

1. Agenda

Documents:

[CITY COUNCIL AGENDA 02 23 21.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 022321.PDF](#)

3. Meeting Materials

Documents:

[CITY COUNCIL PACKET 02 23 21.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, FEBRUARY 23, 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 Council Members
(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. 21-06** – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage, Missouri and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)
 2. **C.B. 21-07** – An Ordinance authorizing the Mayor of the City of Carthage, to enter into an agreement between the Carthage Convention & Visitors Bureau and the City of Carthage, Missouri for communications services. (Budget Ways & Means)

3. **C.B. 21-08** – An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2021 to June 30, 2022. (Public Works)

16. New Business

1. **C.B. 21-09** – An Ordinance authorizing the Mayor to enter into an intergovernmental police protection mutual aid agreement between the City of Carl Junction, Missouri and City of Carthage Police Department pursuant to MO. Rev. Statute §70.820 (2000). (Public Safety)
2. **C.B. 21-10** – An Ordinance of the City of Carthage, Missouri, imposing a Use Tax for General Revenue Purposes at the rate of Two and Three-Quarters Percent (2.75%) pursuant to the authority granted by and subject to the provisions of Sections 144.600 through 144.761 RSMo; providing for the Use Tax to be repealed, reduced or raised in the same amount as any City Sales Tax is repealed, reduced or raised; and providing for submission of the proposal to the qualified voters of the City for their approval at the General Municipal Election called and to be held in the City on August 03, 2021. (Budget Ways & Means)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1921** – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy (Public Safety)
2. **Resolution 1922** – A Resolution adopting a revised Policemen's and Firemen's Pension Plan Investment Policy, as recommended by the Policemen's and Firemen's Pension Board. (Budget Ways & Means)

19. Closing Comments

20. Executive Session

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
FEBRUARY 23, 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: David Armstrong, Ray West, Ceri Otero, Alan Snow, Ed Barlow, and Seth Thompson. Council Members James Harrison, Juan Topete, Mike Daugherty, and Craig Diggs 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, City Clerk Traci Cox and Deputy City Clerk Miranda Deal.

Mr. Armstrong made a motion, seconded by Ms. Otero, to approve the minutes of the February 9, 2021 Council Meeting. Motion carried unanimously.

No citizen's spoke during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means is in between meetings with the next meeting scheduled for March 8.

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 met on February 18. The committee discussed changes to the Animal Control Ordinance that will be presented at the March 9 Council meeting. A mutual aid agreement with the City of Carl Junction was approved and is being presented in C.B. 21-09. Carthage R-9 is requesting permission to place solar flashing lights at the Carthage High School crosswalk at George Phelps and River. They will be paying for expenses which include modifications made to the existing signs. Mr. Snow made a motion, seconded by Mr. Barlow, to approve the request. Motion carried. Mr. Snow made a motion, seconded by Mr. Armstrong, to accept the low bid of \$46,193 from Jon's Mid America to purchase a battery-powered rescue tool using funds from the Steadley Foundation and allow the purchase of additional rescue tools with a total cap of \$72,000 for all items. Motion carried. Mr. Snow made a motion, seconded by Mr. Armstrong, to accept the low bid from Fire Master Fire Apparatus for the purchase of a breathing air system totaling \$40,955. Motion carried. The Carthage Water & Electric Tower 2 Tower 5K and Fun Run will be held on Saturday, May 8th at 8:00 a.m. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview. Mr. Snow made a motion, seconded by Ms. Otero, to approve the request. Motion carried.

Ms. Otero reported the Public Services Committee did not meet due to weather. The next scheduled meeting is March 16.

Mr. Armstrong reported the Public Works Committee is in between meetings with the next meeting scheduled for March 2.

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

Mayor Rife thanked the Street Department, Police Department, and Fire Department for keeping us safe these last two weeks in the extreme weather.

During reports of Council Members, Ray West thanked the City staff and Carthage Water & Electric for their hard work in the extreme weather.

City Attorney Nate Dally thanked the Street Department for clearing the roads so well to allow Republic Services to get down most City streets to pick up trash when they were running behind.

Fire Chief Roger Williams thanked the Street Department for keeping the fire station parking lots cleared and salted so they were able to get out and respond to calls. Chief Williams also thanked the citizens of the Carthage Fire District for being cautious during the winter weather, as the Fire Department did not have to respond to any house fire calls.

Public Works Director Zeb Carney reported that the Street Department had some trouble with their snow equipment in the extremely low temperatures. They were able to keep a mechanic down at the shop for a few days to service equipment that broke down. They were short-handed during the weather and were able to utilize Parks & Recreation employees to help clear snow piles around the City.

Parks and Recreation Director Mark Peterson thanked the Street Department for getting the streets and parking lots cleared. There is a meeting scheduled with Callie from the Convention & Visitor's Bureau and Lime regarding a scooter rental program for the City.

City Administrator Tom Short thanked the Street Department and Carthage Water and Electric for their work during the winter weather. He also reported on the following: updated contract with the Convention & Visitor's Bureau for C.B 21-07, tax abatement for Schreiber Foods project, termination of contract with Pearson-Kelly Technology, IT Department interviews for new IT position, 2021-2022 budget process, the CIAC will look at City insurance rates and the possible payout or extension of comp time, COVID vaccine clinic coming to Carthage in March, GRO committee has a meeting to discuss a housing project, CARES Act reimbursements, Anderson Engineering project to look at the road conditions around the City, and sales tax revenues.

The Committee on Claims filed a report in the amount of \$494,100.63 against the following funds: General Revenue \$83,742.12, Public Health \$150,919.41, Fire Protection \$1,550.35, Golf \$1,739.85, Parks & Recreation \$6,298.14, Payroll \$249,850.76. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-06 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage, Missouri and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Otero, Snow, Thompson, and West. The Council Bill was approved and numbered Ordinance 21-06.

C.B. 21-07 – An Ordinance authorizing the Mayor of the City of Carthage, to enter into an agreement between the Carthage Convention & Visitors Bureau and the City of Carthage, Missouri for communications services was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Otero, Snow, Thompson, and West. The Council Bill was approved and numbered Ordinance 21-07.

C.B. 21-08 -- An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2021 to June 30, 2022 was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Otero, Snow, Thompson, and West. The Council Bill was approved and numbered Ordinance 21-08.

Under new business, C.B. 21-09 – An Ordinance authorizing the Mayor to enter into an intergovernmental police protection mutual aid agreement between the City of Carl Junction, Missouri and City of Carthage Police Department pursuant to MO. Rev. Statute §70.820 (2000) was placed on first reading with no action taken.

C.B. 21-10 – An Ordinance of the City of Carthage, Missouri, imposing a Use Tax for General Revenue Purposes at the rate of Two and Three-Quarters Percent (2.75%) pursuant to the authority granted by and subject to the provisions of Sections 144.600 through 144.761 RSMo; providing for the Use Tax to be repealed, reduced or raised in the same amount as any City Sales Tax is repealed, reduced or raised; and providing for submission of the proposal to the qualified voters of the City for their approval at the General Municipal Election called and to be held in the City on August 03, 2021 was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mr. West, to approve Resolution 1921 – A Resolution providing for the formal acceptance of a donation by the City Council of the City of Carthage, Missouri pursuant to City Policy. Resolution 1921 was adopted by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Otero, Snow, Thompson, and West.

Mr. Snow made a motion, seconded by Mr. Armstrong, to approve Resolution 1922 – A Resolution adopting a revised Policemen's and Firemen's Pension Plan Investment Policy, as recommended by the Policemen's and Firemen's Pension Board. Resolution 1921 was adopted by a roll call vote of 6 yeas and 0 nays. Ayes: Armstrong, Barlow, Otero, Snow, Thompson, and West.

During closing comments, Mr. Armstrong stated that he hopes we can become a more outward facing City, Mr. West and Ms. Otero thanked the street department for their work during the winter weather, Mr. Snow thanked Chief Williams for his weather updates, and Mr. Thompson thanked street department and other departments for their work through the winter weather.

Mr. Thompson made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:24 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
FEBRUARY 9, 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: Seth Thompson, Ceri Otero, Mike Daugherty, Alan Snow, Craig Diggs and Ed Barlow. Council Members Juan Topete, James Harrison, David Armstrong and Ray West 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. Snow, to approve the minutes of the January 26, 2021 Council Meeting. Motion carried unanimously.

No citizen's spoke during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met today via video conference. The Committee approved a Council Bill or Resolution be prepared to approve the proposition of a use tax for the August ballot. Changes to the Police & Fire Pension Investment Policy were approved and will be presented for consideration at the February 23 Council Meeting. A contract with the CVB is being presented in C.B. 21-07. The contract has not been finalized and some changes may occur before the second reading. A budget amendment was approved and is being presented in Resolution 1920. Mr. Snow made a motion, seconded by Mr. Barlow, to approve the 2021-2022 Budget Goals. Motion carried.

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. Diggs, to extend the FFCRA Covid Leave Policy through March 31, 2021. Motion carried. Michael Miller has been promoted to HR Coordinator/Payroll Clerk and Miranda Hale Deal has been promoted to the Deputy City Clerk/AR Clerk position. Mrs. Deal will be added as a signer on the city's checking accounts.

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

Mr. Daugherty reported the Public Services Committee is between meetings with the next meeting scheduled for February 16.

Mr. Daugherty reported the Public Works Committee met February 2. The annual paving contract with Blevins was approved and is being presented in C.B. 21-08.

Special Committee and Board Liaison reports were given by Ms. Otero for Carthage Humane Society, Mr. Thompson for the Convention and Visitors Bureau, and Mr. Snow for GRO 3.0.

Parks and Recreation Director Mark Peterson thanked the Street Department for the ice removal.

The Committee on Claims filed a report in the amount of \$2,431,900.28 against the following funds: General Revenue \$42,425.31, Public Health \$5,289.58, Lodging \$3,767.42, Parks/Stormwater \$40,808.27, Fire Protection \$691.87, Golf \$1389.70, Library \$55,000.00, Payroll \$282,528.13 and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-03 – An Ordinance to amend Division 5 – Civil War Museum, Section 2-495 – Composition; appointment, of the Code of Carthage was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Barlow, Daugherty, Diggs, Otero, Snow and Thompson. The Council Bill was approved and numbered Ordinance 21-04.

C.B. 21-04 – An Ordinance of the City Council of the City of Carthage, Missouri acknowledging the Tax Abatement granted by the County Commission of Jasper County, Missouri for a project located in the Carthage/Jasper County Enhanced Enterprise Zone was placed on second reading. Mr. Snow made a motion, seconded by Mr. Diggs, to table C.B. 21-04. Motion carried.

C.B. 21-05 – An Ordinance to amend Section 2.4 local limits in the Waste Water Pretreatment Ordinance 15-38 and industrial surcharge rates as approved by the CWEP Board was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Barlow, Daugherty, Diggs, Otero, Snow and Thompson. The Council Bill was approved and numbered Ordinance 21-05.

Under new business, C.B. 21-06 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage, Missouri and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

C.B. 21-07 – An Ordinance authorizing the Mayor of the City of Carthage, to enter into an agreement between the Carthage Convention & Visitors Bureau and the City of Carthage, Missouri for communications services was placed on first reading with no action taken.

C.B. 21-08 -- An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of

asphalt to include tack oil) to include a new term from July 1, 2021 to June 30, 2022 was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve Resolution 1920 – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget for Fiscal Year 2020-2021, of the City of Carthage, Missouri, for specified funds (Civic Enhancement, Capital Improvements Sales Tax, and General Fund as specified herein). Resolution 1920 was adopted by a roll call vote of 6 yeas and 0 nays. Ayes: Barlow, Daugherty, Diggs, Otero, Snow and Thompson.

During closing comments, council members thanked the Street Department for their work on clearing the roads.

Mr. Barlow made a motion, seconded by Mr. Daugherty, to close the meeting according to Section 610.021 (1) the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys followed by a roll call vote on the board of 6 yeas and no nays. Ayes: Barlow, Daugherty, Diggs, Otero, Snow and Thompson. Motion carried at 6:56 p.m.

CLOSED SESSION

Mr. Daugherty made a motion, seconded by Ms. Otero, to return to the regular session of the Council Meeting at 7:19 p.m. followed by a roll call vote of 6 yeas and no nays. Ayes: Barlow, Daugherty, Diggs, Otero, Snow and Thompson. Motion carried.

Mr. Daugherty made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:20 p.m.

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 21-06

ORDINANCE NO. _____

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

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

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

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

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

PASSED AND APPROVED THIS _____ DAY OF _____ 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

COUNCIL BILL NO. 21-07

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF CARTHAGE, TO ENTER INTO AN AGREEMENT BETWEEN THE CARTHAGE CONVENTION & VISITORS BUREAU, AND THE CITY OF CARTHAGE, MISSOURI FOR COMMUNICATIONS SERVICES.

WHEREAS, the City is a participant in the GRO 3.0 program which is three (3) year plan, structured to help communities make strides in the arena of community and economic development; and

WHEREAS, the Community Engagement segment of the program endeavors to create a more engaged and committed citizenry; and

WHEREAS, the survey conducted to help local community leaders and citizens identify major local patterns identified communications shortfalls that through a collaborative and focused effort could be redefined and improved; and

WHEREAS, the GRO Committee has recommended to the City a methodology for consolidating and enhancing intra and inter communications vehicles available to the City,

NOW, THEREFORE, 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 an Agreement between The Carthage Convention & Visitors Bureau, and The City of Carthage, Missouri, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Budget Ways & Means Committee

AGREEMENT FOR COMMUNICATION SERVICES
City of Carthage, Missouri
and the
Carthage Convention and Visitors Bureau

THIS AGREEMENT made and entered into this _____ day of February, 2021, by and between the City of Carthage, Missouri, (hereinafter referred to as "City") with offices located at 326 Grant St., Carthage, Missouri, and the Carthage Convention and Visitors Bureau, Inc. (hereinafter referred to as "CVB") as a not-for-profit corporation organized under the laws of the State of Missouri, located at 402 S. Garrison, for the purpose of maintaining and furthering communications for the City of Carthage on an annual basis beginning (for the remainder of the Fiscal Year), March 1, 2021 – June 30, 2021 ("Initial Term").

WHEREAS, the City of Carthage desires to engage the services of the CVB in order to maintain and further communications with the citizens of the City of Carthage, and

WHEREAS, it is to the benefit of the City and its citizens to engage the CVB to provide such communication services, and

WHEREAS, the agreed upon services include maintaining the City's websites, social media channels, and the public relations efforts of the City on a case by case basis, and

WHEREAS, the CVB has assured the City that it is capable of providing those services, and

WHEREAS, the City has agreed to use the services of the CVB to accomplish the aforesaid precepts.

NOW, THEREFORE, in consideration of these premises and the mutual covenants herein contained, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

WITNESSETH:

Article I

SCOPE OF SERVICES

The City shall provide the CVB with the information and content for the City's websites and all social media platforms. The CVB shall incorporate the information and content provided by the City into all such desirable platforms as CVB and City deem appropriate. The CVB (in consultation with the City) shall have full creative license to publish the content provided by the City as it sees fit.

Article II

COMPENSATION

The CVB agrees to perform its obligations hereunder in exchange for compensation agreed upon as follows:

The City shall pay Forty Dollars (\$40.00) per hour for CVB's services provided hereunder. The parties anticipate a minimum of twenty (20) hours per week during the first three (3) months of the Initial Term. After the first three (3) months, the parties anticipate a minimum of fifteen (15) hours per week. Based on the above calculations, estimated costs for services for the remainder

of the Fiscal Year 2021 (March 1, 2021 through June 30, 2021) will not exceed thirteen-thousand, four hundred dollars and no cents (\$13,400.00), which may be cost-shared with Carthage Water & Electric Plant. In the event the aforementioned anticipated hours are exceeded and additional compensation is required, the CVB shall notify the City of hours in excess of those anticipated on the subsequently provided invoice. Any objection by the City to such additional hours or charges shall be raised within thirty (30) days of the date of the invoice or shall be deemed waived.

Payment for services rendered is due within thirty (30) days of the date of the invoice provided by the CVB.

Article III

CHANGES IN SCOPE OF SERVICES

If at any time during the course of this agreement either party desires to change the scope of services delineated above, a written request will be provided to the other party for consideration and either accepted or rejected within thirty (30) days unless an extension is agreed upon by the parties. Changes requested by the City shall be submitted to the CVB board of directors for consideration. Changes requested by the CVB shall be provided to the City Administrator to take to the City Council for consideration.

Article IV

REVIEW PERIOD

A representative of the CVB and the City will meet quarterly to review the communication efforts of the CVB, discuss scope of work, review communication goals for the next quarter, and review any reports the CVB may provide to the City for the previous quarter. Any objections by the City to the CVB's efforts during the previous quarter must be raised at each quarterly review. Any requests by the CVB for approval, direction, specification, or documentation made at the quarterly review shall be provided by the City within thirty (30) days of the meeting unless an extension is agreed upon by the parties. Any requests by the City for information, specification, or documentation made at the quarterly review shall be provided by the CVB within thirty (30) days of the meeting unless an extension is agreed upon by the parties.

Article V

OTHER

The City shall be responsible for periodic review and feedback to the CVB of communication efforts. Any objections to CVB efforts not raised by the City by or at each quarterly review shall be deemed waived by the next quarter.

If either party shall fail to fulfill in timely and proper manner that party's obligations under this contract, or if either party shall violate any of the covenants, agreements, or stipulations of this contract, the other party shall have the right to terminate this contract by giving written notice to the designated agent of the other party of such termination and specifying the effective date thereof, at least ten days before the effective day of such termination. Either party may, with or without cause, terminate this contract upon 30 days prior written notice. The CVB shall be entitled to

receive just and equitable compensation for any work completed prior to the termination date.

A delay to performance by either party or inability to perform due to fire, earthquake, flooding, storms or other Acts of God, strike, lockout, acts of public enemy, riot, insurrection, health pandemics, or governmental regulation of the sale or transportation of materials, supplies or labor shall be identified as a Force Majeure Delay. Neither party shall be held liable for delay caused by such conditions provided that the delayed party furnishes the other party with written notice of any such delay within ten (10) days from the commencement of any such delay and provided that the period of the Force Majeure Delay shall not exceed the period of delay caused by such event.

Attest:

Traci Cox, City Clerk
City of Carthage, Missouri

Dan Rife, Mayor
City of Carthage, Missouri

_____, President
Carthage Convention and Visitors Bureau

Callie Myers, Executive Director
Carthage Convention and Visitors
Bureau

COUNCIL BILL NO. 21-08

ORDINANCE NO. _____

An Ordinance extending the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2021 to June 30, 2022.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to extend the current agreement with Blevins Asphalt Construction Co., Inc. for the Annual Asphalt Paving Contract (@ \$58.55 per ton of asphalt to include tack oil) to include a new term from July 1, 2021 to June 30, 2022, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee



January 28th, 2021

City of Carthage, MO

Dear Council,

We would like to give the City of Carthage the option to extend the street paving and milling contract prices from 2020 to the 2021 season. The unit prices are as follows:

Asphalt Street Paving:	\$58.55 per ton (using MoDot spec. SP095c hot mix)
Edge Milling:	\$3.55 per square yard
Full Width Milling:	\$2.75 per square yard
Tie-In Milling:	\$19.35 per square yard

Note: above asphalt prices include tack oil application


Adam Boswell V.P.
Blevins Asphalt Const. Co., Inc.

City of Carthage, MO.

Blevins Asphalt Construction Co., Inc. ♦ P.O. Box 230 ♦ Mt. Vernon, MO 65712
Phone: (417) 466-3758 ♦ Fax (417) 466-7914
www.blevinsasphalt.com

***NEW
BUSINESS***

COUNCIL BILL NO. 21-09

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN INTER
GOVERNMENTAL POLICE PROTECTION MUTUAL AID AGREEMENT
BETWEEN THE CITY OF CARL JUNCTION, MISSOURI AND CITY OF CARTHAGE
POLICE DEPARTMENT PURSUANT TO MO. REV. STAT. §70.820 (2000).**

WHEREAS, municipal corporations are authorized to enter into agreements for mutual aid for police services; and

WHEREAS, in recognition of the fact that there may be emergencies outside the jurisdiction of the parties hereto that require the response of the law enforcement agency outside of their jurisdiction and within other municipalities, when requested,

**NOW, THEREFORE, 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 an Inter-Governmental Police Protection Mutual Aid Agreement between the City of Carl Junction, Missouri and City of Carthage Police Department pursuant to Mo. Rev. Stat. §70.820 (2000).

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 Safety Committee

INTERGOVERNMENTAL POLICE PROTECTION MUTUAL AID AGREEMENT

This AGREEMENT, made and entered into on this 3rd day of March, 2020, by and between the City of Carl Junction, a municipal corporation, (hereinafter referred to as "City") and City of Carthage Police Department, provides as follows:

WHEREAS, pursuant to Mo. Rev. Stat. §70.820 (2000), municipal corporations are authorized to enter into agreements for mutual aid for police services;

WHEREAS, the parties hereto desire to authorize their municipal police officers to respond in emergency situations outside of their jurisdiction and within other municipalities, when requested.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and intended to be legally bound thereby, the parties hereby agree as follows:

Section 1 Purpose of Agreement

This Agreement is made in recognition of the fact that there may be emergencies outside the jurisdiction of the parties hereto that require the response of the law enforcement agency. Each law enforcement agency who signs a copy of this Agreement has and does express its intent to aid and assist the other participating law enforcement agencies during an emergency by assigning some of their resources, equipment and/or law enforcement personnel to the affected law enforcement agency as circumstances permit and in accordance with the terms of this Agreement. The specific intent of this Agreement is to safeguard the lives, persons and property of citizens during an emergency by enabling other law enforcement agencies to provide additional resources, equipment and/or law enforcement personnel as needed.

Section 2 Definitions

For the purpose of this Agreement, the following terms are defined as follows:

Agreement means this Intergovernmental Police Protection Mutual Aid Agreement. Counties, municipalities, townships, political subdivisions and interlocal public agencies of the State of Missouri may become a party to this Agreement by executing a copy of this Agreement and providing a copy with original signatures and authorizing resolution(s).

Assisting Party means the participating governmental entity furnishing equipment, resources, supplies and/or personnel to the Requesting Party under this Agreement.

Emergency situation means any situation in which the law enforcement officer has a reasonable belief that a crime is about to be committed, is being committed, or has been committed involving injury or threat of injury to any person, property, or governmental interest and such officer's response is reasonably necessary to prevent or end such emergency situation or mitigate the likelihood of injury involved in such emergency situation. The determination of the existence of any emergency situation shall be in the discretion of the officer making the response or in the discretion of an officer or governmental officer of the political subdivision in which the emergency situation is alleged to be occurring.

Response shall mean to take any and all action that the officer may lawfully take as if exercising his powers within his own jurisdiction.

Mutual Aid means a definite and prearranged written agreement and plan whereby regular response and assistance is provided in the event of a natural or man-made emergency.

Requesting Party means the participating governmental entity requesting aid in the event of an Emergency who has primary jurisdiction over the site of the emergency, but due to insufficient resources, supplies, equipment and/or personnel is unable to provide an adequate response to an emergency without the assistance of others.

Section 3

Scope

A. Any law enforcement officer as defined by section 556.061, RSMo, full-time peace officer as defined by section 590.100, RSMo, of a county or a full-time peace officer of any political subdivision who is certified pursuant to chapter 590, RSMo, or a chief executive officer as defined by section 590.100, RSMo, of a county or any political subdivision, certified pursuant to chapter 590, RSMo, shall have the authority to respond to an emergency situation outside the boundaries of the political subdivision from which such peace officer's authority is derived. Each undersigned party agrees that in the event of an emergency situation, they will respond to requests for assistance with such equipment, supplies, resources and/or personnel as is, in the opinion of the assisting party, available. Provided, however, that each party reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate protection of its own jurisdiction or personnel. The Chief of Police or highest-ranking available officer shall have the authority to request or respond in the emergency situation.

B. Police officers who shall be commanded by their superior authority to maintain the peace or perform police duties outside the territorial limits of the municipality that regularly employs such officers shall be under the direction and authority of one person designated by each chief law enforcement officer. Such personnel shall in turn be under the direction and authority of the local commanding police officer of the municipality or county to which they are called to perform police or peace duties and shall be peace officers thereof. They shall have all immunities, powers,

and authority of police and peace officers as provided by law, including the power of arrest.

C. Mutual aid assistance shall be rendered without charge to a member both during the normal conduct of police business and in emergency situations.

Section 4 Compensation & Benefits

Each party shall be responsible for all claims, damages, and losses sustained by its own law enforcement agency and police personnel. This agreement shall not be so construed as to create any relationship between the police personnel of one party and the other party. Each party agrees to procure insurance coverage in an amount reasonably sufficient to satisfy the liability for damages reasonably foreseeable from the activities herein contemplated or shall be self-insured. A party shall not be liable to the other party for any action, failure to act, delay, mistake, failure to respond, negligence, or failure to effectively combat or handle any police problem arising out of any assistance requested or provided under this agreement. This agreement shall not be construed as an agreement for the benefit of any third party. The parties agree that all individuals shall retain all pension and disability rights while performing duties in accordance with this agreement.

Section 5 Adoption

Before a peace officer shall have the authority to respond to an emergency situation outside the boundaries of the political subdivision from which the officer's authority is derived pursuant to subsection 1 of this section, the authority shall be first authorized by ordinance, order, or other ruling by the governing body of the political subdivision from which the officer derives such officer's authority and by the governing body of the political subdivision in which the emergency situation is alleged to be occurring.

Section 5 Liability

Each party to this agreement shall defend, indemnify and hold harmless all other parties to this Agreement from and against any and all liability, loss, expense, attorneys fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

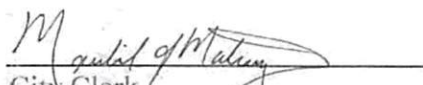
Section 6 Termination

Any participating law enforcement agency may withdraw from this Agreement upon giving sixty (60) days written notice addressed to each of the other participating agencies.

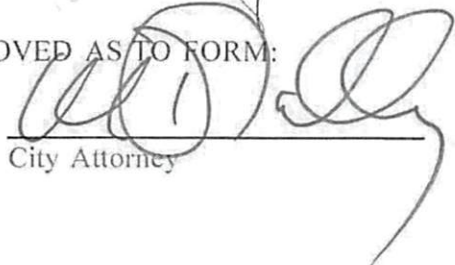
IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

**City of Carl Junction Missouri, a
Missouri Municipal Corporation**

By: 
Mark C Powers
Mayor

By: 
City Clerk

APPROVED AS TO FORM:

By: 
City Attorney

City of Carthage

By: _____

ATTEST:

By: _____

COUNCIL BILL NO. 21-10

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CARTHAGE, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT THE RATE OF TWO AND THREE-QUARTERS PERCENT (2.75%) PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMO; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL MUNICIPAL ELECTION CALLED AND TO BE HELD IN THE CITY ON, AUGUST 03, 2021.

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

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

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

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

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

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

Section 3. This tax shall be submitted to the qualified voters of the City of Carthage, Missouri, for their approval, as required by the provisions of Section 144.757 RSMo, at the General election hereby called and to be held in the City on Tuesday, the 3rd day of August, 2021. The ballot of submission shall contain substantially the following language:

Shall the City of Carthage, Missouri impose a local use tax at the same rate as the total local sales tax rate, currently two and three-quarters percent (2.75%), provided that if the local sales tax rate is reduced or raised by voter approval, the local use tax rate shall also be reduced or raised by the same action? A use tax return shall not be required to be filed by persons whose purchases from out-of-state vendors do not in total exceed two thousand dollars in any calendar year.

☐ Yes ☐ No

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

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

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1921

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION 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 donation in the amount of ten thousand dollars and no cents (\$10,000.00) from an anonymous donor for use in the Carthage Police Department. The donor did not place any restrictions on the specific use of the funds. A budget adjustment will be prepared to authorize the appropriation of these funds.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsor: 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.

There will be no adverse impact of acceptance of the cash contributions. The Budget Ways & Means Committee will meet to determine a recommendation on the appropriation of these funds. It is recommended that the funds be placed in the Public Safety Fund budget pending Budget Ways & Means Committee recommendations for City Council action regarding appropriations of said funds.

RESOLUTION NO. 1922

A RESOLUTION ADOPTING A REVISED POLICEMEN'S AND FIREMEN'S PENSION PLAN INVESTMENT POLICY, AS RECOMMENDED BY THE POLICEMEN'S AND FIREMEN'S PENSION BOARD.

WHEREAS, the City Council of the City of Carthage has adopted a formal written Investment Policy for the Policemen's and Firemen's Pension Plan; and

WHEREAS, the City Council of the City of Carthage in 2018 revised Asset Allocation targets and ranges of the Investment Policy for the Policemen's and Firemen's Pension Plan as recommended by the Policemen's and Firemen's Pension Board; and

WHEREAS, the Policemen's and Firemen's Pension Board has again recommended the City Council of the City of Carthage to amend the Asset Allocation targets and ranges and the Policy Index.

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

The City of Carthage hereby adopts and approves a revised Policemen's and Firemen's Pension Plan Investment Policy Statement, a true copy of which is attached hereto and incorporated herein as if set out in full.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

CITY OF CARTHAGE, MISSOURI
POLICEMEN'S AND FIREMEN'S PENSION PLAN
INVESTMENT POLICY STATEMENT

February 9, 2021 (amended)

Purpose

The purpose of this investment policy is to provide a clear understanding of the investment policies, guidelines and objectives for the City of Carthage's Policemen's and Firemen's Pension Plan (Pension Plan), for the Carthage City Council, the Policemen's and Firemen's Pension Committee (Pension Committee), investment managers, investment advisors and others.

This document provides a governing basis for the management and disposition of all assets (including cash and non-cash items) held as investments by the Pension Plan.

The following guidelines have been set forth to give the investment managers/advisors/consultants an overview of the general investment philosophy and orientation of the Trustee's responsible for the fund. The intent is to give broad direction allowing for the flexibility necessary for the managers/advisors/consultants to successfully implement the investment strategy.

Organization

This plan is a defined benefit Pension Plan for the Police and Firefighters of the City of Carthage. The Pension Plan is a qualified pension plan and trust as defined in the Internal Revenue Code. Therefore, this Plan is exempt from Federal and State income taxes. The purpose of the fund is to provide retirement benefits to participants of the Plan.

The primary function of the Pension Committee is to administer the Plan for the exclusive benefit of the participants and their beneficiaries, subject to the specific terms of the Plan.

The City Council has allocated to the Pension Committee the responsibility for implementing these guidelines. The Pension Committee may employ at its discretion an investment manager to manage all or a designated portion of the assets of the Pension Plan to accomplish the Pension Plan's objectives.

The City Council and Pension Committee members acting in accordance with this Investment Policy Statement (and/or procedures established or to be established) and exercising due diligence shall be relieved of personal liability for an individual securities credit risk or market change.

Investment Objectives

The principal objectives of the Pension Plan's investment program shall be:

- **Safety of Capital** - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required so potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- **Prudence** - The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

- **Liquidity** - The investment portfolio shall remain sufficiently liquid to enable the Fund to meet all operating requirements which may be reasonably anticipated.
- **Return on Investments** - The primary goal of the Fund will be to earn a return (along with contributions) that will adequately fund current and future obligations of the Plan. The investment portfolio shall be designed to attain as a minimum, a market average rate of return taking into account the cash flow needs of the fund and the investment restrictions placed on the account.
- **Preservation of Purchasing Power After Spending** - The goal is to achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of fund assets.

Achieving these objectives will require assuming a moderate level of risk, a long-term investment horizon and diversification among assets. Although the investment objectives are long-term, each quarter there will be a review the performance and activities in the meeting the investment objectives stated in this plan.

Funding Of Withdrawals/Distributions

The fund has requirements and expectations for periodic withdrawals for benefits and expenses. The investment managers will be made aware of these requirements and will be responsible for employing a strategy to meet these needs. The Fund would anticipate that the funds needed could most often be provided from cash and cash equivalents, fund contributions and investment income earnings.

Approved Investments

The Fund may hold the following types of securities:

- **Cash and Equivalents**

Short-term investments (maturities less than one year) shall consist of obligations of the U.S. Government, U.S. Agencies of one year maturity or less. Additionally, a money market fund or comparable investment vehicle with like investments may be used.

- **Fixed Income**

The quality of the fixed income securities shall be in accordance with Missouri statute and restricted to U.S. Government bonds and U.S. Agencies. Any exception will be those specifically identified in the statute.

- **Equities**

The portfolio may hold common stocks, variable annuities or mutual funds that invest in common stocks of publicly traded companies on U.S. Exchanges, Foreign Exchanges represented in the EAFE index, NASDAQ listed stocks and securities convertible into such stocks. Equity investments in any major sector classification shall not exceed 20% of the market value of the total equity portfolio. Equity investments in any single issue shall not exceed 7% of the equity portfolio at market value.

Investment Advisor/Consultant

The Pension Committee is ultimately responsible for complying with all applicable laws, rules and regulations set by the Missouri Department of Insurance. The Pension Committee may utilize the services of an Investment Advisor/Consultant to be responsible for investment manager or mutual fund selection and oversee fixed income recommendations and purchases. The Investment Manager, Advisor and/or Consultant shall act as a fiduciary to the equity and fixed income segments of the Fund. The Investment Advisor/Consultant shall have discretion relative to the equity segment of the Fund, but not the fixed income segment. The Pension Committee should also periodically utilize the services of an independent Investment Consultant to provide performance evaluation and analysis.

Any investment manager, advisors or consultants are responsible for making the Pension Committee aware of all investment decisions regarding the assets of the fund. This includes promptly notifying the Pension Committee of any change in portfolio management, management style, analytical or management personnel.

The Investment Manager, Advisor and/or Consultants will, therefore, be accountable for actions to comply with the objectives and guidelines outlined herein. The investments should be adequately diversified to reduce risk, but the interpretation of Adequate® is up to the Pension Committee or City Council.

It is expected the Investment Manager, Advisor and/or Consultants will provide personal consultation with the Pension Committee on a quarterly basis in addition to printed reports and financial statements.

Prohibited Transactions

Investment activities in the following are prohibited:

- Margin purchases
- Private placements or other restricted securities
- Commodities
- Foreign issues, unless traded on U.S. exchanges or markets
- Futures transactions
- Options transactions
- Derivative transactions

Asset Allocation

The following targets and ranges shall apply to each of the asset classes:

	Min.	Target	Max.
Equities	45%	58%	70%
Large Cap*	25%	75%	100%
Mid Cap*	0%	5%	30%
Small Cap*	0%	5%	30%
International*	0%	15%	40%
*percent of total equity			
Fixed	35%	37%	55%
Cash	0%	5%	15%
Other	0%		15%

Re-Balancing

In the event the above asset allocation guidelines are broken, for reasons including but not limited to market price fluctuations, the Committee will instruct the Investment Manager to bring the portfolio into compliance with these guidelines as promptly and prudently as possible if market conditions are favorable.

Evaluation and Performance Criteria

Investment Manager's and fund portfolio's can expect to be evaluated using both absolute and relative criteria. Performance of the Manager or fund shall be measured on a quarterly basis versus an appropriate benchmark that fairly reflects their investment style. Each manager is expected to outperform their benchmark over a 3-5 year time period on a net basis.

The Total Fund performance shall be measured versus the Policy Index. The Policy Index is composed of 40% Russell 3000, 8% MSCI AWI ex US, 50% Bloomberg Barclays U.S. Government/Credit 1-5 year Bond Index and 2% T-bills.

The Total Fund shall exceed a target return of 7.5% on an annual basis.

Communication and Review

- **Quarterly:** Investment Manager, Advisor and/or Consultants should expect to provide quarterly portfolio presentations to the Pension Committee which will include reports of portfolio status, time-weighted returns in accordance with Association for Investment Management and Research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy and other related matters which would be of interest to the Pension Committee. The Consultant shall report on a quarterly basis the fixed income brokerage costs as well as PFA mutual fund fees.
- **Annual:** The Investment Manager, Advisor and/or Consultants shall report to the Pension Committee all fees and commissions that are charges to the Fund.
- **Ongoing:** Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the Investment Advisor and/or the Investment Committee.

The City Council and the Pension Committee places great trust in an emphasis on the investment strategy employed by the plan's managers, advisor and consultants. Any material changes to or deviations from a previously outlined approach, changes in management or investment personnel must immediately be communicated and justified to the Pension Committee and the City Council.

Plan Review

The managers, advisors and or consultants shall be responsible for reviewing these guidelines with the Pension Committee at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted to the Pension Committee in writing.

The statement set forth herein shall be effective as of July 24, 2018, until otherwise amended in writing by the City Council of the City of Carthage.

The Pension Committee requires the Chairman, Secretary and Treasurer to approve the above Investment Policy Statement by signing as indicated below. The Pension Committee further requires the remaining trustees acknowledge that they have read and understand the provisions of this document by signing as indicated below.

Approved by:

Policemen's and Firemen's Pension Plan

City of Carthage

Chairperson

Mayor Dan Rife

Secretary

Trustee

Trustee

Trustee

Trustee

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, February 9, 2021 3:15 P.M.
CITY HALL COUNCIL CHAMBERS

This meeting was conducted by video conferencing.

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

OTHERS PRESENT via VIDEO CONFERENCING: 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 3:15 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 December 14 Budget meeting. Motion carried 3-0.

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. *"This item was briefly brought up at the December meeting. As reported earlier, the City has been discussing a Use Tax, in earnest, since 2012 when the "Street Decision" by the Missouri Supreme court created a loophole in the Missouri Sales Tax laws allowing vehicles purchased out of state or from an individual to be exempted from the local Sales Tax. For a short period, Missouri cities that did not have a local Use Tax in place, lost the tax revenues they once had from vehicle sales. In 2013 the City attempted to pass an issue involving the vehicle titling portion and the retail portion of this issue. It was defeated by a 13.8% or 33 vote margin. In August 2017, the City placed on the ballot just the titling (portion) of motor vehicles, trailers, boats and outboard motors that were purchased from a source other than a licensed Missouri dealer of this tax. Voters passed this tax by a margin of 69% for and 31% against. This progression was also roughly experienced by the Cities of Joplin, Carl Junction, Airport Drive and Alba. As Carthage's percentage of General Fund's Sales Tax is about 27% of revenues, and as sales from e-commerce continue to grow (especially with the COVID Pandemic), there is a concern of being able to maintain operational service levels in the General Fund, as well as leveling the playing field for brick and mortar businesses. The City of Joplin eventually changed their position regarding the Use Tax and put a ½ percent General Sales Tax issue for vote on the November 2019 ballot. The tax was dedicated to resolving the issues Joplin has been having with its Police & Firemen's Pension Fund and change out to a LAGERS system for new employees. This issue*

passed. Additionally, the City of Carl Junction attempted three times, and failed, to get this item (the imposition of a Use Tax) passed. They too changed their message and placed a Public Safety tax of ½% on the ballot which was passed by Carl Junction voters in November 2020. At the December 2020 Budget Committee meeting, Committee member Barlow discussed the need for looking at a buy-in from the community for the Use Tax initiative. This included the possibility of doing away with business license fees. Staff recommends that the Mayor appoint a Citizen's Committee, as suggested by the MML to keep the issue independent from staff or elected officials."

Mr. Snow indicated the next step is for council to approve a Citizen's Committee to be appointed by Mayor Rife that will promote the need and educate citizens on the use tax. Mr. Barlow moved to authorize a Resolution be presented to council to put the use tax on the August 3 ballot. Motion carried 3-0.

NEW BUSINESS

1. **Consider and discuss changes to Police and Firemen's Pension Investment Policy.** *"The Police and Firemen's Pension Fund Committee, at a recent meeting, accepted a recommendation to adjust their Asset Allocation under the Investment Policy previously approved and amended by the City Council. The policy and a copy of the recommendation is attached. Darren Collier is scheduled to present the Board's recommendation and answer questions for the Committee."*

Mr. Darren Collier reported the changes for the policy were cosmetic, only updating the indexes for comparison to industry standards and changes to the asset allocation to add cash. Mr. Barlow moved to authorize a Resolution to approve the changes to the Police & Fire Pension Investment Policy. Motion carried.

2. **Consider and discuss a contract between the City and the Carthage Convention and Visitors Bureau for comprehensive centralized communication services.** *"This stems from the GRO Agreement contracted for by the City with the Carthage Community Foundation. The City of Carthage was accepted into the Growth In The Regional Ozarks (GRO) 3.0 program in 2020. The program was structured to help communities make strides in the arena of community and economic development. Attached is the Power Point presentation from Callie Myers of the CVB and a summary of the proposal. Carthage Water & Electric Plant (CW&EP), and the Carthage Community Foundation will also be contributing to, and participating in this project. This item (Contract) is also included as part of the Budget Adjustment Resolution and will be included on the Council's agenda as a separate Council Bill for first reading on February 09, 2021. Callie will be present at the meeting to answer any questions. As of this writing, we do not yet have the contract, so staff has*

not had a chance to review it or the amount for the proposed services. However, a proposed CB is included for recommendation to the Council, which will be included on the Council's agenda."

Mrs. Callie Myers discussed the contract that was developed as a result of a city-wide survey conducted by GRO 3.0 that revealed a need for centralized communication to streamline messaging. Mr. West moved to forward the contract to Council for approval. Motion carried 3-0.

3. **Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.** *"The State had previously moved up their timeframes for approval of the grant process regarding the taxi program. We have to have the completed application to MODOT by March 1, 2021. This year's application (FY 22) is not anticipated to include any capital items as the replacement of the "bus" occurred three years ago and the van was replaced approximately a year and a half before that. Reduced services due to COVID-19 has impacted the number of miles used by the Taxis. The State requires 100,000 miles before they are eligible for replacement. Based on projections, we will not hit the 100,000 miles in fiscal year 2022. In order to meet the State's timeframe we need approval by the Council for submitting the grant by the end of the month. This is about a month earlier than we have done in the past but is similar to previous years. Included is a Council Bill authorizing the Mayor to execute the appropriate paperwork. This item will also appear on the Council meeting of February 09 (first reading) and 23 (second reading), 2021."*

Mr. Short discussed the annual grant need to proceed with the application. Mr. Barlow made the motion to forward the Council Bill authorizing the Mayor to apply for federal financial assistance for the Taxi program to Council. Motion carried 3-0.

4. **Consider and discuss a Resolution Amending the 2020 - 2021 Annual Operating and Capital Budget for the City of Carthage.** *"The resolution requests amendments to allow expenditures upon passage of the Resolution, as a future ordinance is developed and presented to the Council, to adjust several funds. The funds and reasons for the adjustments are: Civic Enhancement Fund; to reflect a supplemental appropriation not to exceed \$45,026, from Grant Revenues of \$45,026 from the Kent and Mary Steadley Foundation for the Fire Department for the purchase of Rescue Equipment. Essentially, this is pass through of donated funds. Capital Improvements Sales Tax Fund; to reflect a supplemental appropriation not to exceed \$10,000, from Grant Revenues of \$8,000 from the Missouri Department of Transportation's Traffic Engineering*

Assistance Program (TEAP) and \$2,000 from the unallocated and undesignated fund balance in the Capital Improvements Sales Tax Fund to complete the Engineering Study for Intersection Improvements for the River & Fir St. Intersection and appropriating reimbursable funds from Mid-West Risk, **(MPR)** the City's liability insurance carrier as part of their loss control credit program. The MPR loss control credit program balance (approximately **\$20,000**) represents a percentage of applicable Member Contributions during a plan year. The loss control credits expire 3 years after being earned. Expiring credits need to be used by the end of the MPR fiscal year (June 30), or they will be applied towards the following year's contribution. This program was designed to be used for purchases that specifically reduce exposure to future property/liability and workers' compensation claims. As these items are needed by the Departments, we are recommending the purchases of equipment. A list of items for potential reimbursement via this program has been developed. The amount will not exceed \$20,000. Any applicable remaining balances will be applied to next year's contribution. Consequently, a budget adjustment is needed to expend the amount for the items listed to be able to be reimbursed for the amounts. General Fund; to reflect a supplemental appropriation **not to exceed** \$14,000 for the CVB/GRO Comprehensive Centralized Communication Services contract with CVB, from the General Fund's CMA Department (**Professional Fees** line item), the final amount may still change based on start-up, etc., and the Police Department for a patrol vehicle (**not to exceed** \$40,000; **Capital Outlay** line item) not funded in the approved FY 2021 budget; from the unallocated and undesignated General Fund fund balance."

Mr. Short discussed the need for the budget adjustment. Mr. West moved to forward the Council Bill authorizing the budget adjustment to Council for approval. Motion carried 3-0.

5. Consider and discuss Overall Goals and Priorities for Fiscal 2021 Budget.

"Included is a draft copy of the goals and priorities for the Fiscal 2021 Budget. This is basically a marked-up version of the approved 2021 goals and policies. There have been a few changes (in red) that can be discussed at the meeting. The chief ones being the impact of issues regarding compensation for City employees, the process of approval and implementation of a Use Tax, and Ambulance services. Once the goals and priorities for next year's budget are determined, they will be communicated to the departments and agencies for preparation of their requests. The forms for the requested 2022 budget are scheduled to be sent out February 22, 2021 to the Agencies and Departments."

Mr. Barlow moved to approve the budget goals and forward to Council. Motion carried 3-0.

6. **Staff Reports.** STAFF REPORTS FROM LAST MONTH'S MISSED MEETING: "Included is the monthly **Sales Tax Report** for the General Fund's 1% Sales Tax for January. The General Fund Sales Tax (1%) receipts for January showed a decrease of 1.00% from the same month last Fiscal Year. This amounted to approximately \$2,086 less than the same month last year. This is the seventh month of the fiscal year and the first month collections were lower than last year's monthly reported Sales Tax collections. Overall, the City has budgeted a decrease of 1.62% from the previous year's budgeted amount, primarily due to the COVID pandemic along with other revenue sources in the City's budget for fiscal year 2021. We are still concerned with the delayed impact of the COVID 19 pandemic and its longer term impacts. We finished last fiscal year above last year's budgeted amount of collections, hopefully this trend will continue, however we're still anticipating an adverse impact due to COVID-19 to hit. **Pooled Investment Report;** is also included in the packet. **Budget Summary Report;** is also included in the packet as well as the departmental detailed reports. **CARES Act funding;** as reported earlier, we have been reimbursed for about \$45,000. Pending is also about \$209,000 from the PD, FD and Parks Department. We're waiting on the disposition decision regarding these requests by the County, especially in light of recent actions regarding funding for the Schools and now to provide for vaccines. **IT;** the City is looking at terminating the Pearson Kelly contract for Managed IT Service and hiring appropriate staff to, in part, provide these and other services. This is something discussed during the Budget hearings. Additionally, we have had a recent rash of VoIP Phone problems. A Recovery Plan is being review in light of the above. **VACCA;** Staff has been working on the M.O.U. between the City and Schreiber which was tabled at the May 12, 2020 Council meeting. The M.O.U. basically set up an Agreement for the City to improve a portion of Hazel Avenue, and Schreiber contributing \$655,000 to the City for construction of the I-49 Round About. Also included is a calendar of the project time lines provided by Bond Counsel; **PD Radios;** MOSWIN Radio Update: This is a very fast-moving target. All of this has evolved in the last couple of days. MOSWIN is the statewide interoperable public safety radio system. As you know, we have declined to be a part of this in the past because of the expense of radios, technical support, etc. The Sheriff approached the JASCO board, asking if we would support him if he transitioned away from our system (NexEdge) and to MOSWIN. This would affect us and many agencies throughout the county that transitioned to the NexEdge system. As a reminder, we own half the system and the Sheriff owns the other half (Two Towers, one in Avilla, one in Joplin). He proposed to shut down his half after a year. This would restore our system to where it was in 2013, so that part would work out OK. The board responded that everyone would have to go to MOSWIN for this to work for us as a board. At this point, the Sheriff went to the Commission to ask them to use the CARES act money to pay for a county-wide radio system. They are somewhat open to it, and asked for a cost. That's all I know for now.

By way of explanation, MOSWIN needs a Carthage tower for their statewide system. They are giving the Sheriff a sweet deal in exchange for the use of his tower. The city could not transition totally to MOSWIN. It is a public safety only system and our NEXEDGE system also serves R-9 Schools, CWEP, Parks, Streets, and others. If the Sheriff goes to MOSWIN and we

do not, we are back in the situation of not being able to communicate with them again without some additional set-up. I will keep you up to date, but this is moving so fast I am not sure where we will end up. Obviously, if it comes time for a decision, we should all get together. (Greg Dagnan, Chief of Police); **Ambulance Service** (see letter below); **Serology** tests for COVID 19; the City will be sending Police Officers to test, as a test program for blood tests regarding COVID 19. If the information gained is determined to be not useful, the City will discontinue paying the cost of the test; Some of the discussion... The immunity debate is the next piece.

- Does a positive result mean you are immune and will not get COVID again? Honestly there isn't enough information, but information right now indicates that it is rare to become infected with COVID again after having it. Only time will tell how long this "immunity" will last. A positive result does indicate that you have had the virus. Not all individuals are symptomatic or have symptoms to the point of seeking testing or medical attention. So some individuals may have a positive COVID antibody test and not realize that they were previously infected.
- Does a negative result mean that you haven't had the virus? No, you could have had the virus and your antibody titer has now dropped below readable levels. Studies indicate that this drop below detection can occur in a couple months post infection, but everyone is different in their personal immune response, this time frame will vary.
- If your antibody result is negative, does that mean your "immunity" is gone? Not necessarily. If you were confirmed COVID positive and had the virus, you may still have some immune response to the virus even though you no longer have a detectable antibody level.

People differ in the applications and opinions of the antibody test, I know I have a different view than some of my colleagues. It is definitely a curiosity answerer, if you wonder if you had it and it comes back positive, yep you were right. But in all honesty, if the result is negative, it could mean multiple things, either you haven't had it or your antibody level has dropped to a level we can no longer measure. **FFCRA**; In late December 2020, Congress passed the Consolidated Appropriations Act to further address the economic devastation caused by the coronavirus pandemic. The bill was signed into law on Dec. 27, 2020. One of the many provisions included in the bill (which is more than 5,000 pages long) is that Congress extended the FFCRA tax credit but not its leave provisions. Now, while employers are no longer required to offer FFCRA leave after Dec. 31, 2020, those that elect to continue providing it can reimburse these expenses through March 31, 2021.

The President-elect has stated that more assistance is needed and that his administration plans to work with Congress to introduce additional support for families and employers. Depending on the vaccine rollout and economic fallout, more pandemic legislation (and the extension of existing legislation) may be in the cards in the near future. We are reviewing actions to see if separate action is required to continue this leave, and if the City needs to do it. McGrath Training for HR; Michael and Traci are scheduled for a training session with Victoria McGrath on January 19, 2021 and using the creation of a new position in the IT department as a training tool for assigning points for placement within the pay scale. Sales Tax Report for February 2021; This month's receipt for the 1% General Fund portion for February 2021 showed an increase of 5.25% from the same month last Fiscal Year. This amounted to approximately \$10,489 more than the same month last year. Fiscal year-to-date numbers are 10.02% (\$164,467) higher than last year's year-to-date totals. Also included is the Summary Revenue & Expense Report (unaudited) (budget report) as of the end of January 2021. As of January 2021, upon a quick review, there did not appear to be any major budgetary concerns, on a fund level. We will discuss this report further at the Monday meeting. Currently in the General Fund, expenditures are running lower than revenues. The originally approved General Fund budget anticipated using over \$1,450,000 of the fund balance. Also included in the packet is the Pooled Investment Report for January 2021. Activity for the month added about \$467 to the City's accounts. A reminder, next month's meeting will include the discussion of the 5 Year Capital Plan and presentations from Department Heads. CARES Act funding; as reported earlier, we have been reimbursed for about \$78,000. Pending is also about \$209,000 from the PD. The City recently received reimbursements for the FD, Parks Department, and the City for about \$23,000 as part of the \$78,000 total. We're waiting on the disposition decision regarding the Police Department's request by the County, especially in light of recent actions regarding funding for the Schools and now to provide for vaccines. I've been told that the Federal Auditor has had his questions answered and the request is awaiting review by the County Auditor's office before it's referred to the County Commission for processing. FY 22 Budget; Calculating cost of living adjustments for employee wages; with the adoption of the McGrath Compensation & Classification Study, and changes that have been adopted as a result of it, and as we are in the process of preparing the FY 22 Budget, we'd like to discuss a consistent methodology regarding salary increases for city employees. Pursuant to the McGrath Compensation and Classification Study Executive Report dated July 2020 (pg. 25), Individuals will move through the salary schedule based upon two increases: At the beginning of the fiscal year – when the salary ranges are adjusted by some economic indicator. The second on their anniversary date or mid-fiscal year based upon a satisfactory performance evaluation. A cost of living (COLA) salary increase is not arbitrary. The raise is based on standardized inflation numbers. We've typically used national or regional data to determine the increase. Employers often base the COLA on the Consumer Price Index. The Consumer Price Index (CPI) measures the average change in the prices paid for a market

basket of goods and services. These items are purchased for consumption by the two groups covered by the index: All Urban Consumers (CPI-U) and Urban Wage Earners and Clerical Workers, (CPI-W). The Consumer Price Index shows national or regional trends, and there are also reports for various geographic areas. To be clear, we'd like to memorialize our policy/methodology so our employees can know it is not arbitrary. One suggestion for the Budgeted Annual Employee pay change would be calculated... City employees will move through the salary schedule (potentially) based upon two (yearly) adjustments: one, at the beginning of the fiscal year – when the salary ranges are adjusted by the following (calculated) economic indicator; the City of Carthage may use, but not exceed, the Consumer Price Index (as published by the U.S. Bureau of Labor Statistics) - All Urban Consumers - Not Seasonally Adjusted, All items in Midwest urban, all urban consumers, Base Period: 1982-84=100; mathematically calculated on the published previous calendar year basis (January to December), as delineated in report Series ID: CUUS0200SA0; the second on an employee's anniversary date based upon a satisfactory performance evaluation, where the employee will receive the pre-determined "STEP" increase. All as recommended by the Budget Ways & Means Committee, in conjunction with the development of the City's yearly Capital & Operating Budget for recommendation to the City Council."

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 funds received from the CARES Act. Mr. Barlow asked if those funds have been appropriated back to each department, but the funds have been placed in General Revenue. Mr. Barlow expressed concerns with the departments showing a deficit without an adjustment for the Covid-related expenses. Department Heads are to communicate with Mr. Short if this is a problem for their department. Sales tax revenues are above budget and there are no concerns on the financials. MOSWIN is the statewide interoperable public safety radio system that JASCO is considering switching to. The City is not in favor of this due to the costs. There will be more discussion as the topic progresses. Mr. Short discussed the need to extend the FFCRA Covid Leave Policy. The need for a defined methodology to determine salary increases for employees was discussed by Mr. Short. He further explained measures for calculating the COLA by using the Bureau of Labor Statistics All Urban Consumers – Not Seasonally Adjusted, All items in Midwest Urban, all urban consumers index. Each fiscal year, employees will receive a step increase on July 1 and a COLA adjustment on January 1.

7. Other Business. None.

ADJOURNMENT: The meeting adjourned at 4:19 P.M. on motion by Mr. Barlow.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, FEBRUARY 9, 2021
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Ed Barlow

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 January 26, 2021 meeting were approved 3-0.

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

NEW BUSINESS:

1. Consider and Discuss extension of the FFCRA (Covid Leave Policy).

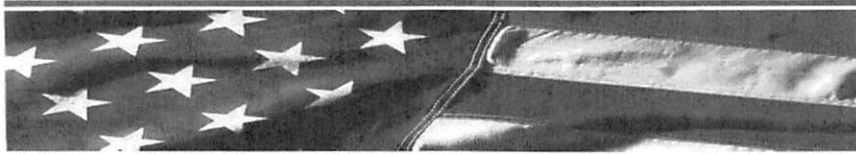
Employers are no longer required to offer FFCRA leave after December 31, 2020 but may elect to continue providing the leave and receive payroll tax credits until March 31, 2021. Mr. Diggs moved to forward the FFCRA policy extension to council. Motion carried 3-0.

2. Staff Reports: Ms. Cox reported Michael Miller had been promoted to HR Coordinator/Payroll Clerk and Miranda Hale Deal had been promoted to Deputy City Clerk/AR Clerk. IT Administrator Kevin Kinsey has advertised the IT Tech position opening.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:09 PM Motion carried 3-0.

Traci Cox

City of Carthage



Public Safety Committee – Minutes

Meeting Date February 18, 2021

Meeting Location: Zoom meeting

Call to Order: Chairman Harrison

Time Called to Order: 5:30pm

Attendance:

Chairman Harrison, Councilman Thompson, Councilman Snow, Chief Dagnan, Councilman Barlow, Chief Williams, Morgan Housh, Craig Diggs, Tom Short, Mayor Rife

OLD BUSINESS

1. Councilman Snow made the motion to accept the minutes from the previous meeting as written. Motion passed.
2. Chief Dagnan updated the committee on the Animal Control Ordinance. He had emailed the committee an updated copy of the ordinance. There were two changes made. One was that it was changed from “potentially dangerous dog” to “dangerous dog” when it applied. The other was changes made to section (R) exceptions. The wording was changed. Tom Short suggested to change the wording on section (U) from humanely killed to humanely euthanized. Councilman Snow made a motion to forward the ordinance to Council for approval. The motion was approved.

NEW BUSINESS

1. Chief Dagnan updated the committee on the mutual aid agreement between the City of Carl Junction and the Carthage Police Department. The agreement is attached. This would be for Carthage Police to provide mutual aid for Carl Junction in the case of an emergency. The City of Carl Junction had requested that this be more formal and go thru committee/council rather than just signed by Chief Dagnan. Councilman Snow made a motion to forward to council for approval. The motion was approved.
2. Chief Dagnan briefly spoke with the committee regarding the High School wanting lights put in on the crosswalk. The High School is requesting solar flashing lights be put in at this crosswalk. The school has spoken with Zeb Carney and details have been worked out. The school will be paying for expenses they are just requesting the City permission of the installation of the solar flashing lights. This would be just modifications made to the current signs. Councilman Snow made a motion to approve and take to council for approval. The motion was approved.

***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.***

3. Chief Williams spoke with the committee about the rescue tool bid. Chief had sent out the information to the committee before hand. The bid was for battery powered rescue tools to be used in motor vehicle accidents and other entanglements. Chief solicited 5 bids to different vendors and received 2 bids back. One from Jon's Mid America and Fire Master. Jon's Mid America submitted the lowest bid of \$46,193.00. The CFD is happy with the equipment and price that was quoted. The tools that Jon's Mid America are TNT tools. These tools are easier to use. The Fire Department will purchase these tools from Jon's Mid America using a Steadley Grant that the department received for \$45,026.00 and the remaining balance will be paid with Fire Sales Tax Capital approved for rescue equipment. Chief Williams would also like to purchase a few additional rescue tools which will also be paid for out of the Fire Sales Tax Capital. Chief Williams is requesting the approval of the committee to go with Jon's Mid America's bid. Councilman Snow made a motion to accept the bid from Jon's Mid America in the amount of \$46,193 and the purchases of additional equipment with a total cap of \$72,000. The motion was approved.
4. Chief Williams spoke with the committee about the breathing air system bid for Station 2. Chief Williams solicited 4 bids to different vendors and received all 4 bids back. This bid had been looked at earlier in the year however Chief Williams was not happy with the bid totals. He worked back through the bids and made some changes from the original bids. The breathing air system will be purchased out of Fire Sales Tax Carry Over Station 2. The system is a compressor system that pumps up the air to fill the SCBA packs the same as the system in place at Station 1. Fire Master Fire Apparatus came in with the lowest original bid however there was a few changes that needed made making their total bid \$40,955. The Fire Department has a very good relationship with Fire Master and feels confident that they are the best bid received. Fire Master quoted Bauer equipment, which is what Station 1 currently has. He is confident that it is good equipment and know how it works. He is requesting to accept the bid from Fire Master Fire Apparatus. Councilman Snow made a motion to accept the bid from Fire Master for the breathing air system for \$40,955. The motion was approved.
5. Chairman Harrison mentioned the Carthage Water & Electric Tower 2 Tower 5K & Fun Run. This event was presented in the January meeting however there was no quorum to approve. CW&E will be hosting the run in honor of Drinking Water Week. This event will take place on Saturday May 8th at 8:00am. This will be ran the same as years past. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview and also River Street and Fairview. Councilman Snow made a motion to approve the Tower 2 Tower run on May 8th. The motion was approved.
6. Staff reports
 - Fire Department
 - Chief Williams spoke briefly about the weather
 - Chief Williams spoke with the committee about some staffing changes that will be taking place very shortly. He also let the committee know that he will be retiring sometime later in the year after 43 years of working with at the FD.
 - Chief Williams is working on a couple capital projects.
 - Chief Williams updated the committee that he will be working with the Health Department and other agencies on a vaccine event that is in the works.
 - The new engine is in service and being utilized.

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.

- Police Department
 - Chief Dagnan updated the committee on the progress of the take home car program.
 - The Police Department received their Cares Act refund in the amount of \$121,000.
 - Chief Dagnan briefly spoke with the committee about the ambulance response times.
 - The CPD received their annual \$10,000 donation from anonymous donor. Chairman Harrison made a motion to accept the \$10,000 donation as in years past. The motion was passed.
 - Chief Dagnan spoke with the committee about the PD's software system, Omnigo. This company was hired to do their data conversions into the new system. The PD had to pay ½ of the total cost up front which was paid last year. The CPD was told that the conversion would be completed in a certain time frame and within that time however Omnigo did not complete the project. CPD actually did the work all in-house. Omingo is still requesting the other ½ of the charges to be paid.
 - Chief Dagnan gave a tentative date of March 2-3, March 23-24 for the vaccine event.

Councilman Snow made a motion to adjourn. Motion passed.

Next Meeting Date: March 15, 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.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

CWEP BOARD MEETING MINUTES

February 18, 2021

The Carthage Water & Electric Plant Board met in regular session February 18, 2021, 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
☐ Megan 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 Ross and seconded by Beimdiek to approve the minutes of the regular meeting of January 21, 2021 as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Goff and seconded by Ross to approve disbursements for January in the amount of \$3,275,531.27, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for January noting that the net income for the company exceeded budget for the month and year to date by \$399,737 and \$1,399,088, respectively. Operating revenues for the company exceeded budget and prior year for the month. Expenses were lower than budget for the month by \$173,747. She noted in all departments, a significant variance continues in education and training because of COVID related travel constraints. She reported that power and water loss percentages for the month were 7.72% and 14.52%, respectively. The year to date are 2.68% and 4.30% for power and water, respectively.

A motion by Beimdiek and seconded by Goff to approve January financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

STAFF REPORTS:

General Manager Bryant updated the Board on the crazy week of unprecedented temperatures and how it affected CWEP with what seemed like a years' worth of work in the last week. He informed the Board on all the components that are involved when situations like this week occur. He expressed his appreciation to the guys at Tyr Energy with how helpful they have been this week. Bryant noted CWEP has kept a full staff of employees morning and night at the Powerplant which meant pulling employees from other departments. James Pittman came over from electric distribution and Jonathan Bayless came over from the Fiber-optic system. Bryant credited Director of Power Services Emery and his staff on all the preventative maintenance they have taken to ensure the powerplant run smoothly in case of emergency situations like this.

Electrical Distribution Team Manager Derek Crowe gave the Board an update on what his crew have been up to this week. He noted other than a couple outages Sunday night, his crew have been pretty fortunate and have just been helping fill in the gaps and communicating with other departments, whether that means hauling rock or helping move equipment around. Crowe reported the tree trimming program has helped tremendously on lowering the number of outages and thanked the Board for allowing their department to spend the money on this effort.

Water Distribution/Collections Manager Cecil Howard updated the Board on what the last week has looked like for him and his crew. He reported they have worked 9 main breaks and replaced 1 fire hydrant since Last Thursday. He noted his crew has been pushing snow and spreading salt on all CWEP properties including the Centennial Complex, Water Treatment Plant, Power Plant and Wastewater Plant. He thanked the Board for approving money spent on water rehab as it has helped tremendously on main breaks during the cold temps. He expressed his appreciation to his crew and the electric crew on all their efforts.

CFO Nugent commended her Customer Service staff for a job well done during the rolling blackouts and thanked the Tech team for helping return phone calls.

General Counsel Ludwig updated the Board on COVID-related issue.

Director of Power Services Emery reported his guys performed exceptionally and expressed his appreciation.

BOARD MEMBER COMMENTS:

President Beimdiek showed his appreciation to all CWEP employees and their families during this crazy week. He noted CWEP has done an exceptional job of communication with the public.

Board Member Goff congratulated CWEP on a job well done.

At 5:45 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda

Thursday February 18, 2021

5:30 p.m.

Zoom meeting

TENTATIVE AGENDA

Public Safety Committee – Agenda Thursday February 18, 2021 5:30 p.m. By Video Conference.

Due to current weather conditions, 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 Morgan Housh (417)237-7100. All citizen questions/concerns over topics that are to be discussed can be submitted to publicsafety@carthagemo.gov. If you do not have internet access please call Chief Dagnan for questions over agenda topic at (417)237-7200.

If you would like to listen to the meeting please call by telephone #346-248-7799. You will have to enter the ID# 850 7949 4435 with a password of 174407. This will allow you to listen to the meeting.

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Animal Control Ordinance Update

CITIZEN PARTICIPATION

NEW BUSINESS

1. Consider and discuss request for Mutual Aid Agreement – Dagnan
2. Consider and discuss lighted crosswalk at High School – Dagnan
3. Consider and discuss FD rescue tool bid – Williams
4. Consider and discuss FD breathing air bid - Williams
5. 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
February 23, 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

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
FEBRUARY 16, 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
 - Re-appoint Jared Richmond to the Developmental Disability Resources Board
 - 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 FEBRUARY 11, 2021 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet February 18, 2021, 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: January 2021

APPROVAL OF DISBURSEMENTS: January \$3,275,531.27

FINANCIAL STATEMENT: January

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS: None.

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

**McCune Brooks Regional Hospital Trust
Regular Meeting of the Board of Trustees
February 24, 2021
2:00 p.m.
Virtually Via Microsoft Team**

Agenda

- | | |
|---|--------------|
| I. Call to Order | Ron Petersen |
| II. Approval of August 26, 2020 Meeting Minutes | Ron Petersen |
| III. Financial Statement Report & Review | Stan Schmidt |
| IV. Audit & Disproportionate Share CMS Appeal | Stan Schmidt |
| V. Review and approval of Grant Application | Ron Petersen |
| VI. Next meeting date | Ron Petersen |
| VII. Adjournment | Ron Petersen |

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
FEBRUARY 23, 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
 - Accept Guaranteed Maximum Price Amendment from R. E. Smith Construction Company for the Construction of the New Jasper County Highway Department Maintenance Facility
 - Approve LEST Grant Applications
 - Approve CARES Act Grant Applications
10. PUBLIC HEARINGS
 - Jasper County Stormwater Management Plan

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

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

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

NOTICE POSTED FEBRUARY 19, 2021 AT 4:00 P.M.

(RSMO 610.020)

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 3/1/2021

Place: ****Meeting By Video
Conference****

Time: 5:30 pm



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 please call by telephone 1-312-626-6799 prior to the start of the meeting. You will need to enter the Meeting ID# 826 0674 8344 with a passcode of 116347. For questions, contact the Public Works Department, at (417) 237-7010 or by email: pwd@carthagemo.gov.

CITIZEN'S PARTICIPATION / PUBLIC HEARING

Due to the threat of COVID-19 infection, Citizens wishing to address the Committee should notify the Public Works Department in advance and provide the item they wish to address in written format by filling out the PZ Participation form at least 24 hours prior to the meeting to pwd@carthagemo.gov. Residents who do not have internet service may call the Public Works Department at (417) 237-7010.

To Consider the following items:

1. Requested by: William & Elizabeth Wilson

Request type: Annexation

Project Location: 1699 W Fairview

Reason for Hearing: Request for annexation of property known as 1699 W Fairview.

2. Requested by:

Request type:

Project Location:

Reason for Hearing:

3. Requested by:

Request type:

Project Location:

Reason for Hearing:

4. Requested by:

Request type:

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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CORRESPONDENCE

INTER

OFFICE

MEMO

To: Mayor & Council
From: Tom Short
Subject: CVB Communications Contract
Date: February 19, 2021

Just as a FYI, Callie Myers' (CVB) proposal/contract for communications services for the City is a direct outgrowth of the GRO Grant and the City's participation in that project. City representatives on the Committee are; Alan Snow, Ceri Otero, Mark Peterson, and (recently) Tom Short.

The GRO Committee is also undertaking the setting of priorities for the next 12 – 18 months. These items have been basically pulled from the work the Committee is doing regarding, specifically, the Carthage – Community Asset Mapping Exercise which they had conducted earlier based on the survey conducted of the community.

Some of the items under discussion include (but are not limited to):

- Carthage Beautification efforts.
- Conducting a City wide community cleanup day.
- Removal of blighted properties in the City.
- Parking on square.
- Parks Master Plan.
- Evaluate what is currently going on related to housing development in the community.
- Identify actual local crime statistics and communicate the data to the residents & visitors/potential residents.
- Create opportunities for more programming that helps provide support for English as second language, and help individuals transition into jobs/industries.
- WIFI access in park.
- Develop a property owner list for vacant buildings.
- Communication/Billboards and commercials promotion.
- Overall support and advocate for businesses.
- Economic Development Plan for the CEDC.

The plan is to consult with and work through the various organizations pursuant to their procedures on any item that requires action by those organizations.

Danny Lambeth is the Gro Committee Chairman and spokesman for the Committee. He will be providing periodic updates directly to the Council in the future.

Information was distributed previously regarding the overall Grant and program when the City voted to enter the Agreement for this program. If anyone needs that information please let me know and we can get it to you. With the communications contract with the City being the City's first official action from the program, I thought it would be beneficial to inform the Council of the GRO Committee's work so there are no surprises down the road.

Tom

Tom Short, City Administrator

Copies:

Danny Lambeth, GRO Committee



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

Bureau of Emergency Medical Services
Missouri Department of Health and Senior Services
PO Box 570
Jefferson City, MO 65102-0570

02/18/2021

Previously, I have sent a letter to your organization expressing concern over the lack of appropriate response time from Mercy Ambulance into the Carthage Area. We are continuing to monitor this situation and there is no improvement. There are days in which METS seems to be serving the city of Carthage more frequently than Mercy.

I have not heard anything from your organization concerning a plan of action, nor have I heard from Mercy Ambulance management. I realize that the pandemic is slowing everything down, and that is probably the case in this instance as well. Could we please schedule a call or meeting to discuss a plan of action? It is my understanding that we can not invite another ambulance service into our city without your permission. Thank you for your response to this issue.

Sincerely,

Mayor Dan Rife
City of Carthage Mayor

"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.