1. Agenda

   Documents:

   CITY COUNCIL AGENDA 01 12 21.PDF

2. Minutes

   Documents:

   CITY COUNCIL MINUTES 01 12 21.PDF

3. Meeting Materials

   Documents:

   COUNCIL PACKET 01 12 21.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 12, 2021
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. 20-56** – 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)
16. New Business
    1. **C.B. 21-01** – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in

the City of Carthage, Missouri, as requested by Justin Holzwarth. (Public Works)

2. **C.B. 21-02** – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri. (Public Works)

17. Mayor's Appointments

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
JANUARY 12, 2021

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

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

Mr. Armstrong made a motion, seconded by Mr. Snow, to approve the minutes of the December 22, 2020 Council Meeting. Motion carried unanimously.

Mr. Snow reported the Budget Ways & Means meeting scheduled for January 11 was cancelled due to lack of quorum.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims.

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

Mr. Topete reported the Public Services Committee is between meetings with the next meeting scheduled for January 19.

Mr. Armstrong reported the Public Works Committee met January 5. A plat for a new subdivision, Katie's 1st Addition, located south and east of the intersection at Robertson and St. Louis was approved and is being presented in C.B. 21-01.

Special Committee and Board Liaison reports were given by Ms. Otero for GRO 3.0 and Carthage Humane Society and Mr. Armstrong for the Civil War Museum.

Police Chief Greg Dagnan discussed the Police Department's end-of-the-year report, noting services were down due to Covid restrictions and crime was up.

Fire Chief Roger Williams reported the new fire engine is operational again.

Parks and Recreation Director Mark Peterson encouraged council members to take the survey related to the Parks Master Plan.

The Committee on Claims filed a report in the amount of $950,573.34 against the following funds: General Revenue $66,785.44, Public Health $166,163.99, Lodging $5637.05, Public Safety $735.00, Parks/Stormwater $17,137.75, Fire Protection $30,614.79, Golf $6,241.12, Capital Improvements $69,279.56, Parks & Recreation $1,114.46, Public Facilities $15,959.00, Tax Distribution $91,407.00, Library $65,000.00 and Payroll $414,498.18. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 20-56 – An Ordinance authorizing the Mayor to enter into a contract with R & D Computer Systems, LLC for a document management system was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-01.

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 second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Otero, Snow and Topete. The Council Bill was approved and numbered Ordinance 21-02.

Under new business, C.B. 21-01 – An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth was placed on first reading with no action taken.

C.B. 21-02 – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri was placed on first reading. Mr. Armstrong made a motion, seconded by Mr. Snow, to amend the June 1 completion date to allow six (6) months for final completion. Motion carried.

During closing comments, Mr. Diggs thanked those who attended the meeting.

Mr. Snow made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:02 p.m.

____
Dan Rife, Mayor

____
Traci Cox, City Clerk

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 12, 2021
COUNCIL CHAMBERS
6:30 P.M.

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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.

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Dan Rife, Mayor

____

Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD 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 Database Included, SQL Express Supplied • With Workflow	$ 1,500
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, Administrator Training, and End User Training — $ 1,350

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

NEW BUSINESS

COUNCIL BILL NO. 21-01 **ORDINANCE NO. ______**

An Ordinance accepting the final plat of the Katie's 1st Addition generally located South of St. Louis Avenue and East of Robertson Avenue, in the City of Carthage, Missouri, as requested by Justin Holzwarth.

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

SECTION I. The final plat of the Katie's 1st Addition, an Addition to the City of Carthage, Jasper County, Missouri, which is attached hereto and incorporated herein, as recommended by the Public Works Committee of the City of Carthage, is hereby accepted by the Council of the City of Carthage.

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

PASSED AND APPROVED THIS _____ DAY OF _____________, 2021.

____

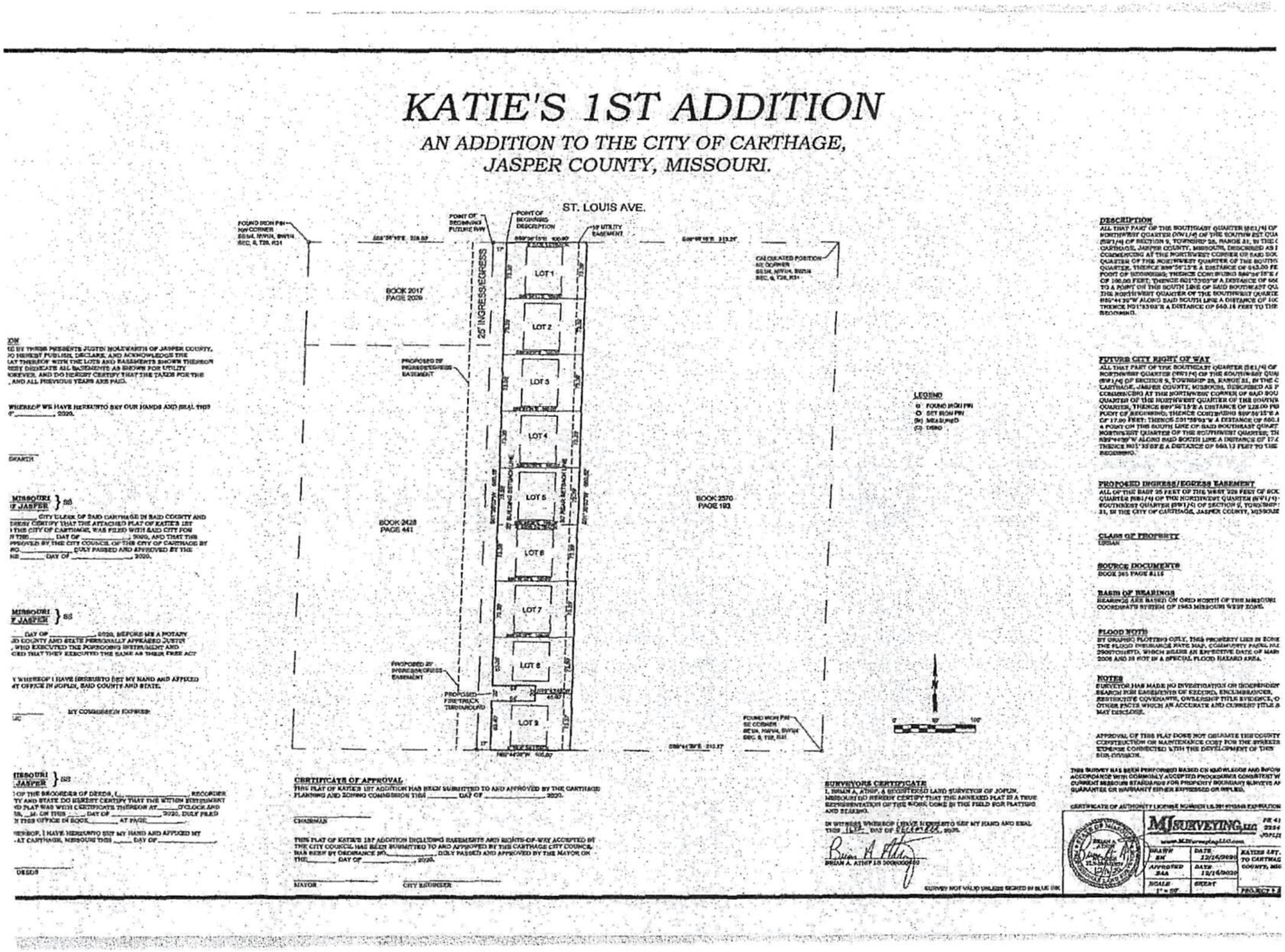
MAYOR

ATTEST:

____

CITY CLERK

Sponsored by: Public Works Committee



Sponsored by: Public Works Committee

COUNCIL BILL NO. 21-02______ **ORDINANCE NO. _______**

An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr Russell Smith Way in the City of Carthage, Missouri.

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 Memorandum of Understanding with Schreiber Foods Inc. detailing the agreement to improve Hazel Street as well as the cost share of the roundabout at Fir Road and Dr. Russell Smith Way, a copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: Upon the Completion of the improvements to Hazel Avenue as outlined in the Memorandum of Understanding, Section 23-172(d) Truck Routes shall be amended to add Hazel Avenue from West George E Phelps Blvd to West Fir Road (HH Highway).

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

PASSED AND APPROVED THIS _____ DAY OF ___, 2021.

____
MAYOR

ATTEST:

____
CITY CLERK

Sponsored by: Public Works Committee

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
SCHREIBER FOODS INC.,
A WISCONSIN CORPORATION,
AND THE CITY OF CARTHAGE, MISSOURI,
A MUNICIPAL CORPORATION

THIS MEMORANDUM OF UNDERSTANDING (this **"MOU"**) is agreed to and entered into this __ day of ______ 2021 (the **"Effective Date"**), by and between Schreiber Foods, Inc., a Wisconsin corporation, hereinafter referred to as **"Schreiber"**, and the City of Carthage, a Municipal Corporation, hereinafter referred to as **"City"**.

WHEREAS, Schreiber desires to expand its operations in the City of Carthage, and has contracted or anticipates contracting with Hazel 49, LLC or such other developer as Schreiber may engage (the **"Developer"**) for the Developer to develop and construct a new facility with an approximately 420,000 rentable square foot manufacturing and distribution building (the **"New Facility"**) for Schreiber on property adjacent to Hazel A venue near Myers Park; and

WHEREAS, transportation improvements have been deemed necessary from West E. Phelps Blvd. South to Missouri State Highway HH (a.k.a. West Fir Road) to accommodate the additional shipments to and from such New Facility on Hazel Avenue; and

WHEREAS, Hazel A venue currently is not designated as a Truck Route, but as a result of this Memorandum of Understanding and associated improvements contained herein, Hazel Avenue from West George E. Phelps Blvd. to HH Highway will be designated as a Truck Route by the City Council; and

WHEREAS, a Transportation Improvement project has been approved by the Missouri Highways and Transportation Commission and the City of Carthage through the Commission's Cost Share Program consisting of the construction of a roundabout at the intersection of Missouri State Highway HH (West Fir Road) and the 1-49 West Outer Road (Dr. Russell Smith Way), which proposed project would tie the ramps into a roundabout intersection (collectively, the **"Roundabout Improvements"**) at a total estimated project cost of two million six hundred eighty-seven thousand six hundred eighty-two and no/100 dollars ($2,687,682.00); and

WHEREAS, the City and Schreiber have reached an agreement for cost sharing of the projects to be completed to accommodate the operations at this New Facility.

NOW THEREFORE, in consideration of these premises and the mutual covenants herein contained, the patties hereto agree as follows:

1. **Hazel Avenue Improvements**.
   a. The City will make the following improvements to Hazel Avenue from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road),

all as more particularly described on Exhibit A-1 attached hereto (collectively, the **"Phase I Improvements"):**

   i. Widening from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road) approximately 420' to existing curb and gutter on west side of Hazel Avenue.
   ii. Overlay from West George E. Phelps Boulevard South to Missouri State Highway HH (West Fir Road).
   iii. Stormwater, utility relocations.
   iv. Curb and Gutter installation.

b. The Phase I Improvements are estimated to cost four hundred forty-four thousand nine hundred thirty eight dollars and 39 cents ($444.938.39) (as shown on Exhibit A-2 attached hereto). The City will pay for the Phase I Improvements with its own funds without reimbursement from Schreiber, its assignee, or any other third party. Moreover, if the City, in its sole discretion, elects to perform additional improvements to Hazel Avenue at any point thereof, the City acknowledges that neither Hazel 49, Schreiber, nor any other third party has any obligation to pay for or reimburse the City for any portion of the cost of such additional improvements.

c. The City shall complete the Phase I Improvements no later than June 30, 2021.

d. The City acknowledges that development of the New Facility will require the Developer to connect the New Facility to the water supply on the opposite of Hazel Avenue, and the City agrees that the Developer may accomplish such connection by cutting through the Hazel Avenue pavement, rather than boring underneath the Hazel Avenue pavement. The City will coordinate with the Developer on the timing of the Phase I Improvements to allow the Developer to make this connection and cut through the existing Hazel A venue Surface before the Phase I Improvements are performed to the relevant po1 1ions of Hazel Avenue.

e. The City's construction of the Phase I Improvements shall not interfere with the Developer's development or construction of the New Facility.

2. **<u>Roundabout Improvements</u>**.

a. The City shall complete the Roundabout Improvements at its own initial expense, subject to the reimbursement in Section 2.b below.

b. Schreiber will reimburse the City six hundred fifty-five thousand and no/100 dollars ($655,000.00) (the **"Roundabout Reimbursement Amount"**) as an agreed to amount to be used to offset the City's project cost of the Roundabout Improvements at the intersection of Missouri State Highway HH (West Fir Road) and the I-49 West Outer Road (Dr. Russell Smith Way). The City shall be solely responsible for all costs to complete the Roundabout Improvements in excess of the Roundabout Reimbursement Amount without further reimbursement from Hazel 49, Schreiber, or any other third party.

c. Schreiber shall pay the Roundabout Reimbursement Amount to the City as follows:

   i. Payments shall be made in three (3) equal installment payments of two hundred eighteen thousand three hundred thirty-three and 33/100 dollars ($218,333.33).
   ii. Such installments shall be due and payable as follows:
      1. The first installment shall be due and payable on or before April 1, 2021;
      2. The second installment shall be due and payable within twelve (12) months of the First Installment Due Date, and

3. The third installment shall be due and payable within thirty (30) days following the City's substantial completion of the Roundabout Improvements and the City's delivery of notice thereof to Schreiber.

Notwithstanding the foregoing, in no event shall any installment payment from Schreiber become due or payable prior to the City's substantial completion of the Phase I Improvements.

3. **Access to New Facility**. The City hereby confirms that there shall be no restriction or reduction on access, traffic volume or traffic type to and from the New Facility regardless of whether the Phase I Improvements or the Roundabout Improvements are complete. For clarification (and without limiting the foregoing), there shall be no restriction or reduction on access, traffic volume or traffic type even during the period of time before and during the construction of the Phase I Improvements and the Roundabout Improvements.
4. **Assignment**.
   a. The City acknowledges that Schreiber may sell its interest in the New Facility or the real property upon which the New Facility is or will be located, and Schreiber may assign all of its rights and obligations hereunder to any successor to Schreiber's interest in the New Facility or such property, provided, however, Schreiber will remain an intended third party beneficiary of this MOU and entitled to enforce the provisions hereof so long as Schreiber continues to lease or occupy the New Facility.
   b. If Schreiber assigns this MOU and its assignee fails to pay any installment of the Roundabout Reimbursement Amount as and when due under Section 2 above, and such failure continues for fifteen (15) days after City gives notice thereof to Schreiber and its assignee, Schreiber Foods, Inc. (as distinguished from any assignee hereunder) shall be obligated to make such installment payment to the City.
5. **Amendments**. Any change in this MOU, whether by modification or supplementation, must be accomplished by a formal amendment signed and approved by the duly authorized representatives of the City and Schreiber.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first above written.

SCHREIBER:

SCHREIBER FOODS, INC.,
a Wisconsin corporation

By: ______________________

Name: ____________________

Title: ____________________

CITY:

CITY OF CARTHAGE, MISSOURI

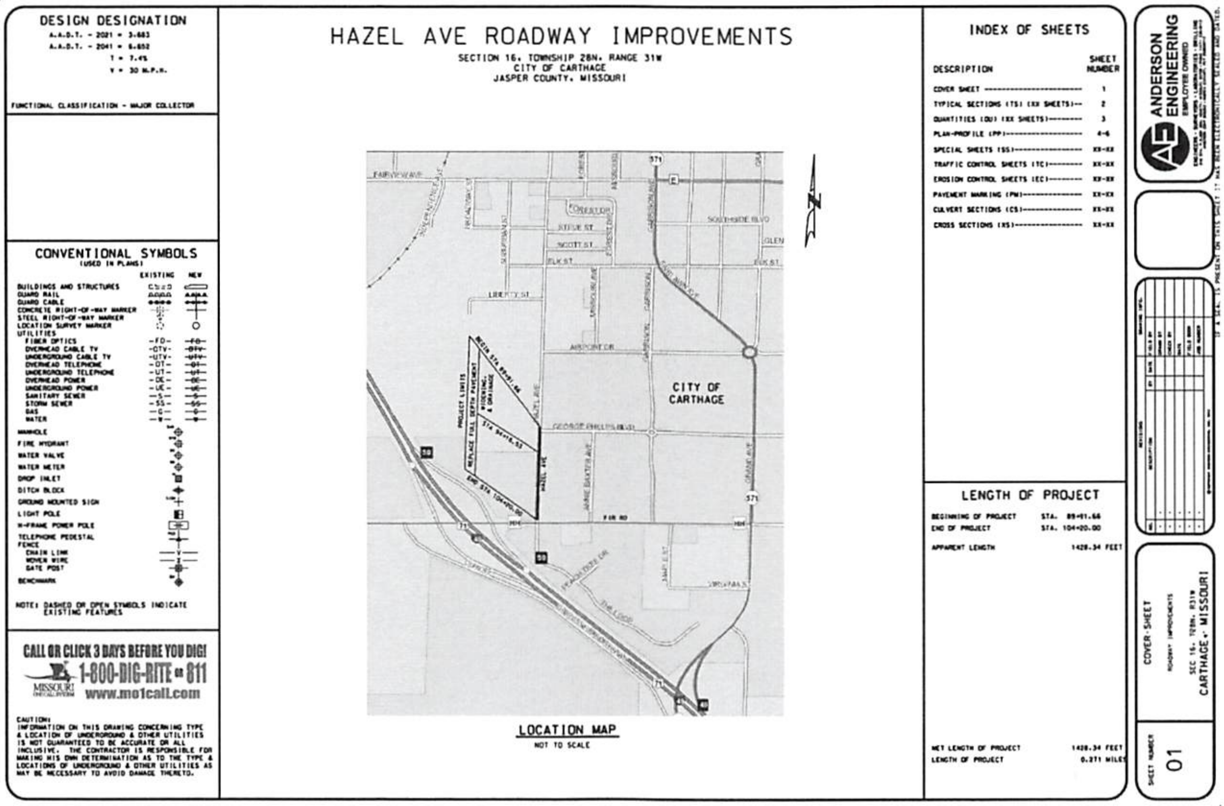
By: ______________________

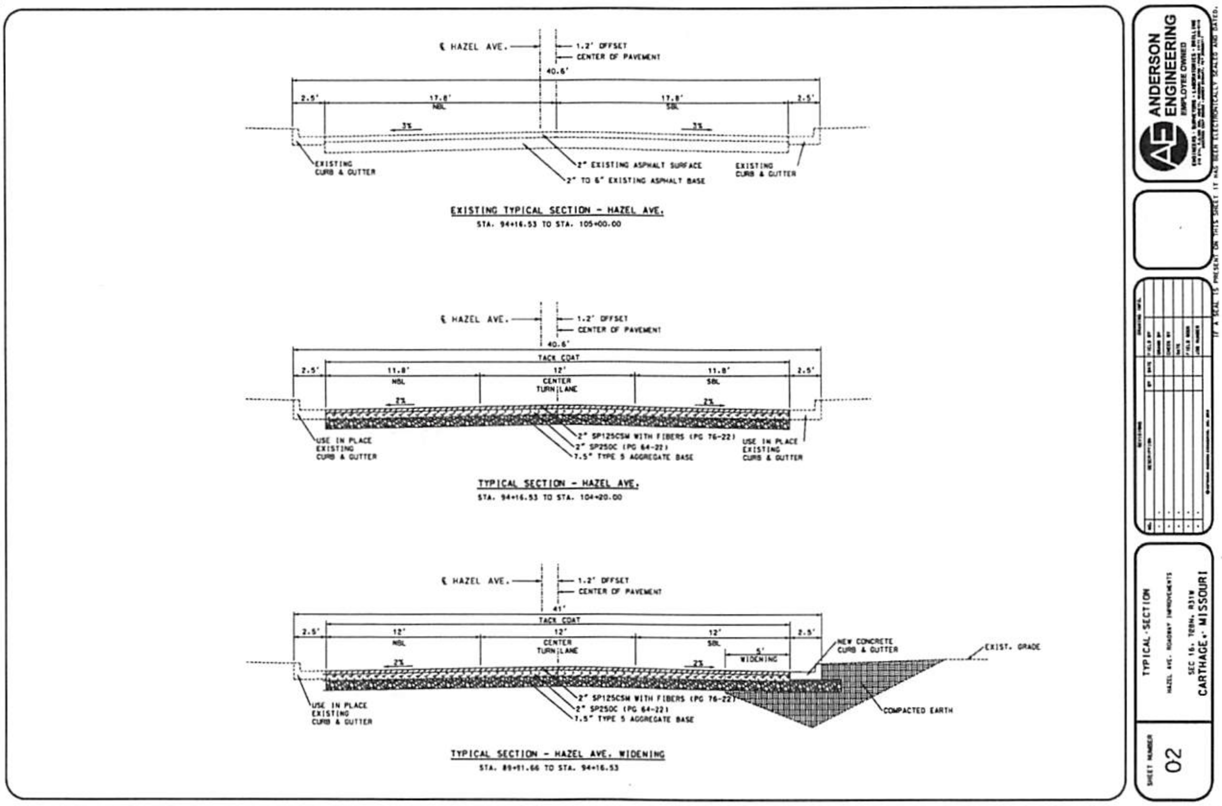
Name: Dan Rife

Title: Mayor

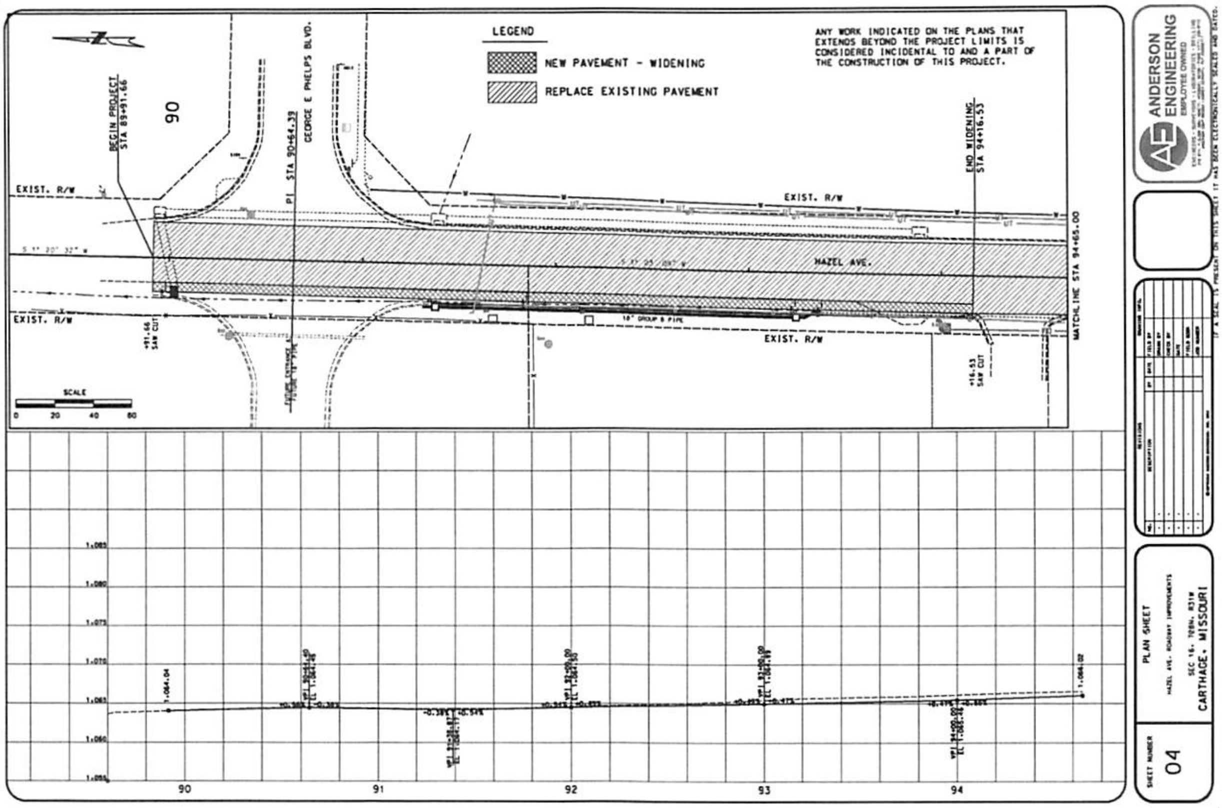
Exhibit A-1

PHASE I IMPROVEMENTS

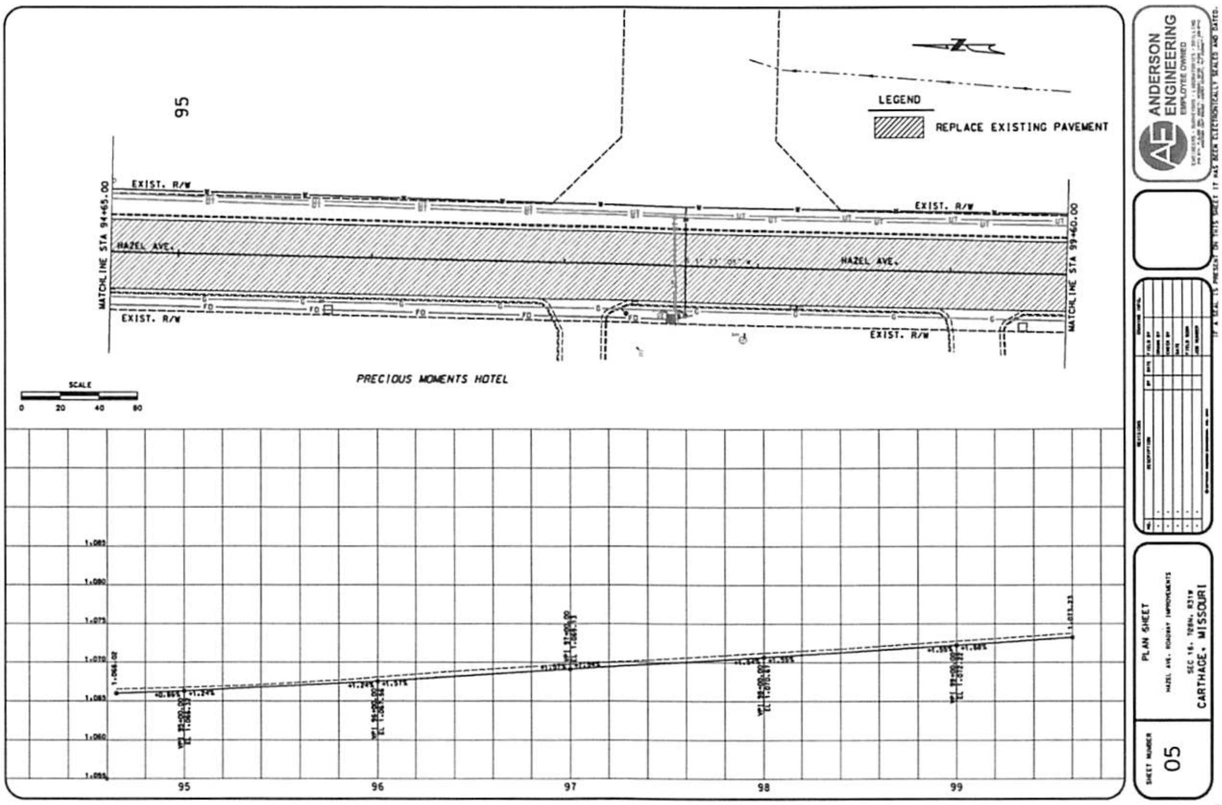




℄ HAZEL AVE.
1.2' OFFSET
CENTER OF PAVEMENT
40.6'
2.5'
17.8'
NBL
17.8'
SBL
2.5'
3%
3%
EXISTING
CURB & GUTTER
2" EXISTING ASPHALT SURFACE
2" TO 6" EXISTING ASPHALT BASE
EXISTING
CURB & GUTTER
EXISTING TYPICAL SECTION - HAZEL AVE.
STA. 94+16.53 TO STA. 105+00.00
℄ HAZEL AVE.
1.2' OFFSET
CENTER OF PAVEMENT
40.6'
TACK COAT
2.5'
11.8'
NBL
12'
CENTER
TURN LANE
11.8'
SBL
2.5'
2%
2%
USE IN PLACE
EXISTING
CURB & GUTTER
2" SP125CSM WITH FIBERS (PG 76-22)
2" SP250C (PG 64-22)
7.5" TYPE 5 AGGREGATE BASE
USE IN PLACE
EXISTING
CURB & GUTTER
TYPICAL SECTION - HAZEL AVE.
STA. 94+16.53 TO STA. 104+20.00
℄ HAZEL AVE.
1.2' OFFSET
CENTER OF PAVEMENT
41'
TACK COAT
2.5'
12'
NBL
12'
CENTER
TURN LANE
12'
SBL
2.5'
5'
WIDENING
NEW CONCRETE
CURB & GUTTER
EXIST. GRADE
2%
2%
USE IN PLACE
EXISTING
CURB & GUTTER
2" SP125CSM WITH FIBERS (PG 76-22)
2" SP250C (PG 64-22)
7.5" TYPE 5 AGGREGATE BASE
COMPACTED EARTH
TYPICAL SECTION - HAZEL AVE. WIDENING
STA. 89+51.66 TO STA. 94+16.53
ANDERSON
ENGINEERING
EMPLOYEE OWNED
TYPICAL SECTION
HAZEL AVE. ROADWAY IMPROVEMENTS
SEC 16, T28N, R31W
CARTHAGE, MISSOURI
SHEET NUMBER
02
IF A SEAL IS PRESENT ON THIS SHEET IT HAS BEEN ELECTRONICALLY SEALED AND DATED.



LEGEND
NEW PAVEMENT - WIDENING
REPLACE EXISTING PAVEMENT
ANY WORK INDICATED ON THE PLANS THAT EXTENDS BEYOND THE PROJECT LIMITS IS CONSIDERED INCIDENTAL TO AND A PART OF THE CONSTRUCTION OF THIS PROJECT.
BEGIN PROJECT STA 89+91.66
90
PI STA 90+64.39
GEORGE E PHELPS BLVD.
END WIDENING STA 94+16.53
EXIST. R/W
HAZEL AVE.
MATCHLINE STA 94+65.00
+91.66 SAW CUT
+16.53 SAW CUT
SCALE
0 20 40 60
90
91
92
93
94
ANDERSON ENGINEERING
EMPLOYEE OWNED
PLAN SHEET
HAZEL AVE. ROADWAY IMPROVEMENTS
CARTHAGE, MISSOURI
SHEET NUMBER
04



LEGEND
REPLACE EXISTING PAVEMENT
EXIST. R/W
HAZEL AVE.
MATCHLINE STA 94+65.00
MATCHLINE STA 99+60.00
PRECIOUS MOMENTS HOTEL
SCALE
0 20 40 80
95
96
97
98
99
ANDERSON ENGINEERING
EMPLOYEE OWNED
PLAN SHEET
CARTHAGE, MISSOURI
SHEET NUMBER
05

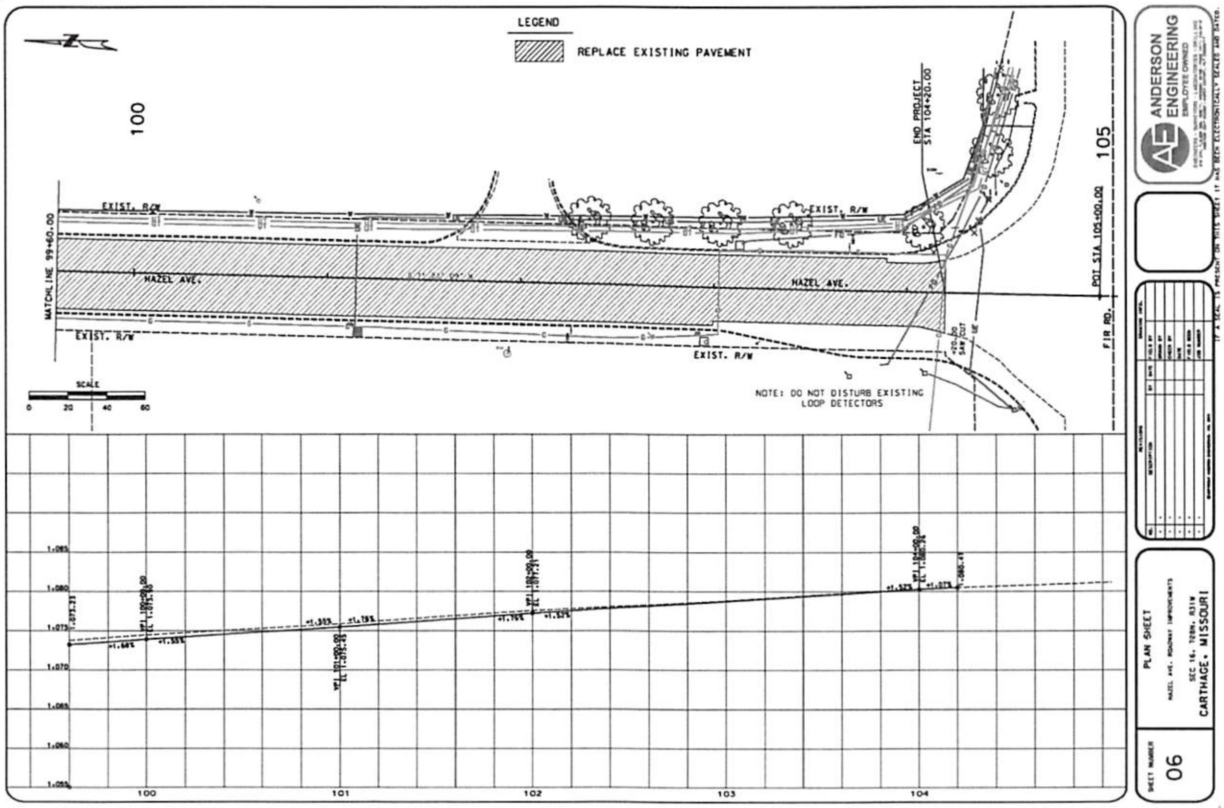

LEGEND
REPLACE EXISTING PAVEMENT
100
105
MATCHLINE 99+60.00
EXIST. R/W
HAZEL AVE.
END PROJECT
STA 104+20.00
POT STA 105+00.00
FIR RD.
NOTE: DO NOT DISTURB EXISTING LOOP DETECTORS
SCALE
0 20 40 60
100
101
102
103
104
ANDERSON ENGINEERING
EMPLOYEE OWNED
PLAN SHEET
CARTHAGE, MISSOURI
SHEET NUMBER
06

EXHIBIT A-2

PHASE I IMPROVEMENTS ESTIMATE

ANDERSON AE ENGINEERING
EMPLOYEE OWNED

Hazel Street Improvements
Phase 1 - Fir Road to George Phelps Blvd.

Updated with SMA 7/28/2020

Description	Accur.	Unit	Quantity	Unit Cost	Extended Total
Removal of Improvements	1	L.S.	1.0	$ 1,000.00	$ 1,000.00
Class A Excavation	1	C.Y.	0.0	$ 15.00	$ -
Embankment in place	1	C.Y.	520.0	$ 18.00	$ 9,360.00
Class 3 Excavation	1	C.Y.	225.5	$ 18.00	$ 4,058.17
Linear Grading Class 1	0.1	STA	14.3	$ 1,200.00	$ 17,160.00
Type 5 Aggregate Base (7.5" thick)	1	S.Y.	5746.0	$ 8.00	$ 45,968.00
BITUMINOUS PAVEMENT MIXTURE PG64-22 (BASE), 2-in Depth	0.1	Tons	610.0	$ 60.00	$ 36,600.00
ASPHALTIC CONCRETE MIXTURE PG 76-22 (SP125BSM MIX), 2-in Depth	0.1	Tons	616.9	$ 85.00	$ 52,436.50
Tack Coat (0.10 gal/sy)	1	Gal.	283.0	$ 3.00	$ 849.00
Pipe Collar, Type A	1	Each	1.0	$ 1,000.00	$ 1,000.00
Concrete Curb & Gutter (2.5', 6" Carthage Standard)	1	L.F.	286.0	$ 35.00	$ 10,010.00
Subgrade Compaction (6" Depth) (Pavement Repair)	1	S.Y.	5746.0	$ 4.00	$ 22,984.00
Full Depth Pavement Repair Saw Cut	1	L.F.	68.0	$ 2.00	$ 136.00
Curb Inlet (4' x 8' precast box)	1	Each	2.0	$ 3,500.00	$ 7,000.00
Traffic Control	1	L.S.	1.0	$ 10,000.00	$ 10,000.00
Mobilization (5%)	1	L.S.	1.0	$ 20,000.00	$ 20,000.00
Preformed Thermoplastic Pavement Marking, Left/Right Arrow	1	Each	5.0	$ 250.00	$ 1,250.00
4" White Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3057.0	$ 1.00	$ 3,057.00
4" Yellow Standard Waterborne Pavement Marking Paint, Type P Beads	1	L.F.	3610.0	$ 1.00	$ 3,610.00
Cold Milling (> 3")	1	S.Y.	5415.0	$ 7.00	$ 37,905.00
18 In. Pipe Group A (18" RCP)	1	L.F.	327.0	$ 60.00	$ 19,620.00
Seeding - Cool Season Mixtures	0.1	Acre	0.1	$ 7,500.00	$ 750.00
Erosion Control	1	L.S.	1.0	$ 5,000.00	$ 5,000.00
Relocation of Utilities	1	L.S.	1.0	$ 10,000.00	$ 10,000.00

Estimated Construction Cost					$ 319,753.67
Contingencies (15%)					$ 47,963.05
Engineering (13%)					$ 47,803.17
Construction Administration & Inspection (8%)					$ 29,417.34
Total Estimated Project Cost					$ 444,937.24

MAYOR'S APPOINTMENTS

RESOLUTIONS

MINUTES STANDING COMMITTEES

City of Carthage

Public Safety Committee – Minutes

Meeting Date: December 21, 2020 **Meeting Location:** City Hall

Call to Order: Chairman Harrison **Time Called to Order:** 5:30pm

Attendance:
Chairman Harrison, Councilman Thompson, Councilman Snow, Chief Dagnan, Chief Williams, Morgan Housh, Jeff Pinnell, Craig Diggs, Abi Almandinger,

OLD BUSINESS

1. Councilman Snow made the motion to accept the minutes from the previous meeting as written. Motion passed.
2. In the November meeting, the current animal at large license/fines was discussed. Chief Dagnan presented the committee with a proposal for revision of Dangerous Dog Ordinance. Chief briefly explained the new proposal. The few points that he hit over is that a Judge can order the animal to leave the City of Carthage and also the Animal Control Officer can deem an animal vicious on the spot and the Judge can appeal it. If an animal is deemed vicious and the owner would like to keep it in the City the restrictions are listed in the proposed ordinance. Attached is a copy of the Proposal. Chief Dagnan also discussed a few of the surrounding areas licensing fees that are comparable to the City of Carthage. Councilman Snow made a motion to forward the Proposal for Revision of Dangerous Dog Ordinance on to the City Attorney to review and draft a council bill to replace the current ordinance and bring it back to the committee. Motion passed.
3. Admin Sgt. Jeff Pinnell from the Police Department presented the committee with a Carthage Police Department Take-Home Vehicle Proposal. This proposal discussed the pros and cons of the CPD utilizing the Take-Home car policy. Pinnell discussed the implementation costs, plan of rotation, maintenance costs, and policies of the program. Pinnell contacted 13 comparable agencies to compare their stances and policies. Of the 13 that were contacted he received 11 responses and 6 of these agencies are utilizing the take-home program. A few benefits of the program are quicker response for call-out situations, response/money saving issues that occur during shift changes, moral of the station, and visibility of the Department. He also explained the annual maintenance costs per vehicle on the patrol more in detail with the committee. Attached is a draft policy for Vehicle take-home Program. The CPD would like to purchase 22 new vehicles from 2021 thru 2024. (6 in 2021, 7 in 2022, 5 in 2023, and 4 in 2024) Pinnell has briefly spoken with the banks on interest rates of the purchases of these cars. After a lengthy discussion between the committee on the pros/cons and the finances, the committee agreed to have the CPD look closer into the interest rates/financing and report back to the committee. No motion was taken.

CITIZEN PARTICIPATION

No Citizens participation

NEW BUSINESS

1. Chief Dagnan spoke with the committee on Reverend Fowler road closure request. Reverend is requesting the street closure of Lyon Street between 6th and 7th street on December 24th. . The Church will be holding an outdoor worship at 5:00pm on Christmas Eve. The service will be held in the civilian's automobiles. The service should only last around an hour. The Church is not requesting any help of the CPD other than providing the barricades. Councilman Snow made a motion to close Lyon Street between 6th and 7th Street on December 24, 2020 from 4:00pm to 7:00pm. Motion passed.
2. Chief Roger Williams presented bids for a commercial mower for Station 2. Chief Williams sent out 3 bids to Race Brothers, S&H Farm Supply, and Spring River Services. He received 2 bids and Spring River did not submit a bid. Race Brothers came in with the lowest bid of $7,880. Councilman Snow made a motion to approve the bid from Race Brothers for the new commercial mower for Station 2. Motion passed.
3. Chief Williams discussed with the committee the Steadley Grant. Chief applied for a Grant and was awarded $45,026. This money will be used to purchase new extrication equipment/ Rescue Equipment for the new Engine. This includes 7 E-Tools. Councilman Thompson made a motion to approve the acceptance of the Grant from the Steadley Memorial Trust. Motion approved.
4. Staff reports
   - Fire Department
     - Carthage Fire Department is finishing up getting the new Engine ready for use.
     - Chief Williams updated the committee on the COVID information.
   - Police Department
     - Chief Dagnan spoke with the committee briefly on the annual "Run Through the Lights". The run will be held different this year due to COVID. The event will be held on January 3rd, 2021 from 5:30pm to 7:00pm. The CPD will help with crossing of Fairview Street.
     - The CPD received the anonymous donation of $10,000.
     - Updated the committee on CPD staff.

ADJOURNMENT – Councilman Snow made a motion to adjourn. Motion passed.

Next Meeting Date: January 18, 2021

Next Meeting Location: City Hall

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

PUBLIC WORKS COMMITTEE

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

"America's Maple Leaf City"

1-05-21 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: David Armstrong, Ray West, Craig Diggs

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

Citizens: Ceri Otero

The Public Works Committee meeting was called to order at 5:30 p.m. by Co-Chairman David Armstrong via a Zoom meeting.

A motion was made by Ray West to accept the minutes from the December 1, 2020 Committee meeting. All ayes, motion passed.

Citizen Participation: None

Old Business: None.

New Business: Zeb brought up a plat for a new subdivision of 9 homes. It is located South and East of the intersection at Robertson and St. Louis and shall be called Katie's 1st Addition. Justin Holzwarth will be doing the construction. Craig Diggs made a motion to forward the proposal to the City Council for approval. All ayes, motion carried.

Other Business: None.

Staff Reports:

Zeb reported on the following:

The dirt pile at Myers Park will be getting smaller. H E Williams has cleared the lot North of their offices and is in need of approximately 100 loads. They have hired a licensed contractor to move the dirt.
Mark Peterson, Zeb and CWEP personnel met to discuss pool drainage. DNR is not happy with their current situation so Mark and Zeb are going to change the discharge pipe down to a 4" pipe and run the pool drainage into the sanitary sewer.
It is time for our Tri-Annual MS4 permit. Zeb should have it completed by the end of the week.
Zeb and the Public Works personnel have been looking at codes. We are currently using the 2006 International Codes and are wanting to upgrade some of our codes. We will be coming up with some amendments in the near future.
We've had one employee tested for covid who had been exposed to a customer who tested positive. Results are pending.
We are looking to hire 2 new employees for the Street Department.

The recent snow and ice storm did some damage to trees in the area. The crews have been cleaning up piles of brush citizens have piled along the street. It seems the East side of town was the worst.
The Street Department had a mishap with one of their trucks. Estimated damage was $2800.00 but the maintenance boys can fix it for around $800.00.
Julie is working on license renewal and is about half way done.
The city started the transition of Tim Hill's replacement about a year ago. Josiah Bayless has been training and is doing a fantastic job. Josiah had several trips to town with the weather this past weekend, so Tim and Zeb decided to allow him to start using a city truck as his transportation.

Tom reported on the following:

Tom reported that the VACCA project will be having public hearings at the county level with the EEZ board.
We are in the process of redoing the Memorandum of Understanding we had with Schreiber's. The dollar amounts and the dates need to be changed and updated. The money has gone from somewhere around $277,000.00 to $445,000.00 and we are off by about 6 months on the dates. We will send the new proposal to Schreiber's attorney for their approval and hopefully will have it available for approval at the next council meeting.

David Armstrong made comments about the railroad crossing on Chestnut Street. Zeb told him the railroad had temporarily fixed the crossings but are coming back at the end of March to redo all the crossings. The one on Chestnut will have new rails and concrete.

Craig Diggs made a motion to adjourn the meeting at 6:05 p.m. All ayes, motion carried.

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 22, 2020
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Clerk Traci Cox, Police Chief Greg Dagnan, and Abi Almandinger.

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

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Diggs, the minutes of the December 8, 2020 meeting were approved 3-0.

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

NEW BUSINESS:

1. **Consider and Discuss document management system with R & D Computer Systems, LLC.:** Ms. Cox explained the need for a document management system that creates searchable documents when files are uploaded. If approved, staff will upload historical documents to aid in search of information. This system stores documents in a format that meets state retention requirements. Mr. Diggs moved to approve and forward the Council Bill for approval. Motion carried 3-0.

   Mr. Thompson arrived at the meeting at 5:11 p.m.

2. **Staff Reports:** The contract with Pearson Kelly Technology will be expiring soon. IT Administrator Kevin Kinsey is exploring the possibility of hiring a full-time employee instead of renewing the contract. Mr. Kinsey will work on developing a job description, Michael Miller will be working to classify the position, and a budget analysis will be done to examine budgetary impacts of moving Computer Services funds to payroll. The job description for the Deputy City Clerk will be updated to match duties after restructuring and brought to the committee for approval.

3. **Member Reports:** None.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:18 PM Motion carried 4-0.

Traci Cox

MINUTES SPECIAL COMMITTEES AND BOARDS

AGENDAS STANDING COMMITTEES

--NOTICE OF MEETING--

PUBLIC WORKS COMMITTEE

January 5, 2021

5:30 PM

BY VIDEO CONFERENCE

– 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. If you would like to listen to the meeting, access information is provided below. For questions, contact City Clerk Traci Cox (417) 237-7000 or staff@carthagemo.gov. If you would like to listen to the meeting please call by telephone #346-248-7799. You will have to enter the ID# 81872361392 with a password of 365456. This will allow you to listen to the meeting.

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

(Citizens wishing to address the Council or Committee should notify the City in advance, and provide the item they wish to address in written format at least 24 hours prior to the meeting to staff@carthagemo.gov. Residents who do not have internet service may call the Clerk's office at 417-237-7000.)

NEW BUSINESS

1. Consider and discuss a plat for a new subdivision, Katie's 1st Addition.

OTHER BUSINESS

None

STAFF REPORTS - Zeb Carney & Tom Short

ADJOURNMENT

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

POSTED: 12/31/2020
BY: Marcia Weng

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, JANUARY 11, 2021

5:30 P.M.

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

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

2. Consider and discuss the imposition of a use tax for general revenue purposes by the qualified voters of the City for their approval at the August 03, 2021 election.

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Presentation of Fiscal 2020 Audit.
2. Consider and discuss changes to Police and Firemen's pension Investment policy.
3. Consider and discuss Fiscal 2021 Mid-Year Budget Status Report.
4. Consider and discuss budget calendar for Fiscal year 2022.
5. Staff Reports.
6. Other Business.

ADJOURNMENT

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

POSTED:________________________

BY:______________________________

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
January 12, 2021
5:00 PM
Carthage City Hall Council Chambers

Old Business

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

Citizens Participation

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

New Business

1. Staff Reports

Adjournment

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

Posted ____________________________

AGENDAS SPECIAL COMMITTEES AND BOARDS

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
DECEMBER 29, 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**
   - **Re-appoint Mental Health Fund Board**
10. PUBLIC HEARINGS
    - **Adopt 2021 Jasper County Budget**

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

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

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

NOTICE POSTED DECEMBER 23, 2020 AT 4:00 P.M. (RSMO 610.020)

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**

MEETING CANCELLED DUE TO LACK OF QUORUM

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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 5, 2021
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 31, 2020 AT 4:00 P.M. (RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 12, 2021 5:15 p.m.

CARTHAGE PUBLIC LIBRARY
Board Room
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes of the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 12, 2021
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   Approve CARES Act Grant Applications
   Approve Grant Request with Children's Mercy Hospital
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED JANUARY 8, 2021 AT 4:00 P.M. (RSMO 610.020)

CORRESPONDENCE

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
110-GENERAL REVENUE	8,495,669.00	730,017.05	4,036,392.34	47.51	4,459,276.66
121-PUBLIC HEALTH	218,341.00	19,752.83	63,021.22	28.86	155,319.78
122-LANDFILL CLOSURE	279,505.00	12.17	89.13	0.03	279,415.87
123-LODGING TAX	92,560.00	6,702.80	47,980.09	51.84	44,579.91
124-CIVIC ENHANCEMENT	24,100.00	6.43	52.48	0.22	24,047.52
125-STORMWATER	0.00	1.13	7.58	0.00	(7.58)
126-PUBLIC SAFETY GRANT	0.00	10,000.00	10,000.00	0.00	(10,000.00)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,123,078.00	108,945.96	667,548.17	59.44	455,529.83
129-TIF & CID SPECIAL TAX	75.00	5.62	37.84	50.45	37.16
130-INMATE SECURITY FUND	2,366.00	212.41	1,152.98	48.73	1,213.02
131-FIRE PROTECTION TAX	565,449.00	54,645.07	334,982.91	59.24	230,466.09
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	529,593.00	17,810.36	283,341.40	53.50	246,251.60
161-CAPITAL IMPROVEMENTS	1,128,924.00	109,386.23	670,493.37	59.39	458,430.63
162-PARKS & RECREATION	248,926.00	27,881.19	32,660.43	13.12	216,265.57
163-MYERS PARK	900.00	47.46	332.27	36.92	567.73
164-JUDICIAL EDUCATION FU	547.00	28.20	165.51	30.26	381.49
175-Public Fac/Bond Fund	1,348,841.00	134.35	1,551.57	0.12	1,347,289.43
221-ECONOMIC DEVELOPMENT	92,908.00	92,915.07	92,920.91	100.01	(12.91)
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	40,130.44	492,204.11	0.00	(492,204.11)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	14,151,782.00	1,218,634.77	6,734,934.31	47.59	7,416,847.69

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
110-GENERAL REVENUE	9,916,233.00	939,128.82	4,297,658.02	43.34	5,618,574.98
121-PUBLIC HEALTH	212,935.00	17,252.05	97,892.70	45.97	115,042.30
122-LANDFILL CLOSURE	0.00	0.00	9,151.00	0.00	(9,151.00)
123-LODGING TAX	99,000.00	7,201.79	36,608.48	36.98	62,391.52
124-CIVIC ENHANCEMENT	24,000.00	23,944.00	24,468.52	101.95	(468.52)
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	26,000.00	2,106.50	2,106.50	8.10	23,893.50
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,638,657.00	54,413.39	303,808.24	18.54	1,334,848.76
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	3,000.00	0.00	0.00	0.00	3,000.00
131-FIRE PROTECTION TAX	697,373.00	3,537.99	4,352.16	0.62	693,020.84
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	607,613.00	51,595.53	258,195.84	42.49	349,417.16
161-CAPITAL IMPROVEMENTS	2,689,170.00	191.00	443,029.94	16.47	2,246,140.06
162-PARKS & RECREATION	0.00	0.00	0.00	0.00	0.00
163-MYERS PARK	50,000.00	290.50	290.50	0.58	49,709.50
164-JUDICIAL EDUCATION FU	0.00	0.00	0.00	0.00	0.00
175-Public Fac/Bond Fund	3,132,682.00	15,554.50	136,727.77	4.36	2,995,954.23
221-ECONOMIC DEVELOPMENT	92,908.00	0.00	0.00	0.00	92,908.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	125,000.00	532,000.00	0.00	(532,000.00)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	19,189,571.00	1,240,216.07	6,146,289.67	32.03	13,043,281.33
REVENUES OVER/(UNDER) EXPENDITURES	(5,037,789.00)	(21,581.30)	588,644.64		(5,626,433.64)

*** END OF REPORT ***

Carthage Humane Society
13860 Dog Kennel Lane
Carthage, MO 64836
417-358-6402

Dec 15, 2020

Dear Carthage City Council,

Please accept this letter as our 180 day notice that we are cancelling our current contract between the Carthage Humane Society and the City of Carthage that expires on June 30, 2021. After that date, we will no longer be under contract for services.

We are more than happy to negotiate a new, equally beneficial contract to take effect on July 1, 2021. Should the City desire to enter into negotiations, please let us know when you would like to start that process. We wanted to make certain that you had adequate time to explore your other options.

We are open to continue our services without a contract. The fee schedule we have in place per animal would apply.

We hope to hear from you, and look forward to a continuation of open communication and mutual respect as we move forward.

Sincerely,

Carthage Humane Society

Renay Minshew, President

Judy Parton- Spencer, Vice President

Teresa Smith, Treasurer

Crystal Burnett, Secretary

Lynn Chambers Member

Kandi Anderson, Member

First Session of the 101st General Assembly

- January 6, 2021 – Session commenced.
- January 11, 2021 – Inauguration for Governor Parson and other statewide office holders.
- January 18, 2021 – No session will be held due to Martin Luther King Jr. Day.
- January 27, 2021 – State of the State address.
- March 11, 2021 – Spring break begins upon legislative adjournment.
- March 19, 2021 – Spring break ends.
- April 5, 2021 – No session will be held due to Easter.
- May 7, 2021 – Constitutional deadline to pass the FY22 state budget.
- May 14, 2021 – Session adjourns at 6 p.m.
- August 28, 2021 – Effective date of legislation passed during 2021 session.

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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