1. Agenda

   Documents:

   COUNCIL AGENDA 04 27 21.PDF

2. Meeting Materials

   Documents:

   COUNCIL PACKET 04 27 21.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, APRIL 27, 2021
6:30 P.M. – COUNCIL CHAMBERS

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments
(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
    1. **C.B. 21-17** – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and Sprouls Construction, LLC for storm water improvements in the Phelps subdivision. (Public Works)
    2. **C. B. 21-18** – An Ordinance rezoning certain property located at 1306 West Central Avenue (Boggess and Graul Addition, Lot # 29), in the City of Carthage, Missouri from District A, 'Residential' to District E, 'General Business' as requested by Connie Lynn Hobson-Grinstead. (Planning, Zoning, and Historic Preservation Commission)
16. New Business

1. **C.B. 21-19** – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage. (Budget Ways & Means)

17. Mayor's Appointments

- Police and Fire Pension Fund

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

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

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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
April 13, 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: Ceri Otero, Mike Daugherty, Alan Snow, Craig Diggs, Ed Barlow, Seth Thompson, Juan Topete, David Armstrong, and Ray West. Council Member James Harrison was 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. Daugherty made a motion, seconded by Mr. Snow, to approve the minutes of the March 23, 2021 Council Meeting. Motion carried unanimously.

Mayor Dan Rife presented a plaque for outgoing Council Member James Harrison.

During the Citizen Participation period, Gene Griffith, 1050 James, requested that the City create a comprehensive plan for severe weather. Surrounding towns have a comprehensive plan for the entire town, but Carthage does not. He would like the Council and City officials work with the school district to make all of their tornado shelters available after school hours.

Mr. Snow reported the Budget Ways & Means Committee met on April 12. Revenue projections were reviewed, next week expenditures will be reviewed. The American Rescue Plan was also discussed. The City will create a separate fund for the money received from the Rescue Plan, guidelines from the Treasury Department will determine how the money can be spent.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. At the next meeting, there will be discussions on adding a new position and making some personnel changes.

Mr. Snow reported that the Public Safety Committee is between meetings, the April meeting will be cancelled due to budget meetings. The next meeting is scheduled for May 17.

Mr. Topete reported that the Public Services Committee is between meetings, the April meeting is cancelled due to budget meetings. The next meeting is scheduled for May 18.

Mr. Daugherty reported the Public Works Committee met on April 6. Bids for the Phelps Addition Stormwater project were reviewed with Sprouls Construction being the low bidder. This appears in C.B. 21-17.

Special Committee and Board Liaison reports were given by Mr. Barlow for the Planning, Zoning, and Historic Preservation Committee, Ms. Otero for the Humane Society, Mr. West for Police and Fire Pension, and Mr. Diggs for the Kellogg Lake Board.

Mayor Rife reported that the Police Department received a certificate from Police Talent for their relationship with the community and their sustainable policing. He also reported that the budget meetings are still ongoing, and there will be a new job description for an Assistant City Administrator at the next Committee on Insurance Audit & Claims Meeting.

During reports of Council Members, Ray West expressed his concern for the lack of votes that were received for Ward 2 and would like to do something to help increase voter turnout next year. Mr. Armstrong expressed his thoughts on adding an Assistant City Administrator. He feels the position will allow the City to grow and expand certain areas that are currently lacking attention. Mr. Snow and Mr. Topete thanked Council Member James Harrison for his years of service on the City Council.

City Attorney Nate Dally reported that there are some guidelines out there on how the City can spend the funds from the American Rescue Plan. He also thanked Carthage Water & Electric, the Fire Department and the Police Department for their part in Neel Baucom's funeral.

Police Chief Greg Dagnan commented on the certificate that the Police Department received and thanked Mr. Harrison for his service.

Fire Chief Roger Williams thanked Mr. Harrison for his service on the Council and Committees. He also expressed his thanks for the school district and for building the tornado shelters. He thinks that a comprehensive plan for the City would be great, and if the City could work something out with the school district or build their own shelters, that would also be a step in the right direction. Citizens need to educate themselves and have an emergency plan in place during severe weather.

Public Works Director Zeb Carney reported that Blevins is in town this week working on road paving. The gas company is putting in a new gas main on 3rd Street, once the work is done, Blevins will come back and repave that portion of the road. The railroad crossing on Fairview should be repaired within the next week.

Parks and Recreation Director Mark Peterson thanked Mr. Harrison for his service on Council. He mentioned that the Public Service meeting would be cancelled, but updates will still be sent out.

City Administrator Tom Short reported on the following: American Rescue Plan, budget meetings, GRO Committee, Public Works project with TAC, emergency purchase of body cameras for the Police Department, and sales tax revenues.

The Committee on Claims filed a report in the amount of $970,860.92 against the following funds: General Revenue $112,662.90, Public Health $143,746.61, Lodging $6,393.43, Public Safety $5,133.83, Parks/Stormwater $35,973.14, Fire Protection $42,890.68, Golf $894.42, Capital Improvements $4,213.54, Parks & Recreation $124.38, Library $75,000.00, and Payroll $543,827.99. Ms. Otero made a motion, seconded by Mr. Daugherty to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-15 – An Ordinance to allow the Mayor to enter into a contract with Hunter Chase and Associates for City Sidewalk Improvements Phase 4 (Central East to 96 Bridge) in the amount of $385, 528.00 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson, Topete, and West. The Council Bill was approved and numbered Ordinance 21-16.

C.B 21-16 – An Ordinance authorizing the Mayor to enter into a contract with the Fair Acres Family YMCA, Inc. for Aquatic Facility Management at Municipal Park was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Otero, Snow, Thompson, Topete, and West. The Council Bill was approved and numbered Ordinance 21-17.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the April 6, 2021 municipal election results as follows:

Ward 1:	Robin Harrison – 45 votes
Ward 2:	David Armstrong – 17 votes
Ward 3:	Ceri Otero – 88 votes
Ward 4:	Alan Snow – 203 votes
Ward 5:	Ed Barlow – 101 votes
	Robert Robbins – 29 votes

Motion carried unanimously.

Mr. Snow made a motion, seconded by Mr. Armstrong, to adjourn the Old Council. Motion carried and meeting adjourned at 7:12 P.M.

There was a short recess.

City Clerk Traci Cox administered the Oath of Office to Council Members Robin Harrison, David Armstrong, Ceri Otero, Alan Snow, and Ed Barlow.

Mayor Rife called the meeting to order. The following Council Members answered roll call: Juan Topete, Robin Harrison, Ray West, David Armstrong, Mike Daugherty, Ceri Otero, Craig Diggs, Alan Snow, Seth Thompson, and Ed Barlow.

Mr. Snow made a motion, seconded by Mr. Topete, to approve the Mayor's Committee and Board Appointments. Mr. Armstrong made a motion, seconded by Mr. West, to remove the liaison position for the Powers Museum Board. Motion carried unanimously. Mr. Armstrong made a motion to remove the liaison position for the Chamber of Commerce, motion failed due to lack of second. Motion carried to approve the Mayor's Committee and Board Appointments as amended. (See attached)*

Mr. Barlow made a motion to elect Mr. Snow as Mayor Pro Tem. Mr. Armstrong made a motion, seconded by Mr. Thompson to elect Ms. Otero as Mayor Pro Tem. Mr. Daugherty made a motion to elect Mr. Topete as Mayor Pro Tem. Mr. Snow stated that a second is not required for nominations. Mr. Snow withdrew as a candidate for Mayor Pro Tem. Ms. Otero was elected Mayor Pro Tem by a vote of 6 to 4. Votes for Ms. Otero: West, Armstrong, Otero, Diggs, Thompson, Barlow. Votes for Mr. Topete: Topete, Harrison, Daugherty, Snow.

Under new business, C.B. 21-17 – An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and Sprouls Construction, LLC for storm water improvements in the Phelps subdivision was placed on first reading with no action taken.

C.B. 21-18 – An Ordinance rezoning certain property located at 1306 West Central Avenue (Boggess and Graul Addition, Lot # 29), in the City of Carthage, Missouri from District A, 'Residential' to District E, 'General Business' as requested by Connie Lynn Hobson-Grinstead was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Ms. Otero, to approve the Mayor's appointment of Darren Collier to the Carthage Water & Electric Plant Board until April 2025, and the appointment of Brian Bradley and Jeff Pinnell to the Care Leave Committee until April 2023. Motion Carried.

During closing comments Mr. West welcomed new Council Member Robin Harrison, Mr. Armstrong thanked the voters for his re-election, Mr. Snow thanked Ward 4 for his re-election, and Mr. Barlow welcomed Robin Harrison and gave his congratulations to Ms. Otero for being elected Mayor Pro Tem.

Mr. Barlow made a motion, seconded by Mr. Daugherty to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:41 p.m.

____
Dan Rife, Mayor

____
Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

COUNCIL BILL NO. 21-17 **ORDINANCE NO. ________**

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and Sprouls Construction, LLC for storm water improvements in the Phelps subdivision.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute a Contract between the City of Carthage and Sprouls Construction, LLC for storm water improvements in the Phelps subdivision in the amount of $239,955.00, 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: Public Works Committee

ANDERSON ENGINEERING
EMPLOYEE OWNED

AndersonEngineeringInc.com
1745 S. Garrison Ave.
Carthage, MO 64836
417-358-9551

April 2, 2021

Mr. Zeb Carney
Director of Public Works
623 East 7th Street
Carthage, MO 64836

RE: Phase 1, Storm Sewer Improvements for Phelps Addition
Carthage, Missouri

Dear Mr. Carney:

The bids for the above referenced project have been reviewed and tabulated. It is the recommendation of this office to accept the bid from Sprouls Construction Co., Inc. of Lamar, Missouri in the amount of $239,955.00.

Attached is a copy of the bid tab for your review.

Sincerely,

Jason Eckhart

Jason Eckhart, P.E.
Chairman

cc: Sprouls Construction Co., Inc.

AGREEMENT FORM 00500

THIS AGREEMENT, made this______ day of ___________, 2021, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and Sprouls Construction Co., Inc. doing business as (~~an individual~~), or (~~a partnership~~,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of Phase 1, Storm Sewer Improvements for Phelps Addition, Carthage, Missouri.

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within (75) calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.

5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars ($500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Two Hundred Thirty-Nine Thousand Nine Hundred Fifty-Five and no/100 Dollars ($239,955.00).

6. The term "CONTRACT DOCUMENTS" means and includes the following:
    (A) Invitation to Bid
    (B) Instructions to Bidders
    (C) Bid
    (D) Bid Bond
    (E) Agreement Form
    (F) Notice of Award
    (G) Notice to Proceed
    (H) Performance Bond
    (I) Payment bond
    (J) General Conditions of Contract
    (K) Supplementary Conditions
    (L) Specifications prepared by Anderson Engineering, Inc. and dated March, 2021.
    (M) Drawings prepared by Anderson Engineering, Inc. and dated February, 2021.
    (N) Addenda

No. 1	dated March 31	2021
No. ________	dated ________	20__
No. ________	dated ________	20__
No. ________	dated ________	20__
No. ________	dated ________	20__

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

	OWNER:
	City of Carthage
(SEAL)____________________	By ____________________
Attest ____________________	Name Dan Rife (Please Type or Print)
Name Traci Cox	Title Mayor
Title City Clerk	
	CONTRACTOR:
(SEAL)____________________	By ____________________
Attest ____________________	Name Sprouls Construction Co., Inc. (Please Type or Print)
Name____________________	Title ____________________

NOTICE OF AWARD 00501

TO: Sprouls Construction Co., Inc.

397 W. Hwy. DD

Lamar, Missouri 64759

PROJECT Description: Phase 1, Storm Sewer Improvements for Phelps Addition, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Invitation to Bid dated March 10,2021 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Two Hundred Thirty-Nine Thousand Nine Hundred Fifty-Five and 00/100 Dollars ($239,955.00).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this_______day of________________, 20______.

City of Carthage

By:________________________

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the_____day of______________________20____.

By____________________________

Title__________________________

COUNCIL BILL NO. 21-18 **ORDINANCE NO. ______**

An Ordinance rezoning certain property located at 1306 West Central Avenue (Boggess and Graul Addition, Lot # 29), in the City of Carthage, Missouri from District A, 'Residential' to District E, 'General Business' as requested by Connie Lynn Hobson-Grinstead.

WHEREAS, the City of Carthage received a rezoning request from Connie Lynn Hobson-Grinstead, requesting the rezoning of property located at 1306 West Central Avenue (Boggess and Graul Addition, Lot # 29), from District A, 'Residential' to District E, 'General Business'; and

WHEREAS, a public hearing was conducted by the Carthage Planning, Zoning and Historic Preservation Commission on April 5, 2021 concerning the rezoning of property located at 1306 West Central Avenue (Boggess and Graul Addition, Lot # 29) in the City of Carthage, Missouri; and

WHEREAS, the Carthage Planning, Zoning and Historic Preservation Commission considered and approved a recommendation to change the zoning from District A, 'Residential' to District E, 'General Business';

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

SECTION I: The following described property is hereby rezoned from District A, Residential to District E, General Business as requested by Connie Lynn Hobson-Grinstead, to wit: 1306 West Central Avenue (Boggess and Graul Addition, lot # 29).

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:

____

CITY CLERK

Sponsored by: Planning, Zoning and Historic Preservation Commission

REZONING REQUEST

You must provide all requested information on this application. Blanks may delay processing your request. (write 'n/a' if information not applicable)

"America's Maple Leaf City"

CITY OF CARTHAGE · CITY HALL · JASPER COUNTY, MISSOURI

Date: 3/05/2021

Filing Fee: $100.00 pd cash 3/08/21 MW

Owner: Connie Lynn Hobson - Grinstead

Address: 6518 NW 10th STREET Tele: 405-343-4794

City: oklahoma City State: OK Zip Code: 73127

Email Address: cg5186 @ cox.net Fax:

Applicant: CONNIE LYNN HOBSON - GRINSTEAD Relationship to Owner: SELF

(person to whom all correspondence will be sent)

Address: 6518 NW 10th ST Tele: 405-343-4794

City: OKLAHOMA CITY State: OK Zip Code: 73127

Email Address: CG5186@ cox.net Fax:

Property Location: 1306 W. CENTRAL AVE

Legal Description: BOGGESS AND GRALL LOT 39

(attach separate sheet if necessary)

Adjacent Zoning and Land Use:

	Existing Land Use	Zoning
North	RESIDENTIAL + COMMERCIAL	A:E
South	RESIDENTIAL -	A
East	COMMERCIAL	E
West	RESIDENTIAL	A

Note: The City's Zoning Ordinance may be viewed at the Public Works Department

Present Use of Property: RESIDENTIAL RENTAL

Proposed Use of Property: RETAIL

Current Zoning: A

Zoning Requested: E

Request initiated by: Denied permit Change of land use New development

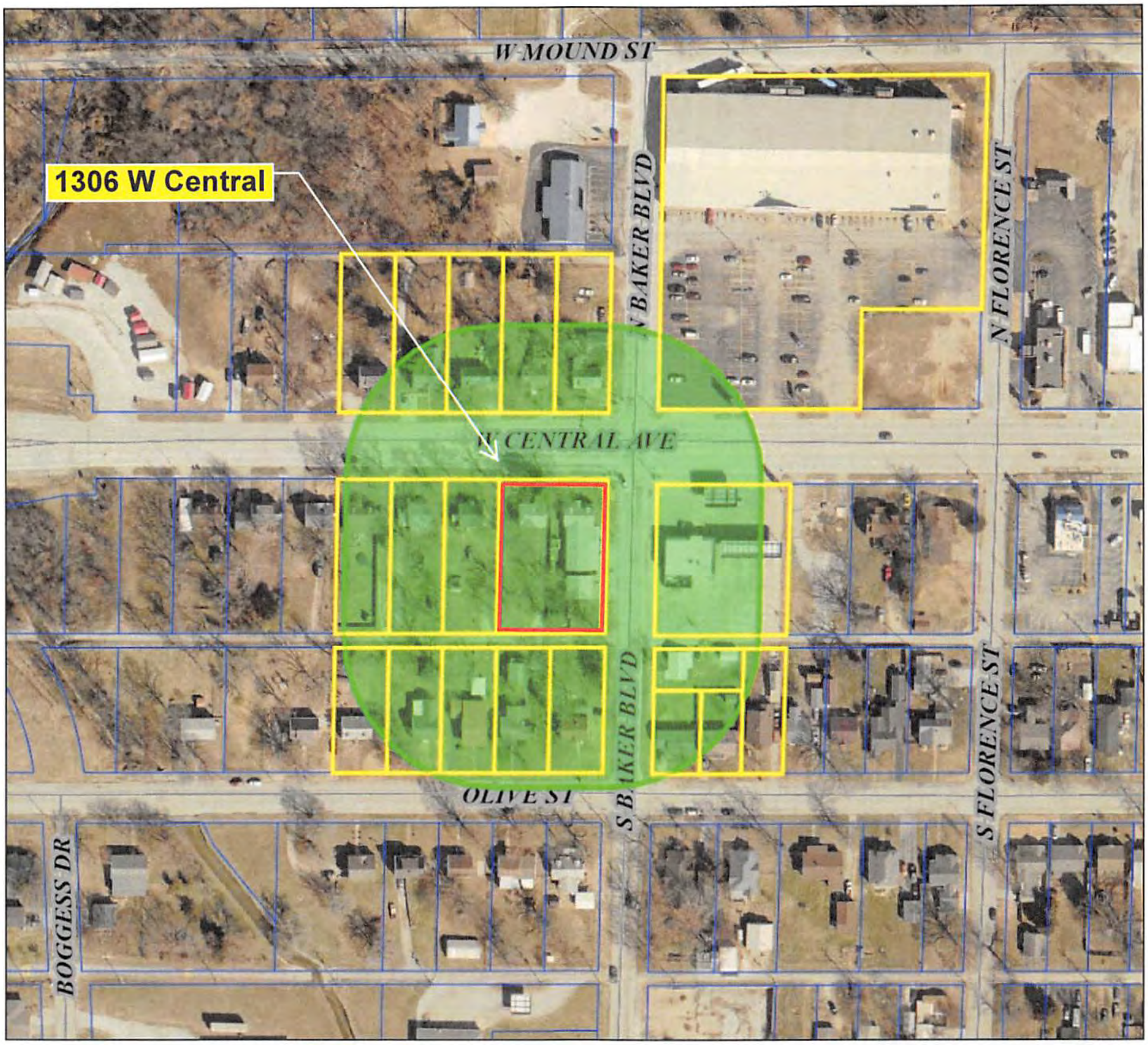
Owner's Signature

Applicant's Signature

Return Form to: Public Works Department

Office Use Only: Date Received: 3/8/21	Hearing date: 4/5/21	Approved: ☐ Yes	☐ No
Filing Fee: 100 pd.			

185' Property Ownership Map / 1306 W Central



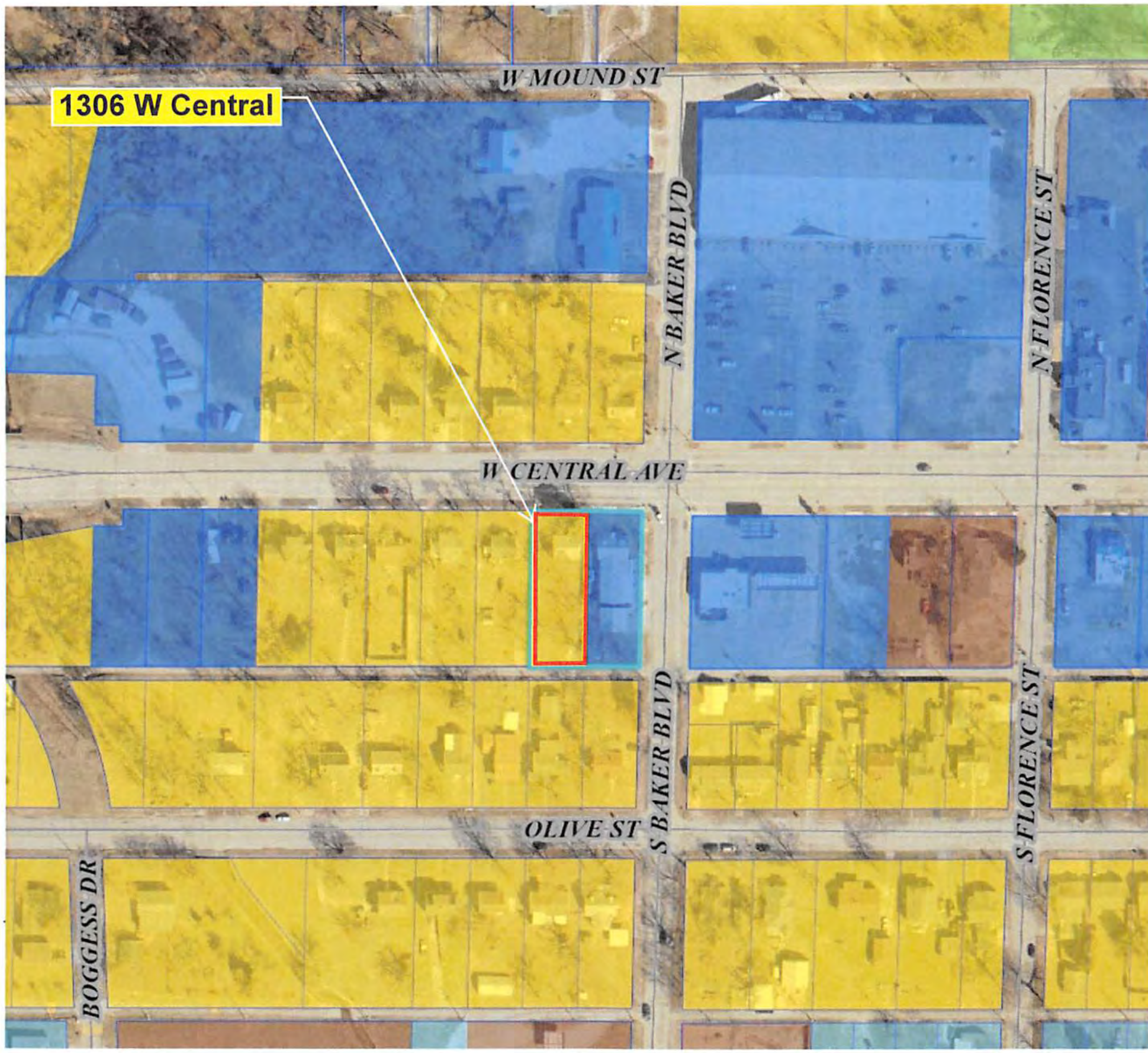
Any split parcels recorded after April 15th, 2020 will not display until tax year 2021.

Date created: 3/8/2021
Last Data Uploaded: 3/5/2021 6:19:10 PM

Developed by Schneider GEOSPATIAL

1306 W Central / Surrounding Zoning

'A' First Dwelling
'E' General Business
'D' Local Business



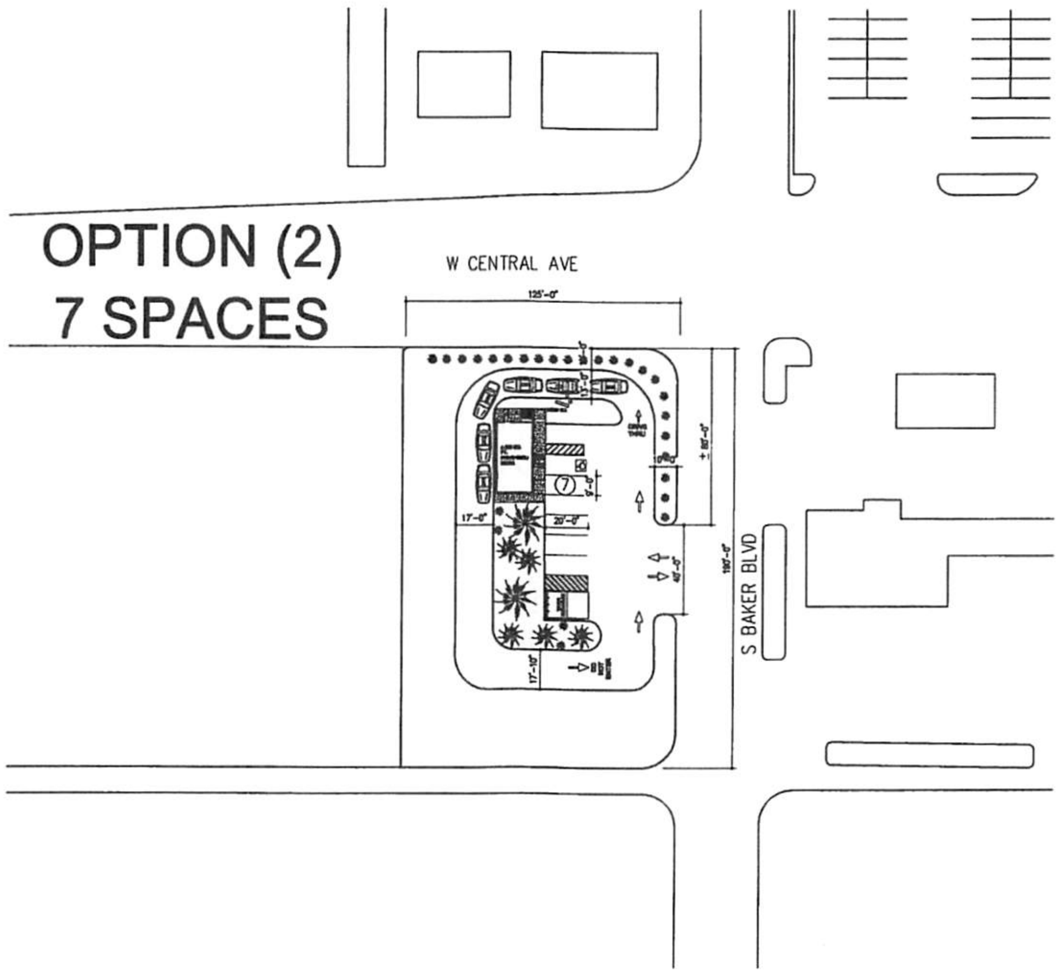
Any split parcels recorded after April 15th, 2020 will not display until tax year 2021.

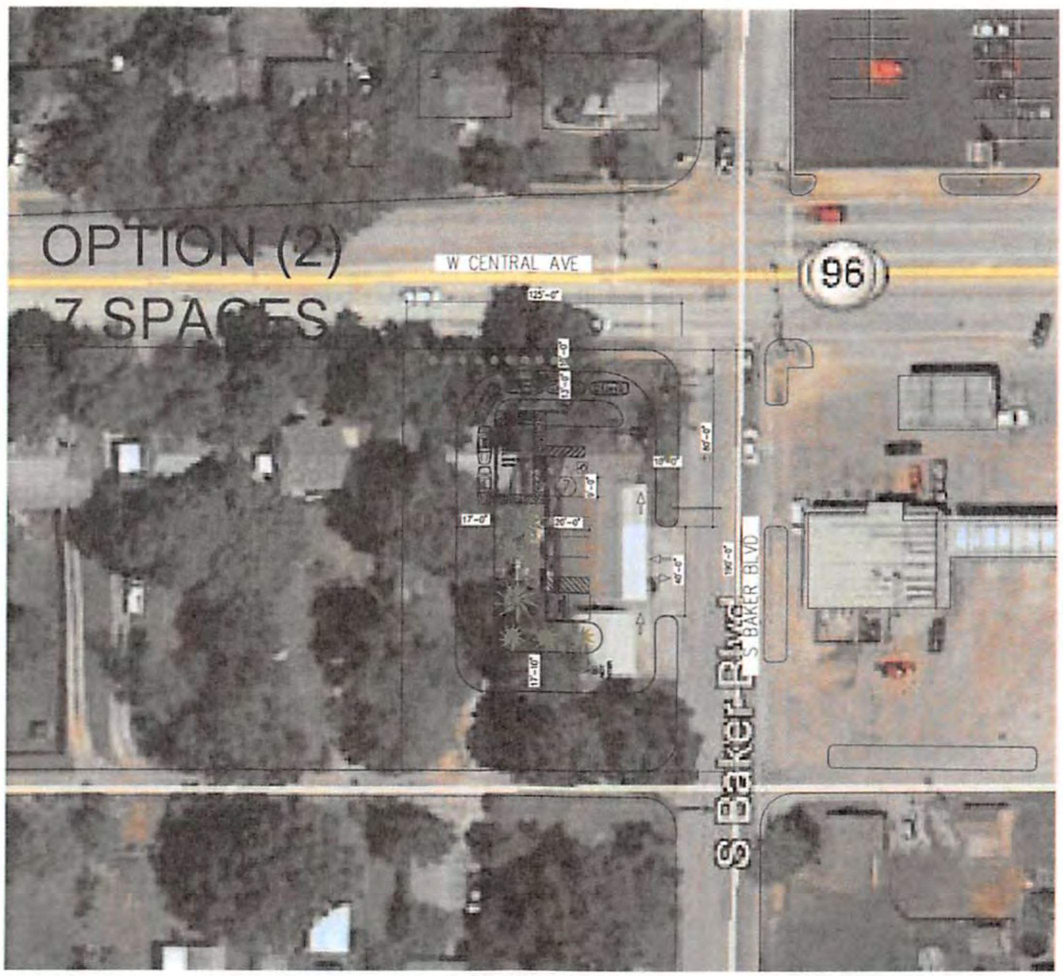
Date created: 3/8/2021
Last Data Uploaded: 3/5/2021 6:19:10 PM

Developed by Schneider GEOSPATIAL


SCOOTER'S
COFFEE
COFFEE
DRIVE-THRU


SCOOTER'S
COFFEE DRIVE-THRU


OPTION (2)
7 SPACES
W CENTRAL AVE
125'-0"
S BAKER BLVD
17'-0"
20'-0"
17'-10"
40'-0"
7


OPTION (2)
7 SPACES
W CENTRAL AVE
96
S Baker Blvd
S BAKER BLVD


SCOOTER'S
COFFEE DRIVE-THRU


SCOOTER'S
COFFEE DRIVE-THRU


SCOOTER'S
COFFEE

NEW BUSINESS

COUNCIL BILL NO. __21-19___ **ORDINANCE NO. __________**

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage and the Carthage Humane Society for animal control services for the City of Carthage.

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 with the Carthage Humane Society for animal control for the fiscal year 2021-2022, a copy of which is agreement 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: Budget Committee

CONTRACT

THIS AGREEMENT entered into this _______ day of _______ 20___, by and between the City of Carthage hereinafter referred to as "Government" and the **Carthage Humane Society, Inc.**, a corporation organized under the laws of the State of Missouri, hereinafter referred to as "CHS".

WITNESSETH:

WHEREAS, CHS operates an animal shelter at which it receives and cares for animals; and adopts animals; and

WHEREAS, the Government may, in the enforcement of its duties with respect to animal control in its jurisdiction through an animal control officer, law enforcement officer, or health official, from time-to-time pick up various small animals which must be sheltered, fed, and rehomed; and

WHEREAS, residents of the Government bring small animals to CHS or to the Government for transport to the CHS, and CHS provides care for these animals for the benefit of Government.

WHEREAS, the CHS and Government desire to enter into an agreement of mutual benefit.

NOW, THEREFORE, in exchange of the premises contained herein and in good and valuable consideration exchanged between CHS and Government, the parties hereto agree to the following:

1.CHS agrees to receive at its Shelter all live dogs or cats found within Government's jurisdiction, which are delivered to and by any employee of Government, from and after the effective date of this Contract; and to shelter, feed, and rehome said animals as provided for in this Contract. CHS reserves the right to refuse animals due to overcrowding, as defined by the Department of Agriculture housing standards, or other emergency including but not limited to communicable disease outbreak or loss of heating/cooling during extreme weather conditions as defined by Department of Agriculture temperature standards. All rules or regulations of the Department of Agriculture must be followed at all times.

2. CHS shall keep and maintain its Shelter in a clean, sanitary condition at all times. It shall properly care for and protect and harbor all animals delivered to it as herein provided in a humane and decent manner. All animals delivered to CHS by Government shall be kept and sheltered in accordance with policies set by CHS per Department of Agriculture guidelines.

3. Animals quarantined for rabies/bite hold shall be sheltered by CHS or at a veterinary hospital and subsequently transferred to CHS and shall be kept for a period of time as determined by CHS, but not less than seven (7) days. Said rabies suspect animals shall be released only after payment of veterinary and/or confinement fees at CHS upon authorization by Government. CHS shall be compensated at the rate of Fifteen and 0/100 ($15.00) dollars per day of confinement. Further, Government shall reimburse CHS the cost of preparation of the specimen for rabies examination, delivery of any said specimen to a Health Department courier or to the Missouri

Department of Health, in an amount not to exceed Twenty-six dollars and 87/100 ($26.87) dollars per specimen. In addition, Government shall reimburse CHS for animals confined by Government pending court cases, owner arrested or owner hospitalized shall be billed Fifteen and 00/100 ($15.00) dollars a day to be billed monthly with regular monthly invoice to Government. In addition, in the event CHS incurs any veterinary costs due to an injured or sick quarantined animal delivered by Government, CHS shall bill the cost of such veterinary care to the Government to be billed monthly with regular monthly invoice to Government.

4. CHS shall make every reasonable effort to determine the ownership of all animals delivered to its Shelter under the terms hereof and shall further make every reasonable effort to inform the owners of said animals of the fact that their animal is in the custody and the conditions that need to meet to regain custody of such animals.

5. CHS shall keep a daily log, in mutual agreed format, of each animal delivered to and by the Government under the terms of this Agreement, and each animal shall be identified on such log by some descriptive means and the disposition of such animal shall be recorded so that all times the parties shall have and maintain a record of all animals received and the disposition thereof. Said log shall be open to the inspection by Government at all reasonable times.

6. CHS will not accept ownership of injured or ill animals, except with prior approval. CHS will not accept ownership of deceased animals.

7. CHS will not accept stray animals from citizens of Government unless brought to CHS by a Government Animal Control Officer or other authorized agent, or unless Government authorized agent gives prior approval for the citizen to relinquish such animal. CHS will bill the Government monthly for any additional services provided herein in sufficient detail so that Government may verify charges.

8. Any dog that the Government has classified as a "dangerous" dog, or deemed a "potentially dangerous dog", may not be brought to the CHS Shelter. The Government cannot bring any cat classified and behaving as feral to the CHS Shelter.

9. In consideration of the services to be rendered hereunder to the Government, the Government agrees to pay CHS the yearly sum of Thirty-six thousand and 00/100 ($36,000.00) dollars, appropriated by the annual budget of the Government, which shall be paid in monthly payments of three- thousand and 00/100 ($3000.00) dollars per month during the time that this agreement is in force and effect. This sum of thirty-six thousand and 00/100 ($36,000.00) dollars, for the service as described herein, is with a maximum of three- hundred and sixty (360) animals per year. Any animals, dog or cat, the Government delivers to CHS for care in excess of three hundred and sixty (360) will be charged at a rate of eighty-five dollars ($85.00) per animal.

10. CHS agrees that the Shelter facility shall be maintained in accordance with reasonable standards adopted by and under the direction of the Carthage Humane Society Board of Directors. CHS shall operate the Shelter and provide care for all animals in compliance with all State and Federal regulations applicable to such facility. CHS shall make the Shelter facilities available during regular business hours for inspection by Government and/or its designee to monitor compliance with this Agreement. CHS agrees that it will provide to the Government, if requested, in a timely manner, any copies of inspections of the Shelter completed by any regulatory authority having jurisdiction over the facility.

11. CHS agrees to receive at its Shelter on Mondays, 8:00 am through 12:00 pm CST, and Tuesday through Saturday 9:00 am through 4:00 pm CST all live dogs and cats as set forth in this Agreement. CHS agrees to shelter, feed, and care for said animals, without charges to the Government, for any routine animal care services that may be incurred by CHS in providing the services set forth herein. All dogs and cats, upon intake, will receive core vaccinations as required by the Missouri Department of Agriculture, additionally all animals will be spayed or neutered after a minimum Seven (7) day hold and prior to being adopted.

12. Termination of the Agreement may occur prior to the date agreed upon by the parties herein in the following manner;

a. Either party, at any time, upon one hundred and eighty (180) days written notice, may terminate this Agreement.

b. If either Party fails to comply with the terms of this Agreement, the Parties may terminate this Agreement by providing ten (10) days written notice of their intent to terminate and specify the event of default. In the event the default is not cured within thirty (30) days, the Party shall be entitled to terminate this Agreement. The Government shall be liable only for costs incurred to and until the effective date of termination.

13. CHS agrees to provide the Government with written quarterly financial statements in a timely manner.

14. This Agreement may be amended at any time by writing approved by CHS and the Government.

15. This Agreement shall be binding upon the parties' successors and assigns.

16. This Agreement shall be renewed for successive fiscal years unless terminated in writing, by either party, or at least thirty (30) days prior to the beginning of any calendar year.

17. The Government will appoint a City Liaison from the City Council to attend all meetings of the CHS Board. The Liaison will serve as a channel for communication between CHS and the Government to provide input to the work of CHS when necessary; and communicates CHS's needs and preferences to the Government.

Signed on this_________ day of _____________________ 20______

By:____
Government Signature

____
Government Printed Name

ATTEST:

City Clerk

By:

Carthage Humane Society Signature

Carthage Humane Society Printed Name

MAYOR'S APPOINTMENTS

Mayor's Appointments

April 2021

Police & Fire Pension Committee

2 Year Term – 6 Members – Meets on Call – UMB Bank

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Tymon Bay	380-4757	2013 Beau Drive	04-27-21	Nov 22

RESOLUTIONS

MINUTES STANDING COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, APRIL 12, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Juan Topete, Ray West and Ed Barlow.

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan, Fire Chief Roger Williams, Parks & Recreation Director Mark Peterson, Council Members Craig Diggs, David Armstrong and Ceri Otero, John Hacker and Abi Almandinger.

Mr. Topete called the meeting to order at 5:38 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 March 8 Budget meeting. Motion carried 3-0.

NEW BUSINESS

1. **Consider and discuss Fiscal 2022 Revenue Projections Budget.** "Included are the revenue estimates for Fiscal 2021 and the revenue projections for Fiscal 2022. We will present and discuss these at the meeting. It is requested that the Committee confirm the consensus estimates and recommend to the Council that the revenue estimates for Fiscal 2022 be confirmed. You may recall that we did not do this last year because of the COVID-19 pandemic."

Mr. Snow arrived at 5:39 p.m.

   Mr. Short reported the revenue projections had been reviewed with the City Clerk, and there were no major discrepancies. Revenue projections for each fund were reviewed with the committee.

2. **Consider and discuss introductory dialogue of City strategies to prepare for American Rescue Act (ARP) funding a.k.a. Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).** "The bill itself authorizing these funds is over 242 pages long (if you require a copy, let me know), and impacts multiple levels of the economy, and governments. As you can see, this is not a simple appropriation bill. Truly, "the devil is in the details". For numerous purposes, the City wants to do this correctly. Therefore, it is recommend that the City not rush this process (the legislation states that funds should be spent by December 31, 2024) and take adequate time to develop a well- balanced vision regarding the potential use of these funds and programs. This would include the possibility of hiring a consultant to help walk the City (and possibly other partners) through this process and

supplementary processes being contemplated. What is being recommended is basically following a deliberative process similar to the City's budget process. This would allow for public input, transparency and program development as Treasury promulgates guidelines to assist Cities, through the City's Budget Ways & Means Committee. Included is some summary information regarding this evolving issue. I imagine that what was signed a month ago will be further amended as the rules are promulgated. As of yet, Treasury has not provided guidelines."

Mr. Short reported a separate fund will be established for the ARP funding. Only broad Treasury guidelines have been issued, but the funds will be highly regulated. If funds are spent that don't meet established criteria, the city would have to repay. Mr. Short has been speaking to surrounding larger communities to discuss hiring a consultant jointly. Requests for appropriating the ARP funds received by the city will be treated like a regular budget and will go through a budget hearing before disbursement.

3. **Staff Reports.** "***Sales Tax Numbers***: The General Fund Sales Tax (1%) receipts for April (included) showed a decrease of 4.25% from the same month last Fiscal Year. This amounted to approximately $8,491 less than the same month last year. This is the tenth of the fiscal year and the second 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 fiscal year's budgeted amount, primarily due to the COVID pandemic. ***Budget Hearings*:** Budget hearings (included) are scheduled for April 19, 20, and 21, 2021 (Monday, Tuesday and Wednesday) starting at 5:30 p.m. which include the Agencies (for April 19, 2021). Currently scheduled are the Convention and Visitor's Bureau (CVB) the Humane Society, and Other. The 'Other' is a request from Vision Carthage. The Library, baseball/softball organizations and the Over 60 Center are not scheduled to appear as has been done the last few years. ***Humane Society contract;*** *tentatively, the contract is for a base amount of $36,000 (i.e. $100 per animal up to 360) and ($75 to $85 per animal in excess of the initial 360). Last year, the numbers of animals brought to the Shelter was 588. Included is a preliminary draft of a contract.* ***Budget statements*** for March are included. March represents the 75% level of the budget year. On the revenue side, two funds, Lodging Tax and Judicial Education are below the budget level. The other Funds below the 75% level have other considerations that negate 'red flags'. We'll discuss and answer any specific questions regarding these at the meeting."

Mr. Short discussed the results of recent use tax elections in the area, an emergency purchase of five body cameras, a pre-draft contract for the Humane Society, and funds for an Assistant City Administrator will be included in the budget for the next fiscal year, and sales tax revenues were reviewed along with the summary budget.

4. **Other Business.** None.

ADJOURNMENT: The meeting adjourned at 6:20 P.M. on motion by Mr. Topete.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, APRIL 13, 2021
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan, Parks & Recreation Direct Mark Peterson

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 March 23, 2021 meeting were approved 4-0.

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

NEW BUSINESS:

1. **Staff Reports:** Mr. Short reported on the following: the IT Tech position is still open, headshots for the council and department heads have been scheduled, a Covid vaccination clinic, budget hearings, and a job description for an Assistant City Administrator is being developed. Chief Dagnan discussed a job description for a training officer that is being developed.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:20 PM Motion carried 4-0.

Traci Cox

BUDGET WAYS & MEANS COMMITTEE
MONDAY, APRIL 19, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, City Clerk Traci Cox, and Council Members Ceri Otero and Craig Diggs.

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

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Topete made a motion to accept the minutes of the April 12, 2021 Budget Meeting. Motion carried 4-0.

NEW BUSINESS:

1. **Public Hearing Fiscal 2022 Annual Operating and Capital Budget for the City of Carthage, Missouri:** Agency Budget Hearing: The following agencies presented their requests:

Convention & Visitors Bureau: Callie Myers Anthea Harbin	$100,000.00 Lodging Fund $60,000.00 Communications
Humane Society: Renay Minshew Dr. Judy Parton	$55,000.00
Vision Carthage: Abi Almandinger Lora Phelps	$65,000.00

   Mr. Short also discussed the budget for the Over 60 Center

2. **Staff Reports**: None

3. **Other Business:** None

ADJOURNMENT: The meeting adjourned at 7:04 P.M. on motion by Mr. Topete.

Respectfully submitted,
Traci Cox

BUDGET WAYS & MEANS COMMITTEE
TUESDAY, APRIL 20, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, Assistant Fire Chief Ryan Huntley, Public Works Director Zeb Carney, Parks & Recreation Direct Mark Peterson, IT Administrator Kevin Kinsey, City Attorney Nate Dally, City Clerk Traci Cox, and Council Members Ceri Otero and Craig Diggs and Abi Almandinger.

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

OLD BUSINESS:

Approval of minutes from previous meeting: Minutes for the April 19 Budget Ways & Means Committee were approved unanimously on a motion by Mr. Topete.

NEW BUSINESS:

1. **Public Hearing Fiscal 2022 Budget – Department Budget Hearings:**

   Mr. Short presented a brief overview of the budget, fund balances, existing personnel costs and other financial statistics for Fiscal Year 2022.

   The Committee reviewed expenses for the following funds:

   - General Fund
   - Public Health Fund
   - Landfill Closure Fund
   - Capital Improvements Tax Fund
   - Lodging Tax Fund
   - Golf Fund
   - Parks & Recreation Fund
   - Meyers Park Fund
   - Parks/Stormwater Sales Tax Fund
   - Inmate Security Fund
   - TIF & CID Special Tax Fund
   - Public Facilities Bond Fund
   - Economic Development Fund

Staff Reports: None

Other Business: None

ADJOURNMENT: The meeting adjourned at 7:57 P.M. on motion by Mr. Topete.

Respectfully submitted,
Traci Cox

BUDGET WAYS & MEANS COMMITTEE
WEDNESDAY, APRIL 21, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Police Chief Greg Dagnan, Fire Chief Roger Williams, Parks & Recreation Director Mark Peterson, City Clerk Traci Cox, IT Administrator Kevin Kinsey, Ceri Otero and Abi Almandinger.

CWEP REPRESENTATIVES: General Manager Chuck Bryant, CFO Kelli Nugent and Accountant Mary Gray.

Mr. Snow called the meeting to order at 5:36 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: Mr. Barlow made a motion to approve the minutes for the April 20 Budget Hearings. Motion carried 3-0.

CITIZENS PARTICIPATION: Abi Almandinger invited everyone to attend the Tile Mural installation on April 26 at 1:00 p.m.

NEW BUSINESS:

1. **Public Hearing Fiscal 2022 Budget - CWEP Budget Hearings:** Chuck Bryant, Kelli Nugent and Mary Gray presented the CWEP Budget by beginning with highlights of events affecting the budget before going into specific details including rate increases.

2. **Consider and discuss perfection of Fiscal 2022 Annual Operating and Capital Budget:** The contract with the Carthage Humane Society was discussed. Members were concerned with the potential increase in cost since the contract is based on a rate of $100 per animal for the first 360 animals plus $85 per animal after. There will be no additional charges for medical costs. Chief Dagnan explained they can monitor the number of animals taken to the Humane Society and let the committee know when there is a possibility of exceeding last year's costs. This will allow time to assess the contract operations and costs. Mr. Barlow moved to forward the contract as is to council for consideration. Motion carried 3-0.

Staff Reports: None

Other Business: None

ADJOURNMENT: The meeting adjourned at 7:00 P.M. on motion by Mr. Barlow.

Respectfully submitted,
Traci Cox

MINUTES SPECIAL COMMITTEES AND BOARDS

The Carthage Public Library Board of Trustees Meeting Minutes – March 2021 DRAFT APPROVED

The Carthage Public Library Board of Trustees met Tuesday, March 9, 2021 in the Carthage Public Library Board Room using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:15 pm by Peggy Ralston, President.

Roll Call
Board Members present were: Gary Cole, Peggy Ralston, Carrie Campbell, Kevin Johnson, Donna Maggard Thomason, Miriam Putnam and Sandy Swingle. Also present was Library Director Julie Yockey. Board members Eric Putnam and Justin Baucom were absent. Guests present included Randy Dubry, Terry Hirshey and Chanti Beckham.

Minutes of Last Meeting
There was one change to the minutes of the last regular meeting of January 12, 2021. Under the Director's Progress and Service report the last sentence referring to the roof was changed to read "Randy believes these repairs will not void the warranty." A motion to approve the minutes as amended was made by Gary Cole and seconded by Donna Maggard Thomason. Motion passed unanimously.

NOTE: There was no February 2021 board meeting due to lack of a quorum.

Financial Report
Attached. January 2021 financial report was presented. Discussion included: (1) the amount under current liabilities, Insurance Proceeds Payable ($48K) decreases as remaining invoices are paid. A motion to approve the January 2021 financial report was made by Miriam Putnam and seconded by Gary Cole. Motion passed unanimously.

February 2021 financial report was presented. Discussion included: (1) Parks and Storm Water revenue was up 21% at $46K. (2) Property tax was up $5K. A motion to approve the February 2021 financial report was made by Sandy Swingle and seconded by Miriam Putnam. Motion passed unanimously.

Director's Progress and Service Report
Attached. Discussion included: (1) Julie is open for input about the summer reading program set to start June 1, 2021. (2) Pat would like to start citizenship classes again. She has about 10 people enrolled. Looking into meeting at Grace Church (Episcopal) for adequate space to social distance. No cooking, food or drinks will be allowed. (3) Julie submitted the final report to the Steadley Trust for the Steadley Family Legacy Center building. (4) Chanti Beckham came to present and discuss moving the Farmers Market to 7th Street, south of the Library. Board members to consider and forward their input to Julie.

Youth Services Progress and Services Report
Attached.

President's Message
No report.

Council Liaison's Report
No report.

Committee Reports

Building Committee – Gary Cole reporting. (1) Randy Dubry and Terry Hirshey discussed their assessment of the roof leak. They said the roofing membrane had not been terminated properly on the high side. Rain and leaves had blown up under the flashing. They recommend cutting the flashing and terminating the material properly then adding counter flashing in the corners. They also recommended sealing between the cap stones (~130 joints). CCR has been involved and re-adhered the roofing material around the drains. The roof still leaks at the book drop area but this is because the mortar on the north side of the building was not done well. Randy has finished repairs to this area in advance of the next rain. Cost estimates are ~$9,800. Terry will fix the sheet rock inside after all leaks are fixed. (2) A canopy (sails) for the Steadley Family Legacy Center building patio was discussed. Solar Shade USA was working on CAD drawings showing shade lines during different times of the day.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

Library Gardens – Working on sails for the new building (see building report).

ADA Compliance – No report.

Communications – No report.

Unfinished Business
No report.

New Business
Julie and Peggy will not be available for the April 13th board meeting. It was decided to keep the meeting as scheduled.

Payment of Bills
Peggy Ralston said she had reviewed the bills and they could be paid. Gary Cole made a motion to pay the bills. Miriam Putnam seconded. Motion passed unanimously.

Other New Business
No report.

Closed Session
None

Adjournment

Gary Cole made a motion to adjourn. Miriam Putnam seconded. Motion passed unanimously. Meeting was adjourned at 6:39 pm.

Respectfully submitted,

Kevin Johnson
Secretary-Treasurer

Draft Copy of Minutes Subject to Approval at the Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 05 April 2021

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Jim Hunter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

The April Meeting was conducted by Video Conference.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Jim Hunter, Zeb Carney, Mark Elliff, Tom Short, Ed Barlow, and Bill Barksdale.

Also, present were Julie Tilley, Heath Heidert, and Connie Hobson-Grinstead.

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:31 p.m.

First order of business involved the minutes of the March 2021 meeting. Minutes were available for review in the packet prior to the meeting. Mark Elliff made a motion to accept the minutes as presented. Abi Almandinger and Jim Swatsenbarg gave a second to that motion. Motion passed on a voice vote.

Second order of business was a request for rezoning of property located at 1306 West Central. The request was made by property owner Connie Lynn Hobson-Grinstead and involved a rezoning from "A" First Dwelling to "E" General Business. Abi Almandinger made a motion to accept the request. That motion was given a second by Jim Swatsenbarg. Motion passed on a voice vote, all ayes, with Jim Hunter abstaining. The request will be forwarded to City Council for consideration.

There were no further items on the agenda.

Abi Almandinger made a motion to adjourn. Jim Swatsenbarg seconded that motion. Motion passed and meeting adjourned.

Respectfully submitted,
Bill Barksdale

Minutes
Carthage Tree Board

April 6, 2021
4:00 pm.
Parks Department Office

Tree Board Members Present: Noah Smith, Renae Brownfield, Robert Balek, Bryan Stringer, Jory Mertins

Members Absent:

Non-Members Present: Kailey Williams, Jon Skinner, Brian Bradley

The meeting was called to order at 4:04 pm

Ranae Brownfield made a motion to accept the minutes from the previous meeting.

Motion passed.

1. **Consider and Discuss the 2021 Arbor Day Event.**
   On April 27 at 11 am, everyone will meet in front of Columbian School with masks. Brian Bradley is going to pick up the tree that Jon Skinner requested. Mr. Bradley is also bringing supplies to dig the hole to plant the tree. Mrs. Brownfield's class will be helping prep the seedlings that will arrive in a couple of weeks to hand out to the kids.
2. **Consider and Discuss Tree Ordinance.**
   Jon Skinner made all of the changes by adding definitions to words that are throughout the article. Mr. Skinner also made various changes to spacing, Sec. 21-281. Clarifying the spacing of such trees on the streets, curbs, or sidewalks with the appropriate amount of space that should be present, additions were made to Violations, Sec. 21-289 violations of fines if a violation occurs to a tree in the city.
   Robert Balek made a motion to send the Tree Ordinance to the City Council.
   Motion Passed.
3. **Consider and Discuss the June meeting at Fair Acres.**
   June 1st everyone is going to meet at Fair Acres at 6 pm. The plan for the June meeting is to mulch the trees that are planted at Fair Acres. Community involvement is encouraged. A video will be taken at the Arbor Day event to properly mulch a tree and be posted on the tree board Facebook page for the public to view. Mulch will already be at Fair Acres.

Meeting Adjourned at 4:55 pm.

CWEP
BOARD MEETING MINUTES

April 15, 2021

The Carthage Water & Electric Plant Board met in regular session April 15, 2021, 1:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ G. Stephen Beimdiek- President	☐ Brian Schmidt - Member
☒ Danny Lambeth -Vice President	☒ Pat Goff – Member
☒ Ron Ross -Secretary	☒ Darren Collier - Member
☐ Alan Snow -Liaison	

Staff:

☒ Chuck Bryant-General Manager	☒ Jason Choate-Director of Water Services
☒ Cassandra Ludwig-General Counsel	☒ Kelli Nugent/CFO
☒ Jason Peterson-Director IT & Broadband	☒ Kevin Emery-Director of Power Services
☒ Megan Stump- Executive Assistant	☒ Stephanie Howard-Director of Business & ED
☒ Meagan Milliken-Customer Relations Mgr.	

President Beimdiek called the meeting to order at 1:10 p.m.

ADDITIONS/CHANGES TO THE AGENDA:

General Manager Bryant introduced newer employees: Clint Myers- Electrical Technician A; David Lipscomb- Field Service Representative

APPROVAL OF MINUTES:

A motion by Ross and seconded by Lambeth to approve the minutes of the regular meeting of March 18, 2021 as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Goff to approve disbursements for March in the amount of $3,586,498.81, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for March noting that the net income for the company exceeded budget for the month and year to date by $3,439,396 and $5,409,817, respectively. Operating revenues for the company exceeded budget and prior year for the month and year to date. Expenses were lower than budget for the month and year to date primarily due to the

Electric department. This is a direct result of the revenue collected due to the company being well hedged against the high power prices associated with Winter Storm Uri. She reported that power and water loss percentages for the month were -2.98% and 17.70%, respectively. The year to date are 1.49% and 6.56% for power and water, respectively.

A motion by Goff and seconded by Collier to approve March financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF RETIREMENT RESOLUTION FY 2020-21-07 FOR GENE BRUFFETT

General Manager Bryant recognized the upcoming retirement of Powerplant Dispatcher Gene Bruffett, reading a resolution in his honor. GM Bryant thanked Bruffett for his 17 years of faithful service. Bruffett expressed his appreciation to the board and the company.

A motion by Ross and seconded by Goff to approve the retirement resolution for Gene Bruffett, passed unanimously.

RECOMMENDATION FOR THE TUCK-POINTING PROJECT ON EAST SIDE OF CENTENNIAL COMPLEX

General Manager Bryant noted a form invitation was issued seeking qualified masonry contractors to remove and replace deteriorated mortar joints, bricks, and tuck point on the east wall of the Centennial Complex. He noted proposals were received from Baucom Masonry Construction in the amount of $23,500.00 and Hodkin Masonry Construction for $30,301.00.

GM Bryant recommends awarding this project to Baucom Masonry Construction in the amount of $23,500.00, as this company has previously provided quality masonry services to CWEP.

A motion by Lambeth and seconded by Ross to award this project to Baucom Masonry Construction in the amount of $23,500.00, passed unanimously.

SELECTION OF BOARD OFFICERS FOR 2021-2022

Goff reported on behalf of the Nominating Committee, presenting a slate of officers for the upcoming year to remain as follows: President- Steve Beimdiek, Vice President- Danny Lambeth, and Secretary- Ron Ross.

A motion by Goff and seconded by Ross to approve the slate of officers as presented passed unanimously with terms to take effect in July 2021.

CONSIDERATION OF FISCAL YEAR 2021-2022 BUDGET

General Manager Bryant and staff presented a budget draft for fiscal year 2021-2022. Board members discussed rates, ongoing infrastructure needs, major items including revenues, operating expenses, capital expenditures and cash reserve projections.

A motion by Ross and seconded by Collier to approve the proposed CWEP Fiscal Year 2021-2022 budget for presentation to the Carthage City Council, passed unanimously.

STAFF REPORTS: None.

BOARD MEMBER COMMENTS: None.

At 3:39 p.m. the meeting adjourned.

____
President – Steve Beimdiek

____
Secretary – Ron Ross

AGENDAS STANDING COMMITTEES

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, APRIL 19, 2021
5:30 P.M.

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

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

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

NEW BUSINESS

1. Public Hearing Fiscal 2022 Annual Operating and Capital Budget for the City of Carthage, Missouri.
    a. Fiscal 2022 Budget - Agency Budget Hearings.
2. Staff Reports.
3. Other Business.

ADJOURNMENT

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

POSTED: ____________________

BY: ____________________

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

TUESDAY, APRIL 20, 2021
5:30 P.M.

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

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Public Hearing Fiscal 2022 Budget - Department Budget Hearings.

2. Staff Reports.

3. Other Business.

ADJOURNMENT

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

POSTED: ______________________

BY: ______________________

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

WEDNESDAY, APRIL 21, 2021
5:30 P.M.

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

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

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

NEW BUSINESS

1. Public Hearing Fiscal 2022 Budget - CW&EP Budget Hearings.

2. Consider and discuss perfection of Fiscal 2022 Annual Operating & Capital Budget.

3. Staff Reports.

4. Other Business.

ADJOURNMENT

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

POSTED: ____________________

BY: ____________________

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
April 27, 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. Consider and Discuss Job Description for Team Policing/Training Officer.
2. Consider and Discuss Job Description for Assistant to the City Administrator.
3. Staff Reports

Adjournment

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

Posted ___________________________

AGENDAS SPECIAL COMMITTEES AND BOARDS

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
APRIL 13, 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
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 APRIL 9, 2021 AT 4:00 P.M. (RSMO 610.020)

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet April 15, 2021, 1:00 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: March 2021

APPROVAL OF DISBURSEMENTS:March $3,586,498.81

FINANCIAL STATEMENT: March

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of Retirement Resolution FY 2020-21-07 for Gene Bruffett
2. Recommendation for the Tuck-Pointing Project on East Side of Centennial Complex
3. Selection of Board Officers for 2021-2022
4. Consideration of Fiscal Year 2021-2022 Budget

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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
APRIL 27, 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
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 APRIL 23, 2021 AT 4:00 P.M. (RSMO 610.020)

CITY OF CARTHAGE

Planning, Zoning, and Historic Preservation Commission

Date of Meeting: **5/3/2021**

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

AGENDA

Time: **5:30 pm**

To Consider the following items:

1. Requested by: Carthage Chamber of Commerce / Mark Elliff
Request type: Special Use Permit
Project Location: Fair Acres Parking Lot (West lot next to YMCA at 2600 Grand)
Reason for Hearing: Request for the operation of a Carnival in conjunction with the Annual Maple Leaf Festival

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:
Project Location:
Reason for Hearing:

5. Requested by:
Request type:
Project Location:
Reason for Hearing:

Commission Members

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Jim Hunter	1514 S River	417-850-5355
	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

CORRESPONDENCE

INTER OFFICE MEMO

To: CIAC, City Council
From: Tom Short
Subject: Job Description
Date: April 23, 2021

All;

After discussions with the Mayor, and the BW&M Committee Chairman, due mostly to growth, changes in City operations, workloads and other various factors, a position of an Assistant was included in the Draft FY 2022 Budget, with the rest of the process to be completed. Part of that process includes review and discussion of the Job Description (JD) by the Committee on Audits and Claims (CIAC).

Therefore, as discussed at the 4-13-21 CIAC meeting, included is the Draft Job Description for an Assistant's position in the Administration Office of the City's General Fund. At that meeting, it was mentioned that the City of Joplin had an Assistant's Job Description that could be used. The City of Joplin actually has two (2) positions in the City Manager's Office. Both of those were requested from Joplin and used in developing the included JD, in addition to other Missouri Cities and other Cities from other States examples. The draft JD follows comments made at this meeting.

The description is not written to be tailored to for any specific individual, but to assist the City Administrator in the performance of duties as specified in the Charter, Code, JD, etc. The hiring process would neither favor any particular applicant or discriminates against any applicant. The JD also provides flexibility and agility in filling the position and does not preclude or limit the possibility of future hiring for needed functions/positions and changes as the City grows and adapts. For example, at various times, we've talked about positions for I.T. , H.R., E.D. (GRO), P&R Master Plan, Grant Writer, and others. The City has usually been on the light side administratively. Our trend has been toward hiring personnel versus contracting out applicable municipal services as this maintains accountability to voters, adherence to applicable laws, limiting the creation of additional 'silos' and to providing more effective municipal services.

The plan is to advertise for this position within the Mid-west, Mountain-Plains, and Southwest region, for qualified applicants. Again, this would not negate any future processes for hiring and/or replacing employees.

I hope this information is of some benefit. If you require additional please let me know.

Tom

Tom Short, City Administrator

Copies:
Mayor & Council

CITY OF CARTHAGE

JOB DESCRIPTION

DEPARTMENT:	General Administration	**SALARY GRADE:**	TBD
POSITION TITLE:	Asst. to the City Administrator	**FLSA STATUS:**	Non-Exempt

RESPONSIBILITIES OF POSITION:

This position serves as an integral member of the Executive Management Team responsible for providing leadership support to the City Administrator; performs responsible administrative and managerial duties assisting the City Administrator in the administration of local government; under executive direction from the City Administrator, the Assistant to the City Administrator assists in the oversight and planning, organizing, directing, managing, reviewing and coordinating activities and operations of the departments of the City; provides a full range of multifaceted staff assistance as well as administrative and analytical support; serves as liaison between the City Administrator's Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies, seeking interaction with the City Administrator as assigned; participates in the development, implementation, and administration of administrative policies, procedures, guidelines and programs; oversees the general office support functions of the City Administrator's Office; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Under supervisory control of the City Administrator, duties are performed with a wide latitude for independent judgment and action. Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas. Work is subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions, and reports with the City Administrator.

THE FOLLOWING FUNCTIONS ARE REPRESENTATIVE FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL- INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

REPRESENTATIVE JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Assisting the City Administrator (Budget Officer) in preparing the budget for each year.
2. Assisting the City Administrator in keeping the Council, each Council Committee and

all City Departments informed as to the financial status of the City.

3. Assisting the City Administrator in the establishment and maintenance of proper purchasing procedures for all the street, police and health departments, including advising of proper purchasing procedures so that they are in compliance at all times with State and Federal regulations governing the purchase of equipment, goods and services.

4. Assisting the City Administrator in research and obtaining information for funding projects that would include, but not be limited to, any situation which could not be financed entirely on a local basis where the funds are provided by either State or Federal government.

5. Assist the City Administrator in the administration of any City business that may be assigned to the position.

6. Assisting the City Administrator in formulation of policy concentrating on overall problems of the City.

7. Assisting the City Administrator in coordinating the activity among, operating Department Heads in overall implementation and administration of City programs.

8. Attend and meet with assigned Standing and Special Committees assigned by the City Administrator.

9. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Administrator.

10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Management skills to analyze programs, policies and operational needs. Principles and practices of municipal budget preparation and administration. Funding projects through State and Federal programs. Current on matters pertaining to personnel, employment policies.

Abilities: Plan, organize, direct and coordinate the work of relevant staff. Analyze and recommend programs to select, supervise, train and evaluate staff. Assist the City Administrator in administering City business. Keep departments informed on proper implementation and administration of City services.

Experience, Education and Training: The Assistant to the City Administrator shall be devoted full time to the duties of this office. Education: Requires any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university in Public or Business Administration, Government or a related field and a minimum of 2 years directly related work experience including management and supervisory experience. Experience: The Assistant to City Administrator shall have at least two (2) years' experience as an administrative assistant or similar position in local government. Must have a strong knowledge of personal computers and software applications, including word processing, database and spreadsheet applications; interpersonal, oral and writing skills and the ability to interact positively with a diverse population; must possess a valid driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

Physical Requirements: Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings and visiting City Departments and facilities.

Licenses and Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly period.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed: ______________________ Date:

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police **SALARY GRADE:** K
POSITION TITLE: Team Policing/Training Officer **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:
Performs a variety of administrative, supervisory, and technical work related to administration of training in law enforcement activities, public education and public relations, crime reduction operations, and serves as the Police Department public information officer.

SUPERVISION RECEIVED AND EXERCISED:
Under general direction of the Chief of Police, supervises and directs professional, technical, and support staff within the department, either directly or indirectly through supervisors as regarding training. Oversees all training evolutions, whether in-service or provided by outside training sources and supervises crime control operations in the same manner.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Directly responsible for operations of the training division
2. Directly responsible for the drafting of policy and procedures, as related to the training division and Team Policing efforts for approval of the Chief of Police
3. Directs training for all police department employees
4. Directly responsible for all records and record keeping pertaining to training division including state mandated training hours in each of the required categories; including Legal Studies, Skill Development, Technical Studies and Interpersonal Perspectives
5. Complete reports for each one-year reporting cycle as required by Missouri State statutes and Peace Officer Standards and Training (POST)
6. Provides leadership and personnel management for Police Department personnel regarding training and crime prevention
7. Analyze daily calls for service and organize results into actionable data
8. Responsible for developing methods to operationalize plans to reduce crime.
9. Attends and assigns staff to attend community meetings and events
10. Coordinates with area educational organizations to recruit interns
11. Supervises the internship program
12. Responsible for the development and delivery of training necessitated by changes to Police Department policies or standard operating procedures and P.O.S.T requirements
13. Directly responsible to ensure that consistent and uniform training is implemented throughout the Police Department
14. Shall serve under the direction of the Chief of Police
15. Shall attend staff meetings and report on activities of the training division

16. Shall work closely with the Field Training Officer coordinator in developing and maintaining a training program for new hire police officers and staff.
17. Serves as a member of the Police Department's management team in the recommendation, development, and administration of policies, procedures, and department budget regarding training and crime prevention.
18. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Police Captain or Chief of Police

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge in training techniques and Missouri State requirements. Knowledge of City of Carthage ordinances, State, and Federal statutes. Knowledge of law enforcement principles and practices, including City of Carthage policy and procedures. Knowledge of investigative, patrol and record management procedures. Knowledge of the equipment used in law enforcement, including weaponry, communications, and automotive equipment.

Abilities: Ability to follow verbal and written instructions; analyze situations quickly and make decisions regarding the management of situations; work effectively as part of the management team; research and evaluate programs to meet department training needs; prepare concise state and departmental reports and records; identify problem areas and make recommendations; communicate effectively, both orally and in writing; manage budget within assigned division; ability to interact professionally with subordinates, superiors, public, and media in an effective manner; ability to perform all physical tasks necessary to complete all necessary requirements in both emergency and non-emergency conditions; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: At least five (5) years in Law Enforcement as a supervisor or acting supervisor position. Education: Bachelor's Degree in Criminal Justice or related subject.

Physical Requirements: Work is performed in an office setting or training environment. At the scene of incident, incumbents could be exposed to inclement weather conditions, uneven terrain and dangerous situations requiring the use of physical force and firearms. There is considerable walking, bending, stooping, reaching, and at times, running.

Licenses and Certificates: Possession of, or ability to maintain, an appropriate, valid Missouri driver's license. Certification and training requirements as specified by P.O.S.T.; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours may be required to attend meetings and events. Employee is scheduled to work 80 hours during the bi-weekly period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: ________________________________ Date:

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

MARCH 31, 2021

SCHMIDT
CPAS & ADVISORS

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Lane
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended March 31, 2021 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

April 02, 2021

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
March 31, 2021

Assets

Current Assets		
SMB	$	65,953.72
Arvest - Payroll		502.38
Arvest - Operating		19,964.71
Petty cash		60.50
Total Current Assets		86,481.31
Property and Equipment		
Land		14,586.95
Building		486,742.82
Improvements		70,132.69
Office furniture and equipment		10,965.26
Machinery and equipment		185,448.68
Less accumulated depreciation		(397,559.88)
Net Property and Equipment		370,316.52
Total Assets	$	456,797.83

Liabilities and Net Assets

Current Liabilities		
Note payable- PPP	$	21,200.00
Total Current Liabilities		21,200.00
Net Assets		
Unrestricted net sssets		373,551.34
Change in net assets		62,046.49
Total Net Assets		435,597.83
Total Liabilities and Net Assets	$	456,797.83

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and three months ended March 31, 2021

	2021 Month	% of Income	2021 Year to date	% of Income
Sales				
City of Carthage contract	$ 5,500.00	11.72 %	$ 8,250.00	5.41 %
Jasper County contracts	2,000.00	4.26	2,000.00	1.31
Adoption fees	7,744.02	16.50	19,770.95	12.98
Return to owner fee	980.00	2.09	1,600.00	1.05
Surrender fees	940.00	2.00	2,715.00	1.78
Product sales	26.00	0.06	201.00	0.13
Donations	8,691.80	18.51	22,141.65	14.53
Noncash Donations	4,799.00	10.22	6,670.61	4.38
Memorials and bequests	0.00	0.00	250.00	0.16
Grants	0.00	0.00	58,471.45	38.38
PetSmart Charities	5,000.00	10.65	5,000.00	3.28
Steadley Memorial Trust	3,000.00	6.39	13,764.97	9.03
Frances H Havens Trust	0.00	0.00	2,620.51	1.72
Jesse L Bridges Trust	7,225.20	15.39	7,225.20	4.74
Trust fund receipts-other	0.00	0.00	0.00	0.00
Reimbursement of expenses	1,038.92	2.21	1,676.38	1.10
	46,944.94	100.00	152,357.72	100.00
Gross Profit	46,944.94	100.00	152,357.72	100.00
Operating Expenses				
Salaries and wages	10,015.77	21.34	33,674.74	22.10
Payroll taxes	766.46	1.63	2,598.29	1.71
Total payroll expenses	10,782.23	22.97	36,273.03	23.81
Advertising	24.00	0.05	34.00	0.02
Auto expense	36.31	0.08	335.60	0.22
Bank charges	104.55	0.22	352.97	0.23
Contract labor	0.00	0.00	0.00	0.00
Dog and cat food	4,799.00	10.22	6,708.61	4.40
Dues and subscriptions	60.00	0.13	152.00	0.10
Fundraising expense	1,000.00	2.13	1,940.23	1.27
Insurance	0.00	0.00	7,169.48	4.71
Insurance- vehicle	0.00	0.00	0.00	0.00
Legal and professional	1,108.00	2.36	3,202.60	2.10
Medication	2,456.85	5.23	7,120.07	4.67
Meals and entertainment	0.00	0.00	241.16	0.16
Medical- Veterinarian	2,345.58	5.00	7,793.16	5.12
Medical- clinic	0.00	0.00	0.00	0.00
Miscellaneous	98.80	0.21	87.61	0.06

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and three months ended March 31, 2021

	2021 Month	% of Income	2021 Year to date	% of Income
Postage & Shipping	77.50	0.17	77.50	0.05
Repairs and maintenance	2,309.28	4.92	2,369.28	1.56
Supplies- office	121.14	0.26	1,264.45	0.83
Supplies- Cleaning	217.80	0.46	569.78	0.37
Supplies- Vet supplies	0.00	0.00	0.00	0.00
Supplies- Animal Supplies	0.00	0.00	0.00	0.00
Taxes and licenses	(0.50)	0.00	1,051.72	0.69
Trash svc	205.05	0.44	608.41	0.40
Utilities	783.95	1.67	5,880.98	3.86
Depreciation	2,361.90	5.03	7,085.74	4.65
	18,109.21	5.03	54,045.35	4.65
Total operating expenses	28,891.44	61.54	90,318.38	59.28
Net income (loss) from operations	18,053.50	5.03	62,039.34	4.65
Other Income / (Expenses)				
Interest income	2.79	0.01	7.15	0.00
	2.79	0.01	7.15	0.00
Net Income / (Loss)	$ 18,056.29	38.46	$ 62,046.49	40.72

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and three months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Year to date Budget	Year to date Variance	Actual as a % of Budget
Revenue							
City of Carthage contract	$ 5,500.00	$ 3,000.00	$ 2,500.00	$ 8,250.00	$ 8,750.00	$ (500.00)	94.29 %
Jasper County contracts	2,000.00	666.67	1,333.33	2,000.00	2,000.01	(0.01)	100.00
Adoption fees	7,744.02	2,916.67	4,827.35	19,770.95	11,250.01	8,520.94	175.74
Return to owner fee	980.00	291.67	688.33	1,600.00	875.01	724.99	182.86
Surrender fees	940.00	125.00	815.00	2,715.00	833.33	1,881.67	325.80
Product sales	26.00	166.67	(140.67)	201.00	333.34	(132.34)	60.30
Donations	8,691.80	3,333.34	5,358.46	22,141.65	10,416.68	11,724.97	212.56
Noncash Donations	4,799.00	0.00	4,799.00	6,670.61	4,583.33	2,087.28	145.54
Memorials and bequests	0.00	625.00	(625.00)	250.00	1,250.00	(1,000.00)	20.00
Grants	0.00	0.00	0.00	58,471.45	5,000.00	53,471.45	1169.43
PetSmart Charities	5,000.00	416.67	4,583.33	5,000.00	1,000.01	3,999.99	500.00
Steadley Memorial Trust	3,000.00	3,000.00	0.00	13,764.97	9,000.00	4,764.97	152.94
Frances H Havens Trust	0.00	1,083.34	(1,083.34)	2,620.51	3,215.94	(595.43)	81.49
Jesse L Bridges Trust	7,225.20	708.34	6,516.86	7,225.20	2,450.88	4,774.32	294.80
Katheryn Hyde Trust	0.00	666.67	(666.67)	0.00	2,250.01	(2,250.01)	0.00
Trust fund receipts-other	0.00	0.00	0.00	0.00	83.33	(83.33)	0.00
McDowell Trust	0.00	0.00	0.00	0.00	461.06	(461.06)	0.00
Reimbursement of expenses	1,038.92	291.67	747.25	1,676.38	583.34	1,093.04	287.38
Total revenue	46,944.94	17,291.71	29,653.23	152,357.72	64,336.28	88,021.44	236.81
Operating Expenses							
Salaries and wages	10,015.77	8,125.00	1,890.77	33,674.74	30,333.33	3,341.41	111.02
Insurance - workers compensation	0.00	0.00	0.00	0.00	304.75	(304.75)	0.00
Payroll taxes	766.46	625.00	141.46	2,598.29	2,376.67	221.62	109.32
Total payroll expenses	10,782.23	8,750.00	2,032.23	36,273.03	33,014.75	3,258.28	109.87
Advertising	24.00	0.00	24.00	34.00	41.67	(7.67)	81.59
Auto expense	36.31	0.00	36.31	335.60	100.00	235.60	335.60
Bank charges	104.55	41.66	62.89	352.97	137.49	215.48	256.72
Cat litter	0.00	0.00	0.00	0.00	41.67	(41.67)	0.00
Cremations	0.00	41.66	(41.66)	0.00	83.32	(83.32)	0.00
Dog and cat food	4,799.00	0.00	4,799.00	6,708.61	1,000.00	5,708.61	670.86
Dues and subscriptions	60.00	0.00	60.00	152.00	67.50	84.50	225.19
Fundraising expense	1,000.00	0.00	1,000.00	1,940.23	100.00	1,840.23	1940.23
Insurance	0.00	708.33	(708.33)	7,169.48	1,912.49	5,256.99	374.88

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and three months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Year to date Budget	Year to date Variance	Actual as a % of Budget
Legal and professional	1,108.00	541.66	566.34	3,202.60	2,083.32	1,119.28	153.73
Medication	2,456.85	0.00	2,456.85	7,120.07	0.00	7,120.07	0.00
Meals and entertainment	0.00	0.00	0.00	241.16	29.17	211.99	826.74
Medical- Veterinarian	2,345.58	666.66	1,678.92	7,793.16	4,791.65	3,001.51	162.64
Medical- clinic	0.00	0.00	0.00	0.00	2,166.67	(2,166.67)	0.00
Miscellaneous	98.80	0.00	98.80	87.61	0.00	87.61	0.00
Postage & Shipping	77.50	6.25	71.25	77.50	17.08	60.42	453.75
Printing & Stationary	0.00	41.66	(41.66)	0.00	137.49	(137.49)	0.00
Repairs and maintenance	2,309.28	500.00	1,809.28	2,369.28	1,333.33	1,035.95	177.70
Supplies- office	121.14	208.33	(87.19)	1,264.45	666.66	597.79	189.67
Supplies- Cleaning	217.80	0.00	217.80	569.78	125.00	444.78	455.82
Supplies- Vet supplies	0.00	833.33	(833.33)	0.00	1,666.66	(1,666.66)	0.00
Supplies- Animal Supplies	0.00	375.00	(375.00)	0.00	750.00	(750.00)	0.00
Taxes and licenses	(0.50)	83.32	(83.82)	1,051.72	249.56	802.16	421.43
Trash svc	205.05	0.00	205.05	608.41	172.08	436.33	353.56
Telephone	0.00	166.66	(166.66)	0.00	499.99	(499.99)	0.00
Utilities	783.95	1,833.33	(1,049.38)	5,880.98	4,916.66	964.32	119.61
Veterinary	0.00	2,916.66	(2,916.66)	0.00	5,833.32	(5,833.32)	0.00
Depreciation	2,361.90	2,250.00	111.90	7,085.74	6,861.94	223.80	103.26
	18,109.21	11,214.51	6,894.70	54,045.35	35,784.72	18,260.63	151.03
Total operating expenses	28,891.44	19,964.51	8,926.93	90,318.38	68,799.47	21,518.91	131.28
Total expenses	28,891.44	19,964.51	8,926.93	90,318.38	68,799.47	21,518.91	131.28
Other Income / (Expenses)							
Interest income	2.79	0.00	(2.79)	7.15	0.00	(7.15)	0.00
	2.79	0.00	2.79	7.15	0.00	7.15	0.00
Change in net assets	$ 18,056.29	$ (2,672.80)	$ 20,729.09	$ 62,046.49	$ (4,463.19)	$ 66,509.68	(1390.18)%

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Director's Progress and Service Report

April 2021, Julie Yockey, Director

Did you know that we have been celebrating libraries, past and present across America this week? It is National Library Week, and as we think on how we have survived the past year with all of our many roadblocks, we have much to be thankful for. Our roof just may be fixed after four long years, we have a dream come true makerspace/education building, our library has been renovated from the huge water disaster and is gorgeous, and last but not least, we are able to say we all survived COVID! I have always been a believer of "What doesn't kill you makes you stronger." We already had the most beautiful, progressive library in the four state area before all of these events, but I promise you, we are working hard to come out of all this even stronger, safer and healthier in the library arena.

"The most important asset of any library goes home at night-the library staff." Mr. Ashcroft. This is so true, but even more so in our situation as our library staff has worked beside me tirelessly completing tasks that do not normally fall under a library job task list. Think about it, the disaster was so bad, that for weeks if we were not cleaning and moving we were trying to learn and function under COVID conditions. Some of the tasks that had to be done were nasty, heavy and frustrating, but these folks came through it with me. They have had to deal with patrons that sometimes don't understand our situation and take it out on staff. Front line staff have a difficult job, but they almost always do it with a smile on their face and enthusiasm in their voice, bending over backwards to meet people's needs whether they be inside or outside on curb-side service. I am thankful for them, and we celebrated them on their special day.

Things, staff seem to be settling back into a routine now that we are open each day. Yes, we remain on a bit of a modified schedule due to numerous factors, but staff is re-learning, re-teaching each other how to complete numerous tasks we had not had to do for months. Anyone who thinks that all we do is check books in and out, is silly!!! Monday and Tuesdays are our busiest days right now, and 99 % of the patrons are good to wear their masks. My staff will not be fully vaccinated until the first part of June. We are moving forward with Summer Reading Plans and will be able to share those at our May meeting. The Steadly Family Legacy Center has been growing in popularity, and last month it saw 123 visitors, 75 people made use of our makerspace technology and equipment as well as 18 patrons checked out tools. Ben Young is doing a phenomenal job for us. He loves it and has found his niche. We are proud of these numbers. Advertising is very difficult especially if people are not hooked up to social media. Overflow from the library internet area is sent out to the new building where we have numerous laptops for people to use.

The Powers Museum has always been a friend of the Library and due to them closing their doors we have worked with them to acquire and often times, "Take back" numerous reference and genealogy items. Items that this library gave to the Powers Museum years ago for some reason, are now back with us. These documents are requiring much time consuming digitization work, but we have purchased the needed technology to speed up the process for staff working on the project. We hope to acquire from them two collections of artifacts that will need a long-lasting, safe, environment to be kept it.

This month we have been working on the last phase for our new Steadley Building which is a sail shade covering for the patio. The Boylan Trust had donated monies for this project, and due to COVID it has taken us a longer time to get the patio project rolling. Randy Dubry Construction will be handling this project for us. It is going to be a beautiful setting for children's events. The library has also been in discussion with Mark Peterson concerning the moving of Farmer's Market to Central Park, across the street from the original library. The library's main concern is the effect on parking in the area, or the lack of it. The Food Trucks have already impacted our patronage and parking which leads us to be concerned about Famer's Market on Wednesdays and Saturday's, our busiest days. This will need to be an on-going conversation between the Library and the City.

Celebrate your public library this month, get a library card, stop in to see all the awesome things we have to offer in our new makerspace/education building, use the internet, check out some books, or do some research! It is a beautiful place to be.

Respectfully submitted,

Julie Yockey, Director

Children's Progress Report
March 2021, Sherri Luce

Our Winter Reading Challenge finished early in March. It included programming for ages 0-13 and we had 120 children complete the program, with an additional three that participated.

The Library hosted five online English Story Times plus one Bilingual, with a total of 129 watches. We plan to do another one or two in April, then turn our focus to creating video tours and information for the schools to share for the summer reading program. We have two tours/story times scheduled for early May. Pleasant Valley Elementary plans to bring their K-2 graders to visit as their spring field trip. One group is coming at 8:30 am for a tour, so as not to conflict with the allowed numbers of visitors. The other group will only meet in the Steadley Building for a video tour and story time.

The 2021 summer program theme is "Tails and Tales". We have big plans for programming to include lots of animals. The Dickerson Park Zoo is planning visits; Will Stuck, one of our very favorite educators, will also be here in July. Jessicca and Asha, from Central Pet Care are planning a presentation about therapy animals; and we are trying to coordinate a date with an author of books for children about farm life.

All of the craft activities for the summer with be take-and-make, with most having a video available online demonstration. All planned in-library programming will also include an online option for families not wanting to attend in person, or if we reach maximum capacity.

CIRCULATION REPORT for March 2021

New Books/Periodicals	
Adult Books / AV	126
Adult Periodicals	50
YA Books / AV	20
YA Periodicals	0
Juvenile Books / AV	234
Juv Periodicals	6
Totals	436

Circulation	Adult	YA	Juvenile	Total
Books	1,168	112	1,542	2,822
Periodicals	30	0	0	30
Audio	51	0	22	73
Visual	174	-	-	174
Circulating Electronics	N/A	-	-	0
eBooks	1,110	150	143	1,403
Totals	2,533	262	1,707	4,502
In House Use	68	-	-	68
Courier	Lending	Borrowing	ILL	Total
	341	373	1	715
Circulation Total				5,285

New Applications	
Adult	32
Juvenile	25
Total	57

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
3	6	0	0	9

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

ENGLISH	Adult	YA	Juvenile	Total
Programs	0	0	5	5
Attendees	0	0	123	123

SPANISH	Adult	Juvenile	Total
Programs	0	5	5
Attendees	0	123	123

Computer Use	
Adult	182
Reference/Genealogy	32
Microfilm	13
Juvenile	N/A
Tablets	N/A
AWE	0
Teen Laptops	N/A
Wireless	219
Total	446

Steadley Family Legacy Center

Door Count	Assistance/Checkout	Makerspace Use
123	18	75

Curbside	22	In-House Patrons	1426

	Adult	YA	Juvenile	Total
Mending	27	0	28	55
Discards	147	6	42	195
Corrective Processing	46	5	24	75

DRAFT APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

MARCH 31, 2021

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S COMPILATION REPORT

Carthage Public Library
612 S Garrison
Carthage, MO 64836

Management is responsible for the accompanying financial statements of Carthage Public Library (a nonprofit organization) which comprise the balance sheet - cash basis as of March 31, 2021, and the related statements of income - cash basis for the one month and nine months then ended and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The Organization has elected to include liabilities arising from the receipt of borrowed cash and insurance proceeds and record payroll taxes that have not been deposited to the IRS, which are generally accepted modifications of the cash basis of accounting. The effects of this departure from the cash basis of accounting on the accompanying financial statements have not been determined.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and changes in net assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Schmidt Associates, LLC

April 09, 2021

Carthage Public Library
Balance Sheet - Cash basis
March 31, 2021

Assets

Current Assets		
Cash in bank - treasurer's cash	$	647,040.00
Cash in bank - Community National Bank		1,771.65
Cash in bank - Guaranty Bank		14,426.38
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		669,615.05
Total Current Assets		1,333,113.08
Total Assets	$	1,333,113.08

Liabilities and Net Assets

Current Liabilities		
Lagers withholding	$	2,750.26
Insurance proceeds payable		38,202.69
Note payable - Multi purpose building		187,200.00
Total Current Liabilities		228,152.95
Total Liabilities		228,152.95
Net Assets		
Unrestricted Net Assets		718,013.16
Temporarily Restricted Net Assets:		
Boylan Grant		6,252.67
Carthage Community Foundation		5,000.00
CPL Collection Development Grant		(5,000.00)
CPL Development Foundation		10,451.55
Debbie Putnam - Ebooks		26,639.74
Library Gardens		3,878.47
Spotlight on Literacy (RTR) Grant - MOSL 2020		5,246.35
Spotlight on Literacy (RTR) Grant - Local 2020		(61.82)
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021		5,625.95
Spotlight on Literacy - MOSL -2020		(4,206.00)
Spotlight on Literacy Grant - Local - 2020		(83.87)
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021		20,992.57
Steadley Trust		926.16
Summer Reading Program-Local Funds 02/2020-08/2020		448.67
Summer reading program - MOSL grant		(1,023.00)
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020		1,470.48
Thelma Stanley Foundation Grant		7,012.96
Multi Purpose Building - furnishings and supplies		220,119.58
Mulit Purpose Building		(181,117.28)
Operational reserves		195,998.47
Change in net assets		68,375.32
Total Net Assets		1,104,960.13
Total Liabilities and Net Assets	$	1,333,113.08

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	$ 177.10	$ 250.00	$ (72.90)	$ 471.90	$ 3,000.00	$ (2,528.10)
Copier income	421.10	583.34	(162.24)	600.75	7,000.00	(6,399.25)
Donations	1,036.55	0.00	1,036.55	14,325.31	0.00	14,325.31
Donations-restricted	201.99	291.67	(89.68)	236,024.57	3,500.00	232,524.57
Fax income	75.80	83.34	(7.54)	108.40	1,000.00	(891.60)
Fine income	375.14	500.00	(124.86)	1,200.79	6,000.00	(4,799.21)
Interest income	169.02	833.34	(664.32)	2,164.33	10,000.00	(7,835.67)
Non-resident fee income	660.00	666.67	(6.67)	2,600.00	8,000.00	(5,400.00)
Payment for lost books	54.03	0.00	54.03	210.32	0.00	210.32
Postage income	2.00	0.00	2.00	2.00	0.00	2.00
State aid	0.00	1,000.00	(1,000.00)	4,537.04	12,000.00	(7,462.96)
Sur tax	83,114.99	2,471.84	80,643.15	86,608.69	29,662.00	56,946.69
Tax income	1,429.38	17,083.34	(15,653.96)	212,089.32	205,000.00	7,089.32
Tax income - Park and storm water	46,104.00	38,966.67	7,137.33	392,642.84	467,600.00	(74,957.16)
Miscellaneous income	0.00	500.00	(500.00)	20.00	6,000.00	(5,980.00)
Other income	3,042.65	0.00	3,042.65	3,236.70	0.00	3,236.70
Total revenue	136,863.75	63,230.21	73,633.54	956,842.96	758,762.00	198,080.96

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	37,244.21	41,416.66	4,172.45	364,187.22	497,000.00	132,812.78
Lagers	1,867.01	2,000.00	132.99	21,641.98	24,000.00	2,358.02
Insurance - health	1,125.00	1,250.00	125.00	9,610.92	15,000.00	5,389.08
Payroll taxes - FICA	2,849.71	3,188.50	338.79	27,860.66	38,262.00	10,401.34
Total payroll expenses	43,085.93	47,855.16	4,769.23	423,300.78	574,262.00	150,961.22
Employee goodwill	80.00	250.00	170.00	2,815.16	3,000.00	184.84
Advertising	0.00	125.00	125.00	524.85	1,500.00	975.15
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	771.45	2,083.33	1,311.88	13,060.15	25,000.00	11,939.85
Books - children's	1,036.92	1,083.33	46.41	9,308.64	13,000.00	3,691.36
Contract fees	1,149.38	3,083.33	1,933.95	27,906.96	37,000.00	9,093.04
Dues and travel	273.34	583.33	309.99	1,976.06	7,000.00	5,023.94
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	947.96	250.00	(697.96)	6,307.96	3,000.00	(3,307.96)
Furniture and equipment - multi purpose building	0.00	0.00	0.00	2,410.17	0.00	(2,410.17)
Information technology (IT)	0.00	583.33	583.33	3,036.28	7,000.00	3,963.72
Insurance	0.00	2,500.00	2,500.00	31,600.00	30,000.00	(1,600.00)
Interest expense	0.00	166.66	166.66	1,524.99	2,000.00	475.01
Legal and professional	0.00	500.00	500.00	6,200.00	6,000.00	(200.00)
Multi purpose building	0.00	15,750.00	15,750.00	189,768.71	189,000.00	(768.71)
Periodicals	0.00	375.00	375.00	976.71	4,500.00	3,523.29
Postage	24.99	125.00	100.01	535.36	1,500.00	964.64
Programs - adult	0.00	500.00	500.00	3,102.03	6,000.00	2,897.97
Programs - children	2,759.15	666.66	(2,092.49)	11,796.64	8,000.00	(3,796.64)
Programs, teens	0.00	166.66	166.66	383.53	2,000.00	1,616.47
Repairs and maintenance	10,583.93	2,916.66	(7,667.27)	39,151.39	35,000.00	(4,151.39)
Supplies	1,138.01	2,083.33	945.32	13,316.07	25,000.00	11,683.93
Supplies - multi purpose building	0.00	16,666.66	16,666.66	62,725.40	200,000.00	137,274.60
Telephone	223.50	500.00	276.50	3,790.04	6,000.00	2,209.96
Utilities	4,890.26	3,333.33	(1,556.93)	29,449.76	40,000.00	10,550.24
	23,878.89	54,708.27	30,829.38	465,166.86	656,500.00	191,333.14
Total expenses and losses	66,964.82	102,563.43	35,598.61	888,467.64	1,230,762.00	342,294.36

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	69,898.93	(39,333.22)	109,232.15	68,375.32	(472,000.00)	540,375.32
Transfers from temporary restricted	8,268.79	39,333.34	(31,064.55)	288,992.33	472,000.00	(183,007.67)
Transfers to temporary restricted	(201.99)	0.00	(201.99)	(236,371.47)	0.00	(236,371.47)
Increase/(Decrease) in unrestricted net assets	77,965.73	0.12	77,965.61	120,996.18	0.00	120,996.18

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
CSLP Grant	201.99			201.99		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			912.98		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			2,257.00		
Spotlight on Literacy Grant - MOSL - 2020	0.00			1,012.00		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			6,000.00		
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	0.00			1,500.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			3,065.53		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Mulit Purpose Building - furnishings and supplies	0.00			21,088.63		
Muliti Purpose Building	0.00			185,333.34		
Anne Elliff - Children's Dept	0.00			5,000.00		
CPL Development Foundation	0.00			(272.89)		
CSLP Grant	0.00			(201.99)		
Debbie Putnam - Ebooks	0.00			(3,500.00)		
Library Gardens	(234.00)			(1,166.69)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	(912.98)			(912.98)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	(3,148.13)			(4,625.99)		
Spotlight on Literacy (RTR) Grant - Local 2020	61.82			61.82		
Spotlight on Literacy (RTR) - LOCAL Funds-SLT20-CTHG 06/2020-05/2021	(469.30)			(521.70)		
Spotlight on Literacy Grant - MOSL 2020	(709.21)			(1,012.00)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(1,154.93)			(7,025.00)		
Spotlight on Literacy Grant - Local - 2020	83.87			83.87		
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021	0.00			(1,317.24)		
Summer Reading Program-Local Funds 02/2020-08/2020	10.64			(248.83)		
Summer reading program - MOSL grant	0.00			1,023.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	(101.57)			(4,536.01)		

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(1,695.00)			(1,695.00)		
Thelma Stanley Foundation Grant	0.00			(410.59)		
Multi Purpose Building - furnishings and supplies	0.00			(66,123.15)		
Multi Purpose Building	0.00			(188,717.97)		
LSTA-Spotlight on Literacy Grant - MOSL-SLT20CN0-9871	0.00			(6,072.99)		
Anne Elliff - Children's Dept	0.00			(1,800.00)		
Increase/(Decrease) in temporarily restricted net assets	(8,066.80)			(52,620.86)		
Change in net assets	$ 69,898.93			$ 68,375.32		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and nine months ended March 31, 2021

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	$ 6,252.67	$ 0.00	$ 0.00	$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,451.55	0.00	(272.89)	10,178.66
CLSP Grant	0.00	201.99	(201.99)	0.00
Debbie Putnam - Ebooks	26,639.74	0.00	(3,500.00)	23,139.74
Library Gardens	3,878.47	0.00	(1,166.69)	2,711.78
Spotlight on Literacy (RTR) Grant - MOSL 2020	5,246.35	912.98	(912.98)	5,246.35
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	0.00	2,257.00	(4,625.99)	(2,368.99)
Spotlight on Literacy (RTR) Grant - Local 2020	(61.82)	0.00	61.82	0.00
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	5,625.95	0.00	(521.70)	5,104.25
Spotlight on Literacy - MOSL -2020	(4,206.00)	1,012.00	(1,012.00)	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00	6,000.00	(7,025.00)	(1,025.00)
Spotlight on Literacy Grant - Local - 2020	(83.87)	0.00	83.87	0.00
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021	20,992.57	0.00	(1,317.24)	19,675.33
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program-Local Funds 02/2020-08/2020	448.67	0.00	(248.83)	199.84
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	0.00	1,500.00	0.00	1,500.00
Summer reading program - MOSL grant	(1,023.00)	0.00	1,023.00	0.00
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	1,470.48	3,065.53	(4,536.01)	0.00
Summer Reading Program MOSL Funds- 2021 #SLP20-029	0.00	0.00	(1,695.00)	(1,695.00)
Thelma Stanley Foundation Grant	7,012.96	10,000.00	(410.59)	16,602.37
Multi Purpose Building - furnishings and supplies	220,119.58	21,088.63	(66,123.15)	175,085.06
Mulit Purpose Building	(181,117.28)	185,333.34	(188,717.97)	(184,501.91)
LSTA-Spotlight on Literacy Grant - MOSL-SLT20CN0-9871	0.00	0.00	(6,072.99)	(6,072.99)
Anne Elliff - Children's Dept	0.00	5,000.00	(1,800.00)	3,200.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	$ 318,571.65	$ 236,371.47	$ (288,992.33)	$ 265,950.79

See accountant's compilation report.

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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