soon as possible."*

In addition to items previously discussed on the agenda, Mr. Short reported Parks and Recreation Director Mark Peterson would like to clear out comp time accruals with reimbursements received through CARES Act funds. The request for the Parks Department will be \$5,500 instead of \$10,000. The adjustment for the salaries in the Administration Department will be lowered to reflect promotion of employees to different positions without the need to hire an additional full-time employee. Mr. Barlow moved to approve the Council Bill and forward to Council with the amendments discussed. Motion carried 3-0.

4. **Staff Reports.** *"The Sales Tax Report for December is included in this packet. Generally, the General Fund Sales Tax (1%) receipts for December showed an increase of 8.11% from the same month last Fiscal Year. This amounted to approximately \$16,973 more than the same month last year. While this marked the sixth straight month of increases, it was the slowest month-over-month increase we have seen this year. The weaker rate of spending growth may be linked to consumers tempering their behavior amid rising COVID-19 case counts, slowing payroll gains, and fading government assistance. We are still*

concerned with the delayed impact of the COVID 19 pandemic and its longer term impacts. We'll comment further on the report at the meeting. Also included is the November **Budget Summary Report** which we will go over at the meeting, and discuss any concerns. The **Pooled Investment report** is also included in the packet. There has been talk about restoring the budget cuts presented in this year's budget. Staff will not begin to analyze mid-year budget numbers until the close of business at the end of December. I would caution making blanket statements about what will happen as a result of the analysis until further along in the process. This should be completed for the January meeting. Based on some preliminary information, the COVID pandemic may have a delayed effect which has not yet fully been felt by our area of the Country. **CARES Act** funding; one Department head has asked for a possible budget amendment from reimbursement for CARES Act money so that compensatory balances in two of his departments can be paid off and start with a clean slate. With the recent changes in the policy regarding the changeover to an accrual basis for vacation time, it would make it much easier to administer from the Department Head's perspective to use vacation time and not have to worry too much about compensatory time. It is already anticipated that the new policy will encourage more use of vacation time resulting in overall staffing issues."

Mr. Short reviewed sales tax revenues which continue to show an increase despite Covid concerns. Financials were reviewed. Covid-19 expenses have the potential for causing overages to some line items in different departments, especially the Salaries line item. The re-allocation of CARES Act funding was discussed. Staff will contact the auditor to determine the best way to record the reimbursement.

5. **Other Business.** Mr. Barlow discussed the need to look at a buy-in from the community for the Use Tax initiative. This included the possibility of doing away with business license fees.

ADJOURNMENT: The meeting adjourned at 6:26 P.M. on motion by Mr. West.

Respectfully submitted,
Traci Cox

PUBLIC SERVICES COMMITTEE

December 15, 2020
Zoom Meeting
5:30 pm

Public Services Committee Members Present; James Harrison, Ceri Otero, Mike Daugherty

Members Absent; Juan Topete

Staff Present; Tom Short, Mark Peterson, and Kailey Williams

Non-Members Present: Craig Diggs, Abi Almandinger

Meeting called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Mr. Daugherty made a motion to approve the minutes from the previous meeting. Motion carried.

NEW BUSINESS:

1. **Consider and Discuss Golf Course Golf Car / Utility Vehicle Fleet Bids.**
The committee discussed different options with the bids presented from Club Car, EZGO, and Yamaha. These bids included 50 golf cars and two utility vehicles. The discussion focused on the value of gas vs. electric, service from the manufacturer, and quality product features for the customer experience.
Mike Daugherty made a motion to accept the bid for the Yamaha EFI Quietech Golf cars and UMAX Two Utility Vehicles with Premium Features at \$115,140.00. Motion Passed.
2. **Consider and Discuss Golf Course Maintenance Equipment Bids.**
Mr. Peterson discussed the bids presented by Toro, John Deere, and Jacobsen. The manufacturers had the opportunity to bid on all ten pieces for us to pick individually. The manufacturers also had the opportunity to bid a package of selected pieces or a total package of the ten pieces. They had the opportunity to include added value to the packages they presented. Toro and John Deere both had bids for choosing individual pieces and packages with added value. Mr. Peterson focused the discussion on the department's needs regarding the pieces of equipment and the added value John Deere will provide for the department's service needs. Mr. Peterson discussed the need to pull a piece of equipment out of the John Deere package and add one piece from the Toro

individual purchase options. This piece is an Aerifier that aligns with the maintenance practices of the golf course maintenance team. Mr. Peterson and Golf Course Maintenance Supervisor, Aaron Borland, had visited with John Deere before the meeting to determine if John Deere would include the full package benefits offered with a complete John Deere selection if we pulled their aerifier option and added the Toro. John Deere agreed to keep all of the package's full benefits and allow us to remove their aerifier and add the Toro Aerifier. The John Deere added value included a \$5000 parts/service credit, 400/500 hours service kits for each piece of equipment, an additional one-year power train warranty extending it to 4 years total, two-day service training for our staff, and yearly onsite visits from their service manager to monitor, assess equipment preventive maintenance and provide additional troubleshooting training. It was determined the John Deere package was the best solution for the golf course maintenance operations.

Ceri Otero made a motion to accept the John Deere total package bid without the John Deere Aerifier and the Toro Aerifier individually selected bid for \$240,384.13.

Motion Passed.

3. Consider and Discuss Golf Course Equipment Lease Purchase Bids.

Request for Proposals were sent out to several financial institutions for Lease Purchase on Golf Course Golf Car/ Utility Vehicle Fleet and Golf Course Maintenance Equipment. Community National Bank and Trust gave us the best rate of 1.625% overall. They are local.

Mr. Short noted making the current budgeted lease-purchase payments as down payments and financing the rest for four years.

Mr. Daugherty made a motion to accept the bid at 1.625% and use the budgeted amount for this fiscal year of \$101,000.00 as a down payment and create one lease purchase over four years for the balance.

Motion passed.

STAFF REPORTS

Master Plan- Mr. Peterson gave an update on the Master Plan process. The survey instrument is ready to move forward. ETC of Kansas City, Dick Horton, and his team have worked diligently alongside us through this critical step. The statistically valid survey will take approximately ten weeks. We will have two survey results. We will have statistically valid with random households and assigned demographic metrics. We will also have survey results from the general public for evaluation as well. The portion we generate that is not random will not factor into the statistically valid work. These will bring additional insight into the needs of the community alongside the statistically valid results. We have started to work with Dick and his team on the maintenance and organizational assessments. They are a vital component of our planning process. This component will bring needed data to our operation that benefits us much in determining resources to align with the service level.

Golf Course - The Golf Course numbers still look good. November numbers are up 4.5% from historical averages. Expenditures are still down. There will be a point when these start to catch up. A good portion of our expense happens in the last four months of the fiscal year.

Mr. Short also added that the Golf Course numbers looked good for November. The revenue is at its highest point year to date since 2017. The rounds are also performing well, with year to date numbers at the highest point over the last several years. COVID has had a benefit with more players participating in golf.

Mr. Short also talked with Community National Bank and Trust regarding the Lease Purchase numbers, and everything looks good.

Other Business-

Meeting adjourned at 6:30 pm.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

DRAFT

APPROVED

The Carthage Public Library Board of Trustees met Tuesday, November 10, 2020 in the Carthage Public Library, Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:15 pm by Sandy Swingle, Vice-President.

Roll Call

Board Members present were: Gary Cole, Kevin Johnson, Donna Maggard Thomason, Miriam Putnam, Carrie Campbell and Sandy Swingle. Also present was Library Director Julie Yockey. Board members Justin Baucom, Peggy Ralston and Eric Putnam were absent.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of October 13, 2020. A motion to approve the minutes was made by Miriam Putnam and seconded by Gary Cole. Motion passed unanimously.

Financial Report

Attached. October 2020 financials were presented. Discussion included: (1) Approx. \$41K for September 2020 sales tax revenue was received in November. (2) The Insurance Proceeds Payable balance should be sufficient to complete the disaster recovery work. (3) Waiting on a final billing to disburse the amount in Note Payable – Multi-purpose Building. Gary Cole moved to approve the October 2020 financial report. Donna Maggard-Thomason seconded. Motion pass unanimously. Kevin Johnson moved to amend the 2019-2020 budget, adding \$102,636.78 to the Multi-Purpose Building line to account for an amount that was paid in August 2020 but accrued in the 2019-2020 fiscal year. Carrie Campbell seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. (1) Gary provided a roof update. Thinking the leak was fixed/stopped inside repairs were started. However, the roof started leaking again. Repairs were stopped and Joplin Roofing has been contacted to look into making repairs (pursuing this strategy was discussed during the June 2020 board meeting).

Youth Services Progress and Services Report

Attached.

President's Message

No report.

Council Liaison's Report

No report.

Committee Reports

Building Committee – see Director's report.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

The Carthage Public Library Board of Trustees Meeting Minutes – November 2020

Library Gardens –Miriam Putnam reported (1) final billing for landscaping around the Steadley Family Legacy Center is pending the final price of the edging. Should be received soon (2) A replacement tree for the Tim Giesert memorial will be planted Thursday, Nov 12, 2020. This will be an 8-10 ft. maple tree and will be planted on the west side of the property. (3) Julie would like to put something in the garden honoring the Boylan Trust.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

Sidewalk work on the east side of the property, approved at the October 2020 board meeting is pending getting past fall leaf debris.

New Business

No report.

Payment of Bills

Sandy Swingle said she reviewed the bills and they could be paid. Gary Cole made a motion to pay the bills. Carrie Campbell seconded. Motion passed unanimously.

Other New Business

No report.

Adjournment

Gary Cole made a motion to adjourn. Carrie Campbell seconded. Motion passed unanimously. Meeting was adjourned at 6:04 pm.

Respectfully submitted,



Kevin Johnson
Secretary-Treasurer

CWEP

BOARD MEETING MINUTES

December 17, 2020

The Carthage Water & Electric Plant Board met in regular session December 17, 2020, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ G. Stephen Beimdiek- President
☒ Danny Lambeth -Vice President
☒ Ron Ross -Secretary
☒ Alan Snow -Liaison

☒ Brian Schmidt - Member
☒ Pat Goff – Member
☒ Neel Baucom - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☐ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☐ Stephanie Howard-Director of Business & ED

Vice President Lambeth called the meeting to order at 4:00 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Baucom and seconded by Schmidt to approve the minutes of the regular meeting of November 16, 2020 as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Baucom and seconded by Goff to approve disbursements for November in the amount of \$4,983,632.14, passed unanimously.

FINANCIAL STATEMENT:

General Manager Bryant presented the financials for November noting that the income and revenues for the company exceeded budget and prior year for the month. Expenses were lower than both budget and prior year for the month. He noted that power and water loss percentages for the month were .42% and -2.75%, respectively.

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

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION FOR APPROVAL OF CHANGES TO LOCAL LIMITS IN THE PRETREATMENT ORDINANCE AND INDUSTRIAL SURCHARGE RATES

General Manager Bryant presented the changes to local limits in the pretreatment ordinance and industrial surcharge rates. He explained to the Board the process and reasoning for the changes.

A motion by Ross and seconded by Baucom to approve these rate changes and send on to the city council, passed unanimously.

CONSIDERATION OF BIDS FOR AERIAL FIBER CONSTRUCTION SERVICES

General Manager Bryant reported two proposals were received from established contracting firms for the CWEP aerial fiber construction services project. After a thorough assessment, it was determined that ADB Companies, Inc. provided the lowest proposal and demonstrated strong qualifications within their proposal.

The CWEP fiber team and Communications Department would like to designate ADB Companies, Inc. as the initial primary contractor for the aerial fiber construction services project and to receive all the work if timelines and quality requirements are met. It is also recommended that BBC Electrical Services, Inc. be awarded designation as an additional pre-approved contractor if the CWEP Communications Department deems it necessary to supplement or replace the primary contractor.

GM Bryant recommends that ADB Companies, Inc. be awarded as the primary aerial fiber contractor and that BBC Electrical Services, Inc. be approved as a supplemental contractor.

A motion by Goff and seconded by Schmidt to award ADB Companies, Inc as the primary aerial fiber contractor and BBC Electrical Services, Inc as a supplemental contractor, passed unanimously.

STAFF REPORTS:

General Manager Bryant acknowledged staff is still doing a great job at managing COVID and keeping numbers low. He reported Clint Myers just started as the new electrician, he comes to CWEP with lots of experience and we are very excited to have him join the company. Bryant reported there is a job opening for a Field Service Representative that staff have currently been interviewing for. Bryant announced the AMI project is underway, meters should be arriving in

February, maybe March. GM Bryant commended the employees and families of CWEP, explaining he hears good things about the people that work for CWEP and it's not just one department, it's across the board. He noted CWEP is a great company with good employees and good people, he thanked the Spouse's and families at home for their support.

Customer Relations Manager Milliken reported she has been working on wrapping and distributing gifts with the help of Executive Assistant Stump. She noted Merry and Bright Futures was a big success this year with over \$850.00 donated as well as several different varieties of clothing.

General Counsel Ludwig gave a legislative update.

Director of Power Services Emery announced the switching to Tyr Energy for CWEP's energy management services is going well.

Director of Water Services Choate announced the Sodium Hypochlorite Conversion went well.

Director IT and Broadband Peterson reported CWEP hit a milestone with the AMI project, hardware and the first AMI meter was installed. He noted the underground Fiber contractors, LanTel, are doing a good job and moving quickly.

BOARD MEMBER COMMENTS:

President Beimdiek noted how proud he was of CWEP and wished everybody a Happy Holidays.

Secretary Ross thanked CWEP for the gifts and wished everybody a Merry Christmas.

City Liaison Snow expressed his appreciation to CWEP for all they do for the city.

Board Member Goff thanked CWEP for the ham delivery and stated he is a happy new earthage customer.

Board Member Baucom expressed his gratitude for the company and being on the Board, he noted he hears nothing but praise from the public about CWEP.

At 4:53 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

***AGENDAS
STANDING
COMMITTEES***

**-NOTICE OF MEETING-
PUBLIC SERVICES COMMITTEE
TUESDAY DECEMBER 15TH, 2020
5:30 P.M.
BY VIDEO CONFERENCE

AGENDA**

In response to the Coronavirus pandemic and under the Declaration of Emergency within the City of Carthage, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact Kailey Williams Parks & Recreation Department (417) 237-7035 or k.williams@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the ID# 824 8195 7973 with a password of 814544. This will allow you to listen to the meeting.

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting through this FORM. Residents who do not have internet service may call the Park office at 417-237-7035.)

New Business

1. Consider and Discuss Golf Course Golf Car / Utility Vehicle Fleet Bids
2. Consider and Discuss Golf Course Maintenance Equipment Bids
3. Consider and Discuss Golf Course Equipment Lease Purchase Bids

Staff Reports

Other Business

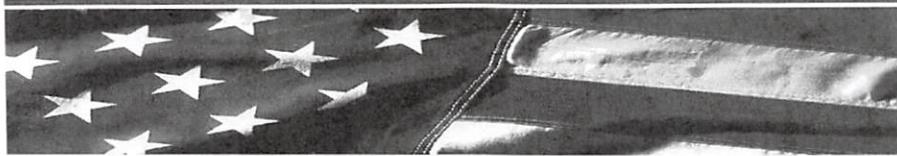
ADJOURNMENT

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

Posted: _____

By: _____

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda Monday December 21, 2020 5:30 p.m. City Hall

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Discuss animals control ordinances – Chief Dagnan
3. Discuss PD take home car proposal – Chief Dagnan

CITIZEN PARTICIPATION

NEW BUSINESS

1. Consider and discuss road closure requested by Reverend Fowler – Chief Dagnan
2. Consider and discuss Fire Department bid for new mower – Chief Williams
3. Consider and discuss acceptance of Steadley Grant – Chief Williams
4. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
December 22, 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 document management system with R & D Computer Systems, LLC.
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

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA DECEMBER 15, 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 Guaranteed Maximum Price from Crossland Construction for Construction of the new Jasper County Courts Building in Joplin**
 - **Approve CARES Act Grant Applications**
 - **Discuss Re-Convening of Board of Equalization**
 - **Approve Minutes from Board of Equalization Hearings**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED DECEMBER 4, 2020 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet December 17, 2020, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: November 2020

APPROVAL OF DISBURSEMENTS: November \$4,983,632.14

FINANCIAL STATEMENT: November

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration for approval of changes to local limits in the pretreatment ordinance and industrial surcharge rates
2. Consideration of bids for Aerial Fiber Construction Services

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

POLICE AND FIRE PENSION COMMITTEE
Tuesday, December 22, 2020
11:30 A. M.

Agenda

In response to the Coronavirus pandemic and pursuant to the Declaration of Emergency within the City of Carthage, this meeting will be held by on-line video conference. For questions, contact City Clerk Traci Cox (417) 237-7000.

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Daniel Hepp
2. Discuss and Approve Audit ending December 31, 2019
3. Consider and Discuss changes to the Investment Policy Statement
4. Training Session

Other Business

Adjournment

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

Posted _____

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 1/4/2021

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by: David E Hargroder M.D.

Project Location: 325 E 4th

Request type: Certificate of Appropriateness

Reason for Hearing: Requesting changes to exterior signage and to front exterior, also to include an addition to the back of the building for a commercial kitchen.

2. Requested by: Ervin Cosagua

Project Location: 704 Howard

Request type: Certificate of Appropriateness

Reason for Hearing: Requesting to demolish a portion of existing structure and constructing a two story addition with attached garage.

3. Requested by:

Project Location:

Request type:

Reason for Hearing:

4. Requested by:

Project Location:

Request type:

Reason for Hearing:

5. Requested by:

Project Location:

Request type:

Reason for Hearing:

Commission Members

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Vacant	Vacant	Vacant
	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

DECEMBER 22, 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**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED DECEMBER 18, 2020 AT 4:00 P.M.

(RSMO 610.020)

CORRESPONDENCE



The City of Carthage

"America's Maple Leaf City"

The Honorable Roy Blunt
United States Senate
260 Russell Senate Office Building
Washington, DC 20510

Dear Senator Blunt:

The City of Carthage, Missouri is aware of discussions that Congress is considering a second round of COVID-19 relief due in part to the increase in COVID-19 cases nation-wide. We are also aware that these discussions have either included or excluded municipalities as direct recipients of this assistance. As you can imagine, we feel that it is important that municipalities across the County, and like Carthage be included as part of this assistance.

One of the items this would help address is to alleviate the budget impact that municipalities have had to deal with since the inception of the Pandemic. For example, Carthage's front line workers (Public Safety) have had to continue to provide daily services to the public while trying to keep staffing levels adequate due to employees being exposed to the virus with its associated costs. The City's first round (approximately August 2020) of requested reimbursement for COVID Funds via the CARES Act amounted to approximately \$150,000 of direct expenses. We anticipate requesting additional funds before the end of December amounting to an additional \$150,000 for reimbursement for the City. The majority of these funds are for reimbursement of personnel expenses.

By including direct funding to municipalities in any deals that may result as part of the Congressional discussions; municipalities would be able to offset unbudgeted expenditures and unavoidable short falls related to the COVID-19 Pandemic. We would also like the discussions to not limit the direct funding by any minimum population threshold that would cut off aid for small or rural communities. All municipalities are experiencing the negative consequences of the COVID-19 Pandemic to one degree or another. Eligible expenditures should be targeted to the widespread health and economic consequences of the COVID-19 Pandemic, including unavoidable revenue shortfalls resulting from federal, state, and local measures to contain the spread of the virus. All municipalities are at risk of cutting municipal operations and employment over the next few years as a result of revenue shortfalls, and additional expenditures caused by measures to contain the spread of the virus.

We therefore request your consideration of these points in Congress's discussions. Thank you for your consideration of the needs of municipalities.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Short". The signature is fluid and cursive, with the first name "Tom" and last name "Short" clearly distinguishable.

Tom Short, City Administrator

Cc: City Council, City Clerk

Tom Short

From: Senator Roy Blunt <donotreply@blunt.senate.gov>
Sent: Thursday, December 10, 2020 2:41 PM
To: Tom Short
Subject: Reply from Senator Roy Blunt

CAUTION: This email originated from outside of the organization. Verify all requests or information before clicking any links.

Dear Mr. Short:

Thank you for taking time to share your thoughts on a possible economic stimulus package relating to the Coronavirus outbreak.

As you know, many proposals, including a payroll tax holiday, low-interest loans through the Small Business Administration, paid leave, food assistance, and a potential extension for filing federal incomes taxes have all been under discussion as potential responses to the pandemic. Additionally, the U.S. government is continuing to work closely with state, local, and public health partners to adequately respond. It is important to keep in mind the capabilities and responsibilities of federal agencies like the Department of the Treasury, Department of Health and Human Services, the Federal Aviation Administration, the Department of Homeland Security, and other federal agencies to protect Americans from biological threats at home. In cases of biological threats, it is important to provide our federal agencies with the tools they need to combat the ever-changing frontier of disease prevention.

Again, thank you for contacting me. I look forward to continuing our conversation on Facebook (www.facebook.com/SenatorBlunt) and Twitter (www.twitter.com/RoyBlunt) about the important issues facing Missouri and the country. I also encourage you to visit my website (blunt.senate.gov) to learn more about where I stand on the issues and sign-up for my e-newsletter.

Sincere regards,

Roy Blunt
United States Senator

HAPPY Holidays

This holiday season, Republic Services® drivers and staff will be celebrating the holiday with their families.

The following holiday schedule will be in effect for all residential routes:

Monday, December 21	→	Service day will be on Monday, December 21
Tuesday, December 22	→	Service day will be on Tuesday, December 22
Wednesday, December 23	→	Service day will be on Wednesday, December 23
Thursday, December 24	→	Service day will be on Thursday, December 24
Friday, December 25	→	Service day will be on Saturday, December 26
Monday, December 28	→	Service day will be on Monday, December 28
Tuesday, December 29	→	Service day will be on Tuesday, December 29
Wednesday, December 30	→	Service day will be on Wednesday, December 30
Thursday, December 31	→	Service day will be on Thursday, December 31
Friday, January 1	→	Service day will be on Saturday, January 2



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We'll handle it from here.®

**Carthage Public Library
Balance Sheet - Cash basis
November 30, 2020**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 557,755.16
Cash in bank - Community National Bank	1,771.65
Cash in bank - Guaranty Bank	2,241.46
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>669,493.50</u>
Total Current Assets	<u><u>1,231,521.77</u></u>

Total Assets

\$ 1,231,521.77

Liabilities and Net Assets

Current Liabilities

Accrued supplemental insurance - AFLAC	\$ (69.36)
Lagers withholding	2,750.26
Insurance proceeds payable	116,245.40
Note payable - Multi purpose building	<u>173,200.00</u>
Total Current Liabilities	<u>292,126.30</u>

Total Liabilities

292,126.30

Net Assets

Unrestricted Net Assets	718,013.16
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
Carthage Community Foundation	5,000.00
CPL Collection Development Grant	(5,000.00)
CPL Development Foundation	10,451.55
Debbie Putnam - Ebooks	26,639.74
Library Gardens	3,878.47
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant - Local - 2020	20,908.70
Steadley Trust	926.16
Summer Reading Program-Local Funds 02/2020-08/2020	448.67
Summer reading program - MOSL grant	(1,023.00)
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48
Thelma Stanley Foundation Grant	7,012.96
Multi Purpose Building - furnishings and supplies	220,119.58
Multit Purpose Building	(181,117.28)
Operational reserves	195,998.47
Change in net assets	<u>(97,189.34)</u>
Total Net Assets	<u>939,395.47</u>
Total Liabilities and Net Assets	<u><u>\$ 1,231,521.77</u></u>

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2020

	<u>2020</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2020</u> <u>Year to date</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Variance</u>
Revenue						
Book sale income	\$ 0.00	\$ 250.00	\$ (250.00)	\$ 0.00	\$ 3,000.00	\$ (3,000.00)
Copier income	0.00	583.34	(583.34)	0.00	7,000.00	(7,000.00)
Donations	95.80	0.00	95.80	3,434.89	0.00	3,434.89
Donations-restricted	5,000.00	291.67	4,708.33	218,815.58	3,500.00	215,315.58
Fax income	0.00	83.34	(83.34)	0.00	1,000.00	(1,000.00)
Fine income	54.00	500.00	(446.00)	139.35	6,000.00	(5,860.65)
Interest income	136.12	833.34	(697.22)	1,430.66	10,000.00	(8,569.34)
Non-resident fee income	100.00	666.67	(566.67)	720.00	8,000.00	(7,280.00)
Payment for lost books	39.99	0.00	39.99	77.31	0.00	77.31
State aid	0.00	1,000.00	(1,000.00)	4,537.04	12,000.00	(7,462.96)
Sur tax	0.00	2,471.84	(2,471.84)	0.00	29,662.00	(29,662.00)
Tax income	188.59	17,083.34	(16,894.75)	4,705.03	205,000.00	(200,294.97)
Tax income - Park and storm water	40,068.27	38,966.67	1,101.60	223,251.87	467,600.00	(244,348.13)
Miscellaneous income	0.00	500.00	(500.00)	0.00	6,000.00	(6,000.00)
Other income	39.85	0.00	39.85	42.05	0.00	42.05
Total revenue	<u>45,722.62</u>	<u>63,230.21</u>	<u>(17,507.59)</u>	<u>457,153.78</u>	<u>758,762.00</u>	<u>(301,608.22)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	37,159.63	41,416.66	4,257.03	199,460.22	497,000.00	297,539.78
Lagers	1,874.78	2,000.00	125.22	10,438.10	24,000.00	13,561.90
Insurance - health	933.00	1,250.00	317.00	4,773.36	15,000.00	10,226.64
Payroll taxes - FICA	2,843.71	3,188.50	344.79	15,257.06	38,262.00	23,004.94
Total payroll expenses	42,811.12	47,855.16	5,044.04	229,928.74	574,262.00	344,333.26
Employee goodwill	207.56	250.00	42.44	1,495.16	3,000.00	1,504.84
Advertising	0.00	125.00	125.00	174.95	1,500.00	1,325.05
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	1,253.87	2,083.33	829.46	8,585.02	25,000.00	16,414.98
Books - children's	8.00	1,083.33	1,075.33	7,838.04	13,000.00	5,161.96
Contract fees	2,822.84	3,083.33	260.49	22,359.89	37,000.00	14,640.11
Dues and travel	119.00	583.33	464.33	1,255.72	7,000.00	5,744.28
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	1,800.00	250.00	(1,550.00)	4,760.00	3,000.00	(1,760.00)
Furniture and equipment - multi purpose building	0.00	0.00	0.00	1,825.17	0.00	(1,825.17)
Information technology (IT)	0.00	583.33	583.33	2,021.53	7,000.00	4,978.47
Insurance	0.00	2,500.00	2,500.00	2,816.00	30,000.00	27,184.00
Interest expense	107.30	166.66	59.36	1,308.97	2,000.00	691.03
Legal and professional	4,700.00	500.00	(4,200.00)	4,700.00	6,000.00	1,300.00
Multi purpose building	0.00	15,750.00	15,750.00	175,768.71	189,000.00	13,231.29
Periodicals	24.11	375.00	350.89	140.11	4,500.00	4,359.89
Postage	138.89	125.00	(13.89)	302.90	1,500.00	1,197.10
Programs - adult	429.92	500.00	70.08	2,064.88	6,000.00	3,935.12
Programs - children	173.52	666.66	493.14	8,687.73	8,000.00	(687.73)
Programs, teens	0.00	166.66	166.66	383.53	2,000.00	1,616.47
Repairs and maintenance	2,176.09	2,916.66	740.57	16,552.53	35,000.00	18,447.47
Supplies	1,117.84	2,083.33	965.49	7,169.78	25,000.00	17,830.22
Supplies - multi purpose building	12,289.18	16,666.66	4,377.48	34,362.44	200,000.00	165,637.56
Telephone	399.64	500.00	100.36	2,014.21	6,000.00	3,985.79
Utilities	2,803.84	3,333.33	529.49	14,327.11	40,000.00	25,672.89
	30,571.60	54,708.27	24,136.67	324,414.38	656,500.00	332,085.62
Total expenses and losses	73,382.72	102,563.43	29,180.71	554,343.12	1,230,762.00	676,418.88

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(27,660.10)	(39,333.22)	11,673.12	(97,189.34)	(472,000.00)	374,810.66
Transfers from temporary restricted	17,056.64	39,333.34	(22,276.70)	237,830.80	472,000.00	(234,169.20)
Transfers to temporary restricted	(5,000.00)	0.00	(5,000.00)	(219,162.48)	0.00	(219,162.48)
Increase/(Decrease) in unrestricted net assets	<u>(15,603.46)</u>	<u>0.12</u>	<u>(15,603.58)</u>	<u>(78,521.02)</u>	<u>0.00</u>	<u>(78,521.02)</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and five months ended November 30, 2020

	2020 Month Actual	Monthly Budget	Monthly Variance	2020 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			912.98		
Spotlight on Literacy Grant - MOSL - 2020	0.00			1,012.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			3,065.53		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Multi Purpose Building - furnishings and supplies	0.00			13,838.63		
Multi Purpose Building	0.00			185,333.34		
Anne Elliff - Children's Dept	5,000.00			5,000.00		
CPL Development Foundation	0.00			(272.89)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	0.00			(932.69)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	(371.05)			(1,452.86)		
Spotlight on Literacy (RTR) - LOCAL Funds-SLT20- CTHG 06/2020-05/2021	0.00			(52.40)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(2,162.50)			(5,870.07)		
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	(433.91)			(1,317.24)		
Summer Reading Program-Local Funds 02/2020- 08/2020	0.00			(259.47)		
Summer reading program - MOSL grant	0.00			1,023.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			(4,434.44)		
Thelma Stanley Foundation Grant	0.00			(410.59)		
Multi Purpose Building - furnishings and supplies	(12,289.18)			(37,760.19)		
Multi Purpose Building	0.00			(174,717.97)		
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CN0-9871	0.00			(6,072.99)		
Anne Elliff - Children's Dept	(1,800.00)			(1,800.00)		
Increase/(Decrease) in temporarily restricted net assets	(12,056.64)			(18,668.32)		
Change in net assets	<u>\$ (27,660.10)</u>			<u>\$ (97,189.34)</u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and five months ended November 30, 2020

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,451.55	0.00	(272.89)	10,178.66
Debbie Putnam - Ebooks	26,639.74	0.00	(3,500.00)	23,139.74
Library Gardens	3,878.47	0.00	(932.69)	2,945.78
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35	912.98	0.00	6,159.33
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	0.00	0.00	(1,452.86)	(1,452.86)
Spotlight on Literacy (RTR) Grant - Local 2020	5,564.13	0.00	0.00	5,564.13
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	0.00	0.00	(52.40)	(52.40)
Spotlight on Literacy - MOSL -2020	(4,206.00)	1,012.00	0.00	(3,194.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00	0.00	(5,870.07)	(5,870.07)
Spotlight on Literacy Grant - Local - 2020	20,908.70	0.00	0.00	20,908.70
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	0.00	0.00	(1,317.24)	(1,317.24)
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program-Local Funds 02/2020- 08/2020	448.67	0.00	(259.47)	189.20
Summer reading program - MOSL grant	(1,023.00)	0.00	1,023.00	0.00
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48	3,065.53	(4,434.44)	101.57
Thelma Stanley Foundation Grant	7,012.96	10,000.00	(410.59)	16,602.37
Multi Purpose Building - furnishings and supplies	220,119.58	13,838.63	(37,760.19)	196,198.02
Multit Purpose Building	(181,117.28)	185,333.34	(174,717.97)	(170,501.91)
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CNO-9871	0.00	0.00	(6,072.99)	(6,072.99)
Anne Elliff - Children's Dept	0.00	5,000.00	(1,800.00)	3,200.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 318,571.65</u>	<u>\$ 219,162.48</u>	<u>\$ (237,830.80)</u>	<u>\$ 299,903.33</u>

See accountant's compilation report.

Carthage Public Library Check register

November 1, 2020 - November 30, 2020

Date	Reference	Description	Amount
11/04/20	TASCINURAN CE	TASC DIRECT PAY 11/2020 Payment	933.00
11/06/20		Impound Payment - Tax Agent	682.50
11/06/20		Impound Payment - Firm Vendor	117.00
11/06/20	33775	Internal Revenue Service	4,602.31
11/10/20	1166	Baker & Taylor	16.38
11/10/20	1167	Blackstone Publishing	101.24
11/10/20	1168	Carthage Water & Electric	2,691.42
11/10/20	1169	Great America Financial Services	181.14
11/10/20	1170	Joplin Fire Protection Company	170.00
11/10/20	1171	KPM CPA	4,700.00
11/10/20	1172	Lakeland Office Systems, Inc.	86.54
11/10/20	1173	Lakeshore Learning	4,435.79
11/10/20	1174	Lowes Business Acct/GECRB	47.88
11/10/20	1175	Norbury Electric	616.68
11/10/20	1177	Sam's Club MC/SYNCB	5,685.70
11/10/20	1178	Schmidt Associates LLC	55.00
11/10/20	1179	Sign Designs	1,186.80
11/13/20	1180	ABC Office	1,902.26
11/13/20	1181	Baker & Taylor	73.12
11/13/20	1182	Decorating Den Interiors	6,592.80
11/13/20	1183	Florette By Countryside	120.00
11/13/20	1184	Joplin Fire Protection Company	31.90
11/13/20	1185	Polk County Library	8.00
11/13/20	1186	Sign Designs	791.20
11/13/20	1187	Total Electronics Contracting Inc.	378.95
11/13/20	1188	Unique Management Services, Inc.	492.25
11/20/20		Impound Payment - Tax Agent	710.50
11/20/20		Impound Payment - Firm Vendor	111.00
11/20/20	33796	Internal Revenue Service	4,666.01
11/23/20	1189	4 State Maintenance Supply, Inc.	103.05
11/23/20	1190	AAA Window Cleaning LLC	600.00
11/23/20	1191	Amazon	4,868.16
11/23/20	1192	AT&T	53.50
11/23/20	1193	Baker & Taylor	586.77
11/23/20	1194	Damariz Legorreta Sonnier	362.50
11/23/20	1195	Gale/Cengage Learning Inc.	493.56
11/23/20	1196	Joplin Fire Protection Company	371.25
11/23/20	1197	Randy Dubry Construction, LLC	16,235.00
11/23/20	1198	Schendel Pest Services	800.00
11/23/20	1199	Spire	112.42
11/23/20	1200	Total Electronics Contracting Inc.	378.95
11/23/20	1201	VISA Card Services	1,901.01
11/23/20	1202	Voya Financial	154.32
11/30/20	P89	Payroll Journal Entry	27,596.94
Total demand			96,804.80

Director's Progress and Service Report December, 2020 Julie Yockey, Director

Merry Christmas from the staff of the Carthage Public Library! We have so much to be thankful for as this year comes to an end, and we so hope and pray that 2021 brings us some normalcy. The support of our community during COVID as well as our major water disaster has been phenomenal, thank you all.

Between November 10 and today, the period between our Board meetings, not much has changed. We are pushing ahead as hard as we can to get the renovation complete due to the water damage. The replacement furniture has been delivered, carpeting is complete, cleaning is an everyday process, the children's library is a work in progress and we wait on flooring for the basement area. COVID has made so many things difficult this year, and for us it has meant delays in projects. We just need the main areas of the library to be safe for patrons to use once again, and it is coming soon.

The Lamar Greenhouse and Florist and Jane Moyer have the library decorated for Christmas and it has lifted everyone's spirits. We thank them so much for taking the responsibility away from us, it has made life a tad bit easier. Come by in the evenings to circle the library and see all the gorgeous trees in the windows!

The State Library keeps weekly update information on the status of our Missouri Libraries in relation to the COVID pandemic. Southwest Missouri library directors share on a weekly basis as well our updates on services we offer to the community. Through many hours of research and studying statistical data, many library directors across the state made the decision with help from their Boards to give their staff "Health Breaks." Meaning that in order for staff to be with their families through the holidays and be able to return to work healthy, the libraries are closed for the week after Thanksgiving and the week between Christmas and New Year's. We hope that if staff has been exposed to the virus during those times they will be showing signs of being sick before they come back to work. The Board will discuss this evening options for opening the library and new building after January 4th and what that could look like depending upon the numbers of active COVID patients.

Our Ribbon Cutting ceremony for the new Steadley Family Legacy Building will be December 15th at 4:30. We are so anxious for our community to see this wonderful space that is full, full, full of awesome experiences for people of all ages, but due to COVID, the ceremony will be closed to the public. It is being held by invitation only in order to keep the numbers of people attending at a safe level. (Social distancing) We will post the ceremony on FB for people to see.

In closing, please remember that in the midst of a country that is so divided by racial, ethnic, political, socioeconomic divides, libraries still welcome everyone. We are open spaces, or will be one day soon, that are without judgment about anyone's characteristics. Our library has the distinct ability to adapt and overcome these changing times. I am so very proud of my staff for adapting every day to numerous changes that have had to be made.

Merry Christmas to all,

Julie Yockey, Director

Children's Progress Report
November 2020, Sherri Luce

Our Children's Department has been busy reorganizing things now that the carpet is in installed. Thankfully, we only had to move books from a few dozen shelves in order for the shelving to be moved around. As we are putting things back, we are shelf reading; discarding worn-out and unused materials as we go.

We've continued online Story Times, with one each of English and Bilingual. The Bilingual story was also installed as a Story Walk in Central Park. We've had several pretty days and the community is getting out to enjoy this activity. Craft kits are available for both stories, and an Activity kit to go with the Story Walk.

It's hard to know exactly how many people participate in our online programming. Facebook and Youtube tell us we had 217 interactions between the online Story Times and the Story Walk. We made 100 kits for each activity, with only a few remaining. We will continue to make them available until they are gone, adding new kits for the planned December programs. We also plan to leave the Story Walk out through most of December.

The 2021 Summer Library Program Grant application has been submitted. Announcements are typically made mid to late January on awardees. The amount available has dropped, so we are thankful for our local partnerships that assist with this program. We hope to offer the Summer Program in-house with virtual availability, but are also preparing for it to be completely virtual.

I am excited to showcase some of the STEAM materials at our ribbon cutting and open house on December 15th. Even with the limited number of attendees, I know word-of-mouth and future video highlights will increase community eagerness for what the Steadley Literacy Center will offer.

CIRCULATION REPORT for November 2020

New Books/Periodicals	
Adult Books	<u>52</u>
Adult Periodicals	<u>22</u>
YA Books	<u>0</u>
YA Periodicals	<u>1</u>
Juvenile Books	<u>18</u>
Juv Periodicals	<u>15</u>
Totals	<u>108</u>

New Applications	
Adult	<u>6</u>
Juvenile	<u>0</u>
Total	<u>6</u>

AWE Computers	
AWE #1	<u>N/A</u>
AWE #2	<u>N/A</u>
AWE #3 (Bilingual)	<u>N/A</u>
AWE #4 (Bilingual)	<u>N/A</u>
Total	<u>0</u>

Computer Use	
Adult	<u>N/A</u>
Reference/Genealogy	<u>N/A</u>
Microfilm	<u>N/A</u>
Juvenile	<u>N/A</u>
Tablets	<u>N/A</u>
AWE	<u>0</u>
Teen Laptops	<u>N/A</u>
Wireless	<u>318</u>
Total	<u>318</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>331</u>	<u>22</u>	<u>201</u>	<u>554</u>
Periodicals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Audio	<u>5</u>	<u>0</u>	<u>5</u>	<u>10</u>
Visual	<u>23</u>	<u>-</u>	<u>-</u>	<u>23</u>
Circulating Electronics	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>1,106</u>	<u>130</u>	<u>157</u>	<u>1,393</u>
Totals	<u>1,465</u>	<u>152</u>	<u>363</u>	<u>1,980</u>
In House Use	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>
Courier	Lending <u>271</u>	Borrowing <u>251</u>		Total <u>522</u>
Circulation Total				<u>2,502</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>1</u>	<u>0</u>	<u>58</u>	<u>0</u>	<u>59</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Attendees	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>6</u>	<u>2</u>	<u>8</u>
Attendees	<u>30</u>	<u>209</u>	<u>239</u>

	Requests	Filled
ILL Requests Made	<u>1</u>	<u>1</u>
ILL Requests Rec'd	<u>0</u>	<u>0</u>

Curbside	<u>244</u>	In-House Patrons	<u>N/A</u>
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	Adult	YA	Juvenile	Total
Mending	<u>16</u>	<u>0</u>	<u>1</u>	<u>17</u>
Discards	<u>2</u>	<u>0</u>	<u>1881</u>	<u>1883</u>
Corrective Processing	<u>2</u>	<u>0</u>	<u>5</u>	<u>7</u>

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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