

1. Agenda

Documents:

[CITY COUNCIL AGENDA 08 24 21.PDF](#)

2. Minutes

Documents:

[CITY COUNCIL MINUTES 08 24 21.PDF](#)

3. Meeting Materials

Documents:

[COUNCIL PACKET 08 24 21.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 24, 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
 - Clinical Save Award Presentation
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. 21-22** – An Ordinance to amend Section 10-1 of the Carthage Code, by adopting the 2018 International Fire Code including Appendices B, C, D, F, G and I as supplemented or amended. (Public Safety)
 2. **C.B. 21-36** – An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the year 2021, for General Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)
 3. **C.B. 21-37** – An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interests for certain Municipal Officials. (Insurance, Audit and Claims)

4. **C.B. 21-38** – An Ordinance to amend Section 2-60 Functions of Public Works Committee, of the Carthage Code by replacing with 2-60 Functions of Public Works Committee, in the City of Carthage, Missouri. (Public Works)

16. New Business

1. **C.B. 21-39** – An Ordinance to amend Section 404 Workers Compensation (05-12) of the Personnel Policy Manual of the City of Carthage. (Insurance, Audit and Claims)
2. **C.B. 21-40** – An Ordinance authorizing the Mayor to enter into a contract with the Maple Leaf Car Show Committee for use of Kellogg Lake Park on October 15 and 16, 2021, in the City of Carthage Missouri. (Public Services)

17. Mayor's Appointments

- Planning, Zoning, & Historic Preservation Commission

18. Resolutions

1. **Resolution 1939** – A Resolution of the City of Carthage, Missouri adopting the Non-Discrimination/Limited English Proficiency (LEP) Plan. (Public Safety)

19. Closing Comments

20. Executive Session

- **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (1), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEGAL ACTIONS, CAUSES OF ACTION OR LITIGATION INVOLVING A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES AND ITS ATTORNEYS.

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
August 24, 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 Captain Bill Hawkins led the flag salute.

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

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

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the minutes of the August 10, 2021 Council Meeting. Motion carried unanimously.

Mr. Armstrong made a motion, seconded by Mr. Snow, to amend the agenda to remove C.B. 21-39 and add Resolution 1940 – A Resolution of the City of Carthage, Missouri, stating its intent to seek funding through the American Rescue Plan Act (“ARPA”) and authorizing the City Clerk to pursue activities in an attempt to secure funding. Motion carried.

Mr. David Brenier, Mercy Regional Supervisor, presented the Zoll Clinical Save Award to Police Department employees Elias Salinas and Wesley Eckols, Fire Department employees Michael Tippie, Jody Roughton and Mat Fasano and Mercy EMS employees Andrea Luker and Alex Cutbirth for their work in saving the life of a 60 year old male who had collapsed in his yard.

During Citizen’s Participation Period: Betsy Flanigan, 801 S. Country Club Road, discussed the importance of historic preservation and the need to appoint qualified people to the Planning, Zoning & Historic Preservation Commission.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for September 13.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Changes to the transitional and light duty policy were discussed. C.B. 21-39 was removed from the agenda to allow additional changes. Ms. Otero made a motion, seconded by Mrs. Harrison, to approve an advanced leave request of 84 hours for Justin Butler. Motion carried.

Mr. Barlow reported that the Public Safety Committee met August 16. Mr. Barlow made a motion, seconded by Mr. Snow, to allow the closure of George E. Phelps from Grand

to Clinton and traffic control from Clinton to Airport Drive from 5:00 p.m. to 7:30 p.m. on October 15. In accordance with the Title VI non-discrimination laws for the Taxi service, Resolution 1939 was approved and forwarded to Council.

Mr. Topete reported that the Public Services Committee meeting scheduled for August 17 was cancelled due to lack of quorum. The Chamber of Commerce is requesting use of Myers Park on October 10 for a Balloon Glow in conjunction with the Maple Leaf Festival. Mr. Topete made a motion, seconded by Mr. Diggs, to allow the use of Myers Park for the Balloon Glow on October 10. Motion carried. The Carthage Maple Leaf Car Show will be held October 15-16 in Kellogg Lake Park. Participants will be allowed to camp during the overnight hours on October 15. The City will provide picnic tables, four traffic barricades and additional trash barrels as needed. There will be food truck vendors and monster truck rides. Insurance will be provided for the event. This is being presented in C.B. 21-40.

Mr. Armstrong reported the Public Works Committee is between meetings with the next meeting scheduled for September 7.

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

Mayor Rife reported on meetings with various boards and committee members.

During reports of Council Members, Mr. Armstrong discussed the agenda appointment to the Planning & Zoning Commission and the need to take that commission in a different direction. Mr. Snow thanked those employees who had been presented the Clinical Save Award.

Fire Chief Roger Williams thanked Mr. Snow for the kind words.

Parks & Recreation Director Mark Peterson discussed a recent golf tournament with 63 couples that brought business to town.

City Administrator Tom Short reported on the following: MML webinar discussing the application process for ARPA funds, a future budget adjustment, meeting with CVB representatives, a draft RFP for hiring a facilitator for council retreat, P&Z Commission training requirements, funds requested from McCune Brooks Hospital Trust Board, a TAC meeting, Region M meeting, social media training, staff checking the accuracy of past benefit applications for P&F pension funds, MoDOT cost share for Hazel to Phelps project, CEDC meeting, and a redistricting seminar with MML.

The Committee on Claims filed a report in the amount of \$714,514.54 against the following funds: General Revenue \$63,448.36, Public Health \$158,495.43, Public Safety \$7,391.00, Parks/Stormwater \$39,864.53, Golf \$4,175.78, Public Facilities \$233,353.98 and Payroll \$207,781.46. Ms. Otero made a motion, seconded by Mr. Topete to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-22 – An Ordinance to amend Section 10-1 of the Carthage Code, by adopting the 2018 International Fire Code including Appendices B, C, D, F, G and I as supplemented or amended was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 21-37.

C.B. 21-36 - An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the year 2021, for General Revenue purposes and other purposes, and fixing the rates thereof was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 21-38.

C.B. 21-37 - An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interests for certain Municipal Officials was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 21-39.

C. B. 21-38 - An Ordinance to amend Section 2-60 Functions of Public Works Committee, of the Carthage Code by replacing with 2-60 Functions of Public Works Committee, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 21-40.

Under new business, C.B. 21-40 - An Ordinance authorizing the Mayor to enter into a contract with the Maple Leaf Car Show Committee for use of Kellogg Lake Park on October 15 and 16, 2021, in the City of Carthage Missouri was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mr. Barlow, to approve the Mayor's appointment of Alan Bull to the Planning, Zoning & Historic Preservation Commission until August 2025. Motion failed 4-5. Ayes: Barlow, Harrison, Snow and West. Nays: Armstrong, Diggs, Otero, Thompson and Topete.

Mr. Barlow made a motion, seconded by Ms. Otero, to approve Resolution 1939 - A Resolution of the City of Carthage, Missouri adopting the Non-Discrimination/Limited English Proficiency (LEP) Plan. Resolution 1939 was adopted by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West.

Mr. Snow made a motion, seconded by Ms. Otero, to approve Resolution 1940 – A Resolution of the City of Carthage, Missouri, stating its intent to seek funding through the American Rescue Plan Act ("ARPA") and authorizing the City Clerk to pursue activities in an attempt to secure funding. Resolution 1940 was adopted by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West.

Closing Comments: Mr. Armstrong discussed the need for citizen's trust. Mr. Snow thanked the teachers for their hard work since school has begun.

Mr. Thompson made a motion, seconded by Mr. Diggs, to close the meeting according to Section 610.021 (1) the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys followed by a roll call vote on the board of 9 yeas and no nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. Motion carried at 7:21 p.m.

CLOSED SESSION

Ms. Otero made a motion, seconded by Mr. Diggs, to return to the regular session of the Council Meeting at 8:26 p.m. followed by a roll call vote of 9 yeas and no nays. Ayes: Armstrong, Barlow, Diggs, Harrison, Otero, Snow, Thompson, Topete and West.

Mr. Diggs made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:27 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 24, 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
 - Clinical Save Award Presentation
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. 21-22** – An Ordinance to amend Section 10-1 of the Carthage Code, by adopting the 2018 International Fire Code including Appendices B, C, D, F, G and I as supplemented or amended. (Public Safety)
 2. **C.B. 21-36** – An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the year 2021, for General Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)
 3. **C.B. 21-37** – An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interests for certain Municipal Officials. (Insurance, Audit and Claims)

4. **C.B. 21-38** – An Ordinance to amend Section 2-60 Functions of Public Works Committee, of the Carthage Code by replacing with 2-60 Functions of Public Works Committee, in the City of Carthage, Missouri. (Public Works)

16. New Business

1. **C.B. 21-39** – An Ordinance to amend Section 404 Workers Compensation (05-12) of the Personnel Policy Manual of the City of Carthage. (Insurance, Audit and Claims)
2. **C.B. 21-40** – An Ordinance authorizing the Mayor to enter into a contract with the Maple Leaf Car Show Committee for use of Kellogg Lake Park on October 15 and 16, 2021, in the City of Carthage Missouri. (Public Services)

17. Mayor's Appointments

- Planning, Zoning, & Historic Preservation Commission

18. Resolutions

1. **Resolution 1939** – A Resolution of the City of Carthage, Missouri adopting the Non-Discrimination/Limited English Proficiency (LEP) Plan. (Public Safety)

19. Closing Comments

20. Executive Session

- **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (1), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEGAL ACTIONS, CAUSES OF ACTION OR LITIGATION INVOLVING A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES AND ITS ATTORNEYS.

21. Adjournment

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
August 10, 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 Captain Bill Hawkins led the flag salute.

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

The following Department Heads were present: Police Captain Bill Hawkins, Fire Chief Roger Williams, Public Works Director Zeb Carney and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the minutes of the July 27, 2021 Council Meeting. Motion carried unanimously.

Mr. Armstrong made a motion, seconded by Mr. Diggs, to amend the agenda to add Resolution 1938 – A Resolution of the City Council of the City of Carthage, Missouri supporting an application by MBL Development Company, a Missouri Corporation, D. Kim Lingle, President, for Missouri Housing Development Commission funding for Carthage Senior Villas. Motion carried.

No citizens were present during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met on August 9. A Council Bill setting the property tax rates was approved and forwarded to council as C.B. 21-36. A budget adjustment was approved and appears in Resolution 1937.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. The Conflict of Interest C.B. was approved and appears in C.B. 21-37.

Mr. Barlow reported that the Public Safety Committee is between meetings with the next meeting scheduled for August 16.

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

Mr. Armstrong reported the Public Works Committee met on August 3. Changes to Section 2-60 of the City of Carthage Code regarding Functions of Public Works Committee was approved. This appears in C.B. 21-38. The Committee looked at the Comprehensive Plan that was completed in 2009 and discussed the need to update the plan. The Planning & Zoning Committee approved the plan for MBL Development

Company but needed a letter of support from the council which is presented in Resolution 1938.

Special Committee and Board Liaison reports were given by Mr. Barlow for the Planning, Zoning & Historic Preservation, Mr. West for the Jasper County Commissioner's, Over 60 Center and the Carthage Public Library, and Mr. Snow for CWEP.

Mayor Rife reported on social media training to be held at 5:00 p.m. on August 11 and recent meetings of the Economic Development Committee to discuss potential interest in Myers Park.

During reports of Council Members, Mr. Snow thanked the citizens for passage of the use tax, Mr. Armstrong urged members to encourage the community to get vaccinated so normal activities can resume including Marion Days, and Ms. Otero discussed the Missouri Bicentennial.

City Attorney Nate Dally discussed C.B. 21-38 and reported some additional changes may be necessary. Mr. Dally also reported the City was served papers on a wrongful death lawsuit on July 30.

Public Works Director Zeb Carney reported on a construction meeting with Sprouls Construction regarding the Hazel Street expansion project.

Assistant City Administrator Greg Dagnan reported the vicious dog case in the Belle Air vicinity will go back to the judge. The CVB communications contract has been cancelled pending a police investigation. Staff is working to get the proper documentation to the state to implement the use tax and setting up funds for tracking expenditures. Details for a strategic planning session are being worked on.

City Administrator Tom Short reported on the following: sales tax revenues, a recent tax audit, ARPA funds, hiring of a consultant to oversee a strategic planning session, update on the railroad lawsuit, an upcoming budget adjustment for the use tax, a ribbon cutting ceremony for the renovations at the courthouse on August 16, and the Garrison Street roundabout has been completed.

The Committee on Claims filed a report in the amount of \$4,700,296.40 against the following funds: General Revenue \$80,219.27, Public Health \$601.42, Lodging \$8,044.95, Parks/Stormwater \$99,804.38, Golf \$1,757.78, Capital Improvements \$10,000.00, Myers Park \$10,750.50, Public Facilities \$4,250.13, Library \$50,000.00, Payroll \$434,867.97 and Carthage Water & Electric \$4,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-35 – An Ordinance authorizing the Mayor to enter into a Cooperative Agreement with the Missouri Department of Conservation for operations at Kellogg Lake Park was placed on second reading followed by a roll call vote of 10 yeas

and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, Topete and West. The Council Bill was approved and numbered Ordinance 21-36.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to accept the August 3, 2021 Election results from the County Clerk regarding passage of a Use Tax as follows: Yes: 271 and No: 265. Motion carried.

Under new business, C.B. 21-36 - An Ordinance levying General Taxes upon Real Property located within the City of Carthage, Jasper County, Missouri for the year 2021, for General Revenue purposes and other purposes, and fixing the rates thereof was placed on first reading with no action taken.

C.B. 21-37 - An Ordinance to establish a procedure to disclose potential Conflicts of Interest and substantial interests for certain Municipal Officials was placed on first reading with no action taken.

C. B. 21-38 - An Ordinance to amend Section 2-60 Functions of Public Works Committee, of the Carthage Code by replacing with 2-60 Functions of Public Works Committee, in the City of Carthage, Missouri was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mr. Daugherty, to approve Resolution 1937 - A Resolution providing authorization of appropriation of funds from the annual Operating and Capital Budget of the City of Carthage, Missouri. Resolution 1937 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, Topete and West.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve Resolution 1938 - A Resolution of the City Council of the City of Carthage, Missouri supporting an application by MBL Development Company, a Missouri Corporation, D. Kim Lingle, President, for Missouri Housing Development Commission funding for Carthage Senior Villas. Resolution 1938 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, Topete and West.

Closing Comments: Mr. Barlow noted that voters in Ward 5 carried the election, Mr. Armstrong discussed the renovations at the courthouse, Mr. Daugherty discussed mask policies in other states he visited while on vacation, and Mr. Diggs thanked the city employees that are working in the heat.

Mr. Snow made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:18 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 21-22

ORDINANCE NO. _____

An Ordinance to amend Section 10-1 of the Carthage Code, by adopting the 2018 International Fire Code including Appendices B, C, D, F, G and I as supplemented or amended .

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

SECTION I: The publication known as the 2018 International Fire Code including Appendix Chapters B, C, D, F, G and I, as published by the International Code Council, Inc., be and is hereby adopted as the Fire code, for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code are hereby referred to, adopted, and made part hereof as if fully set out in ordinance.

SECTION II: Section 10-1 shall read as follows:

10-1. Fire Prevention Code adopted

A. *Adopted.* The provisions, except as modified in this Article, of the 2018 International Fire Code including Appendices B, C, D, F, G and I, three (3) copies of which are on file in the office of the City Clerk, are hereby incorporated in this Chapter and made a part hereof as though set forth fully herein and are hereby adopted as the official Fire Code of the City.

B. Wherever the word "*municipality*" is used in the code adopted by this Article, it shall be construed to mean this City.

C. The Fire Prevention Code adopted by this Article shall be administered and enforced by the Fire Chief or his designated person or persons,

D. Wherever the term "corporation counsel" is used in the fire prevention code adopted by this division, it shall be held to mean the city attorney.

E. *General Penalty. See Section 1-12 General penalty; continuing violations, of the Code of Carthage.*

F. That the International Fire Code 2018 is amended and revised in the following respects:

Section 101.1 is amended by inserting the name of this jurisdiction, "City of Carthage, Missouri."

Section 104.6.2 is amended by adding "The fire code official or his designees shall perform annual fire safety inspections of each A, B, M, F, I, E, H, S, R3 daycare occupancies in the City limits of Carthage & R1, R2, R4 occupancies.

Section 105.6.30 is deleted.

Section 110.4 is amended by inserting: [Misdemeanor, \$500.00, 100 days].

Section 112.4 is amended by inserting: [\$25.00, \$500.00].

Section 307.1 is amended to read "307.1 General. See Ordinance 14-05 Section 10-2 of the City of Carthage, Code of Ordinances.

Section 307.2 is deleted.

Section 505.1 is amended to read "505.1 Address Numbers. See Ordinance 6171 Section 17-83 of the City of Carthage, Code of Ordinances."

Section 5601.1 is amended to read as follows: "The provisions of this chapter and Ordinances 08-56 and Ordinance 10-14 of the City of Carthage, Code of Ordinances, shall govern the possession, manufacture, storage, handling, sale and use of explosives, explosive materials, fireworks, and small arms ammunition."

Notwithstanding the provisions of the 2018 International Fire Code adopted by this division, all persons shall comply in all respects with the provisions of sections 10-3 through 10-4 relative to fireworks and devices of like character.

G. Enforcement. Violations; penalty

- (1) Any person who shall violate any of the provisions of the fire prevention code adopted by this division or fail to comply therewith, or who shall violate or fail to comply with any order duly made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken within the time fixed in this division, shall severally, for

each and every such violation and noncompliance respectively, be guilty of a misdemeanor, punishable as provided in Section 1-12 of the Carthage City Code. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time. When not otherwise specified, each ten days that prohibited conditions are maintained shall constitute a separate offense.

- (2) Appeals. Whenever the fire chief or his designee shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the fire prevention code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal in writing the decision of the fire chief or his designee to the board of appeals within 30 days from the date of the decision appealed. The applicant may appeal in writing the decision of the board of appeals to the Carthage City Council within 30 days from the date of the board decision.
- (3) The application of the penalty set out in subsection (1) of this section shall not be held to prevent the enforced removal of prohibited conditions.

H. Modifications.

The fire chief or his designee shall have power to modify or grant variance to any of the provisions of the current adopted fire code upon application in writing of the owner or lessee, or his duly authorized agent, when there are practical difficulties in carrying out the strict letter of the fire prevention code; provided that the spirit of such code shall be observed, public safety secured with equal or greater protection, and substantial justice done. The fire chief or his designee thereon, shall be entered upon the records of the fire department, and a signed copy shall be furnished to the applicant.

(Ord. No.?????)

I. New materials, processes or occupancies requiring permits.

The Public Works Committee or Public Safety Committee, with the Fire Chief or his designee and the Public Works Director, shall act as a committee to determine and specify after giving affected persons an opportunity to be heard, any new materials, processes or occupancies which shall require permits, in addition to those enumerated in the fire prevention code.

SECTION III: That the International Fire Code 2006 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Safety

COUNCIL BILL NO. 21-36

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2021, FOR GENERAL REVENUE PURPOSES AND OTHER PURPOSES, AND FIXING THE RATES THEREOF.

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

SECTION I: That a tax be and the same is hereby levied for the year 2021, upon all real property which is subject to taxation for municipal purposes under the statutes of the State of Missouri, within the corporate limits of the City of Carthage, Jasper County, Missouri as follows:

First, for General Revenue purposes, 0.3335 cents per One Hundred Dollars assessed valuation.

Second, for the purpose of maintaining the Public Library for the City of Carthage, 0.1665 cents per One Hundred Dollars assessed valuation.

Third, for the purpose of maintaining Public Parks and Recreation within the City of Carthage, 0.1439 cents per One Hundred Dollars assessed valuation.

Fourth, for the purpose of maintaining the Public Health of the City of Carthage, 0.0758 cents per One Hundred Dollars assessed valuation.

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, Dan Rife

ATTEST:

City Clerk, Traci Cox

(Sponsored by the Budget Ways & Means Committee)



The City of Carthage

America's Maple Leaf City

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

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at 6:30 P.M., Tuesday, August 10, 2021 in the City Hall, Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the property tax rates proposed to be set by the City of Carthage.

<u>Assessed Valuations</u>	<u>Current</u> <u>Year 2021</u>	<u>Prior Year</u> <u>2020</u>	
Real Estate – Residential	89,166,860	79,917,720	
Real Estate – Agriculture	578,440	553,380	
Real Estate – Commercial	47,972,660	46,909,190	
 <u>Local/State Assessed RR/Utilities</u>	 <u>Current</u> <u>Year 2021</u>	 <u>Prior Year</u> <u>2020</u>	
Local Valuations	1,815,900	1,867,390	
State Valuations	175,983	190,190	
 ASSESSED TOTALS	 139,709,843	 129,437,870	
 <u>Funds</u>	 <u>Prior Year</u> <u>Levy</u>	 <u>Proposed Levy</u>	 <u>Property Tax</u> <u>2021</u>
General Revenue Fund	0.3528	0.3335	\$465,932
Public Health Fund	0.0802	0.0758	\$105,900
Park & Recreation Fund	0.1522	0.1439	\$201,042
Library Fund	0.1762	0.1665	\$232,616
 FUND TOTALS	 0.7614	 0.7197	 \$1,005,490

*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2021-2022 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
City Clerk / Finance Officer
City of Carthage

POSTED: 08/05/2021 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage
Website at www.carthagemo.gov
Carthage Memorial Hall and Carthage Public Works Department

TO: Mayor and Council Members
FROM: Traci Cox, City Clerk / Finance Officer
RE: Tax Levy on Real Property

We received the “aggregate assessed valuation notice and levy worksheets” on August 4, 2021. The numbers listed below show what the Council approved last year in August 2020:

General Revenue	0.3528
Library	0.1762
Public Health	0.0802
Park & Recreation	0.1522
TOTAL	0.7614

Here are numbers for this year (2021):

General Revenue	0.3335
Library	0.1665
Public Health	0.0758
Park & Recreation	0.1665
TOTAL	0.7197

If the above rates are approved for 2021 and you owned the same home as the previous year valued at \$100,000, your City Property Tax would be \$136.74. This is a reduction of \$7.93 from the previous year.

(100,000 x 19%=19,000 / 100 = 190 x 0.7197 = \$136.74)

system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section IV – Filing of Reports. The reports, in the attached format, shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V – When Filed. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

a. Each person appointed to office shall file the statement within 30 days of such appointment or employment;

b. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI – Filing of Ordinance. The City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section VII – Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

PASSED AND APPROVED THIS _____ DAY OF _____ 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

AN ORDINANCE TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, AS FOLLOWS:

Section I - Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

Section II - Conflicts of Interest. The Mayor or any member of the City Council who has a "substantial or private interest", as defined by state law in any bill shall disclose on the records of the City Council the nature of his interest and shall disqualify himself from voting on any matters relating to this interest.

Section III - Disclosure Reports. Each elected official, the chief administrative officer, the chief purchasing officer, and the general counsel (if employed full-time) shall disclose the following information by May 1 if any such transactions were engaged in during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

c. The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year, the following information:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation

system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section IV – Filing of Reports. The reports, in the attached format, shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V – When Filed. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

a. Each person appointed to office shall file the statement within 30 days of such appointment or employment;

b. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI – Filing of Ordinance. The City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section VII – Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

PASSED AND APPROVED THIS _____ DAY OF _____ 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 21-38

ORDINANCE NO. _____

An Ordinance to amend Section 2-60 Functions of public works committee, of the Carthage Code by replacing with 2-60 Functions of public works committee, in the City of Carthage Missouri.

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

SECTION I: Section 2-60 of the Carthage Code is hereby repealed and replaced with the following Chapter 2 Section 60:

Sec. 2-60. - Functions of public works committee.

It shall be the duty of the committee to have general oversight of the streets, alleys and public ways of the city, including all street improvements, street repair, construction of bridges and culverts, establishing all public ways, alteration or vacation of streets or other public ways, or parts of the same, and, generally, to observe and report any dangerous condition on any of the streets or public ways of the city, that might be, or become detrimental to persons using the same. The committee shall recommend improvements of public streets, alleys and public ways and designate the manner and places for necessary repairs thereon, and perform such duties pertaining to the public streets or public works of the city, as may be referred to it by the council. In this connection it shall be deemed the duty of the Public Works Superintendent to work under the supervision of the Public Works Director.

It shall also be the duty of the committee to review all capital project bid tabulations and recommend the best and lowest bid to the city council. The committee shall also review and make recommendation for all contract services related to Public Works, including but not limited to solid waste, contract engineering.

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

***NEW
BUSINESS***

An Ordinance to amend Section 404 Workers Compensation (05-12) of the Personnel Policy Manual of the City of Carthage.

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

SECTION I: Section 404 (05-12) **Workers Compensation** of the Personnel Policy Manual is hereby repealed and the following enacted in lieu thereof:

05. Transitional Duty Assignments: In some cases, an injured, disabled, or pregnant employee may be able to continue in his/her regular job with only minimal modifications. However, at times, a totally different work assignment is necessary to accommodate the prescribed restrictions identified by the employee's physician or a Worker's Compensation physician. This temporary accommodation is referred to as a transitional or "light" duty assignment. This is not a long-term solution nor is it intended to accommodate permanent restrictions resulting from an injury or inability to complete specified job duties. For hours worked during transitional duty, the employee is paid at 100%. The objectives of the transitional duty assignment are to:

1. Return an injured, disabled, or pregnant employee to productive employment who might otherwise be on leave.
2. Assist the injured, disabled, or pregnant employee in the transition from disability to work.
3. Control the cost of a claim and thereby reduce the overall cost of Worker's Compensation.

An employee who is injured as a result of a work-related accident and is unable to return to work immediately due to the medical restrictions placed upon him or her by a Worker's Compensation physician (i.e., unable to do the essential functions of the job without a direct threat or undue hardship) may be assigned a transitional duty position until he is able to return to regular duty. Other requests that are the result of non-work related injuries, disabilities, or other medical diagnoses that would require a transitional duty assignment must be accompanied by detailed restrictions from the employee's physician. The Worker's Compensation physician or employee's physician will be required to determine if modified duty would pose a hindrance to recuperation or an increased risk of re-injury or harm to the employee. The provider will also determine if the employee's condition would pose a safety or health hazard to fellow employees and/or the general public.

06. Identification of Transitional Duty: Department Heads will be responsible for identifying transitional duty positions in each department and reporting those to the City Administrator. Every effort shall be made to assign employees to positions consistent with their position. However, transitional duty employees may be assigned to positions within other departments until the employee is released to full duty work status.

07. Requesting Transitional or Light Duty: If an employee needs to be exempt from some portion of their job duties or needs to be restricted in how they perform some their duties, the employee must submit a written request to their immediate supervisor. The request must include a medical note from the employee's treating physician indicating the temporary exemption/restriction from performing certain duties. This documentation will be submitted to the Department Head for review, consideration, and final decision. If the employee is also taking prescribed medications that may affect the employee's ability to

perform assigned work, this must be reported to the immediate supervisor and Department Head for consideration of the overall request.

08. Granting or Denying Transitional or Light Duty Requests: The Department Head for the employee will review the request in consultation with Human Resources and respond in writing to the employee. If a department has work available qualifying as "light duty", the Department Head may assign said work to any employee. The Department Head is not required to allow any employee who cannot perform all of the essential functions of the position to return to work. If the request is approved, the employee will be informed of their assignment, location, hours, etc. The modified or light duty assignment will be reviewed every 30 days by the Department Head with oversight from Human Resources. If the request for modified or light duty is denied, the employee will also be informed of this in writing by the Department Head. If a transitional or light-duty assignment is offered by the employer and approved by the employee's physician, an employee's refusal to accept the offer of light-duty may affect the employee's right to workers' compensation benefits under applicable law.

09. Conditions while on Transitional or Light Duty: Any time a department approves an employee's request for light or limited duty, the following conditions will apply:

1. The employee will be exempted from working overtime until medical restrictions are rescinded.
2. The employee may be assigned to another position without a reduction in pay. The employee may be assigned to work in jobs not directly reflected in the employee's current position.
3. The employee may be required to submit to medical evaluations by City selected physicians to provide additional medical information.

10. Transitional Duty Duration: The transitional duty assignment will be for a period not to exceed 90 days. Throughout the 90-day period of recovery, the Department Head will be responsible for monitoring the employee's status. At the end of the 90-day period, if the employee has still not fully recovered from the work-related injury, the Department Head will direct the Worker's Compensation physician or employee's physician to provide a written prognosis of the duration of recovery and proposed treatment. Based on the Worker's Compensation or employee's physician's response, the City may choose to continue the transitional duty position, request a second opinion from another Worker's Compensation or licensed physician or terminate the transitional duty position. There are no permanent transitional or light duty assignments.

11. Transitional Duty Termination: At that time the Department Head, along with the City Administrator and Mayor concurring, may offer to another individual a full-time appointment after the original individual in the position has been off more than 90 days who has not worked due to the injury. Prior to making a full-time appointment, the Department Head shall review the medical file to determine the prognosis for early recovery. The final decision concerning offering a regular appointment to another person shall be based on the good of the service. If a full-time replacement has been made, the employee on leave can return only to a vacant position and may not displace a full-time employee.

12. Returning to Full Duty: Prior to the employee's return to full and unrestricted duty, the employee must submit a medical authorization to do so. The medical documentation must indicate a return to work date and state the employee can perform all duties of the position with no restrictions. The Department Head retains the right to require any employee to submit to a fit for duty examination as deemed necessary to ascertain whether the employee is able to fulfill all essential job functions with or without reasonable accommodation.

SECTION II: This Ordinance shall take effect and be in force effective from and after

its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 21-40

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with the Maple Leaf Car Show Committee for use of Kellogg Lake Park on October 15 and 16, 2021, in the City of Carthage Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized enter into a use agreement with the Maple Leaf Car Show Committee for the use of Kellogg Lake Park on October 15 and October 16, 2021, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Public Services Committee

USE AGREEMENT

THIS AGREEMENT (hereinafter as the "Agreement"), made and entered into this _____ of _____, _____, by and between the City of Carthage (hereinafter as the "City"), and the Carthage Maple Leaf Car Show, (hereinafter as the "User").

WHEREAS, the City in its park system owns, leases, or controls various fields or parks for events throughout the City;

WHEREAS, the User is conducting an event at one or more of the parks or fields owned, leased, or controlled by the City and wishes to use one of the City's parks to conduct such event; and

WHEREAS, it is the parties' desire to enter into an agreement which sets forth their respective rights and responsibilities.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Purpose. The City shall allow the User to use Kellogg Lake Park (hereinafter as the "Park") to conduct a Swap Meet and Car Show.

2. Term. The term of this Agreement shall be October 15, 2021 (10/15/2021) to October 16, 2021 (10/16/2021). Access to the Park will be allowed during regular Park hours during the term of this Agreement. The City will allow the User to camp during the overnight hours of October 15, 2021 (10/15/2021).

3. Rental. User agrees to pay the rental fee for use of the Park in the amount of five hundred dollars (\$500).

4. Conditions. The User, at its expense, will provide the following:

1. Portable toilets to meet the expected demand.
2. Trash dumpster to meet the expected demand.
3. Electric services from CWEP.
4. Provide a diagram of intended Park use for each activity.
5. Provide a written description of each activity.
6. Provide a diagram of public parking, vendor parking, food truck parking and car show participant parking for non show vehicles and trailers.
7. Provide signage for public parking, vendor parking and traffic flow.
8. Provide a damage deposit of five hundred dollars (\$500) prior to the first day of activities. This deposit will be refundable upon review of property by Carthage Park Superintendent.
9. Food trucks and merchandise vendors must provide documentation of City of Carthage Business License and State of Missouri Sales Tax License prior to the event.
10. One alcohol sales provider may be used. This provider must provide their Jasper County Liquor License, City of Carthage Business License and Missouri Sales Tax License prior to the event.

The City will provide the following:

1. Additional picnic tables to meet the expected demand.
2. Closed gates on the west and southeast portion of the Park.
3. Four (4) traffic barricades.
4. Additional trash barrels to meet expected demand.

5. Care of the Facilities. User agrees to place and leave all trash from its events in the barrels provided by the City and the dumpster provided by the User. City agrees to handle removal of the

barrels from the Park after the event. User agrees to coordinate removal of the dumpster with their arranged provider in a timely manner after the event.

6. Indemnification and Hold Harmless. User shall have the responsibility for the safety of persons and property at those facilities used during its occupancy and use of the Park. User expressly agrees to indemnify the City against any and all claims for personal injury or property damage of every nature whatsoever, related to the User use of the Park and including any parking areas. To the fullest extent permitted by law, USER agrees to indemnify, defend and hold harmless the CITY, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of or related to any such suit, claim, damage, loss or expense involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses were caused by the negligence or other wrongdoing of USER, or of any supplier or subcontractor, or their agents or employees, directly or indirectly, regardless of whether caused in part by the negligence or wrongdoing of CITY or any of its agents or employees.

7. Insurance. That prior to holding any activity at the Park, User agrees and shall obtain a comprehensive general liability insurance policy in a form and with an insurer satisfactory to the City. Said policy shall name the City as an additional insured. User shall maintain such policy for the duration of this Agreement. The amount of general liability insurance shall be at least two million dollars (\$2,000,000.00) per person per occurrence for personal insurance, property damage, and product liability, if applicable. User shall furnish the City with proof of said insurance coverage prior to use of the Park. User understands that the City does not provide insurance coverage for the User's personal property or equipment. The City of Carthage must be named as additional insured on User insurance policies for this agreement. USER agrees that CITY shall be provided at least thirty (30) days advance written notice of any cancellation or rescission of any policy that USER or any of its subcontractors or suppliers is required to maintain under the contract documents.

8. Assignment. User agrees that no right or obligation of this Agreement, nor right in the Park, may be assigned or subleased by User without prior written consent of the City.

9. Default. If User shall neglect or fail to do or perform any of its covenants and promises herein contained, the City may terminate this Agreement upon five (5) days written notice and cancel further use of its facilities by User.

10. Waiver of Default. That failure by the City to require strict performance of any covenant, promise, or condition of the Agreement shall not affect the City's right to subsequently enforce the same, nor shall a waiver of default be construed to be a waiver of any succeeding default or a waiver of this clause. To be effective, any waiver by the City must be in writing.

11. Notice. Any notice must be served upon the City by first class mail, postage prepaid at the following addresses:

City Clerk Traci Cox
326 Grant Street
Carthage, MO 64836

Any notice must be served upon User by first class mail, postage prepaid, to User at the following address:

Maple Leaf Car Show Committee

12. Cost of Litigation. That if suit or legal action is instituted by any party hereto to establish or enforce any right under this Agreement, to recover any amounts due hereunder, to correct a breach of covenant, term or condition hereto, or to litigate any other matter arising from the execution of this Agreement, the prevailing party in the trial court and the prevailing party on any appeal shall recover reasonable attorney's fees awarded by the trial and appellate courts, in addition to costs and disbursements. The parties agree that a reasonable rate for attorney fees will be \$175.00 per hour. This provision shall survive any termination of this Agreement.

13. Merger Clause. This writing represents the entire Agreement between the parties. No promises, representations or agreement, written or oral, shall amend, change, or add to any of the express provisions herein.

14. Construction. That this Agreement shall be construed pursuant to the laws of the State of Missouri. The parties agree that no construction of this Agreement shall be made in a court of competent jurisdiction against the interest of any party to this Agreement on the basis that the party had primary responsibility for drafting the Agreement.

15. Swap Meet, Sales Tax, Licenses. USER will ensure all vendors participating in the swap meet will collect sales tax on items sold. Vendors will be required to fill out a special event application for the State of Missouri prior to the event. Vendors will also be required to obtain a City license for the sales of items at the meet, prior to the event.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representative the day and year first-above written.

16. Monster Truck Rides. USER may offer Monster Truck rides through a provider approved by the City of Carthage Parks & Recreation Department. Monster Truck Rides will be allowed only in a location defined by City of Carthage Park Superintendent. This location must be fenced off with no public access inside the temporary fencing.

17. Monster Truck Ride Insurance. That prior to holding any activity at the Park, the approved Monster Truck ride provider agrees and shall obtain a comprehensive general liability insurance policy in a form and with an insurer satisfactory to the City. Said policy shall name the City as an additional insured. User shall maintain such policy for the duration of this Agreement. The amount of general liability insurance shall be at least two million dollars (\$2,000,000.00) per person per occurrence for personal insurance, property damage, and product liability, if applicable. User shall furnish the City with proof of said insurance coverage prior to use of the Park. User understands that the City does not provide insurance coverage for the User's personal property or equipment. The City of Carthage must be named as additional insured on User insurance policies for this agreement. USER agrees that CITY shall be provided at least thirty (30) days advance written notice of any cancellation or rescission of any policy that USER or any of its subcontractors or suppliers is required to maintain under the contract documents.

The coverage to be provided to City of Carthage is not intended to, nor does it waive, nor shall it be construed as waiving in any way whatsoever, any sovereign immunity or official immunity provided to City of Carthage or its officials, officers or employees by the Constitution of the State of Missouri or by any federal, state or local law, ordinance or custom. The Terms "sovereign immunity" and "official immunity" shall be given the broadest interpretation allowed by law. Maple Leaf Car Show Committee acknowledges that it is not authorized to waive any immunity that the City or its officials or employees may have.

CITY OF CARTHAGE, MISSOURI

Mayor, Dan Rife

ATTEST:

City Clerk, Traci Cox

USER

By: _____

ATTEST:

Printed Name: _____

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

August 2021

Planning, Zoning, & Historic Preservation Commission

4 Year Term – 7 Members – Meets 1st Monday – 5:30 PM – Council Chambers

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Alan Bull		614 E. Centennial	08/24/2021	Aug-25

RESOLUTIONS

RESOLUTION NO. 1939

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI ADOPTING THE NON-DISCRIMINATION/LIMITED ENGLISH PROFICIENCY (LEP) PLAN.

WHEREAS, in accordance with the Title VI non-discrimination laws regarding appropriate access to programs and services provided by federal agencies and recipients of federal assistance, the Non-Discrimination/Limited English Proficiency (LEP) Plan was prepared to define how the City of Carthage will ensure that individuals with limited language skills are afforded access to our programs and services, and;

WHEREAS, the City of Carthage assures that programs and services will be free from discrimination whether those programs and services are federally funded or not

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

That the City Council of the City of Carthage, Missouri, hereby approves and adopts the Title VI Non-Discrimination/Limited English Proficiency Plan.

PASSED AND APPROVED THIS ____ DAY OF _____, 2021.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Safety Committee

City of Carthage

Title VI Program

Date filed with MoDOT Transit Section:

May 1, 2021

Title VI Plan Table of Contents

A. Introduction / Title VI Assurances	page 2
B. Agency Information	page 3
C. Notice to the Public	page 4
D. Procedure for Filing a Title VI Complaint	page 5
E. Title VI Complaints, Investigations, Lawsuits and Evidence of Agency Staff Title VI Training	page 7
F. Public Participation Plan	page 8
G. Language Assistance Plan	page 11
H. Advisory Bodies	page 15
I. Subrecipient Assistance	page 16
J. Subrecipient Monitoring	page 17
K. Equity Analysis of Facilities	page 18

For Fixed Route Transit Providers

L. Standards and Policies	page 19
M. Data Reporting and Collection	page 20
N. Transit Service Monitoring	page 21
O. Service and Fare Equity Changes	page 22

Attachments

Attachment 1 – Title VI Complaint Form

A. Title VI Assurances

City of Carthage agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

City of Carthage assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. City of Carthage further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

City of Carthage meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including City of Carthage and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

B. Agency Information

The mission of the taxi cab program in the City of Carthage is to provide transportation within the city limits at a reduced price per one way ride.

The taxi cab program in the City of Carthage began July 2, 1990 providing the citizens transportation within the city limits at a reduced price. Originally the taxi service set forth to provide transit for elderly and handicapped persons in the community, assisting them with their special needs. Discount fare of \$1 for senior adults and \$3 for regular fare. Pickup and delivery of prescribed medicine at regular fare price has also been available. Fares have not increased since 1990.

In addition, the taxi program was begun as an alternative transportation service for the general public with the hope that it would have a positive influence on urban development patterns and reduce traffic congestion.

Four drivers are employed by the city. There are two vans available, each with a cell phone. Rides are requested by direct dial to each taxi via cell phone. A handicapped accessible van is available for riders who need wheelchair friendly transportation.

The taxi cab is available five days a week, 9 hours a day, excluding holidays.

The region served by the taxi cab program is the area within the city limits of Carthage, MO. This is an on-demand service that operates only within the city limits.

The population of Carthage in 2019 was 14,746; 60.5% white, 32.2% Hispanic, the remaining 7.3% is made up of Black, Asian, Pacific Islander, and American Indian. Carthage lies in Jasper County in Southwest Missouri. Jasper County's population in 2019 was 121,328; 83.6% white, 8.5% Hispanic, with the remaining 7.9% made up of Black, Asian, Pacific Islander, and American Indian.

The program is overseen by the City Police Department, which reports to the Public Safety Committee, a body of elected city officials, appointed by the Mayor.

C. Notice to the Public

Notifying the Public of Rights under Title VI/ADA

City of Carthage posts Title VI notices on our agency's website, in public areas of our agency, and in paratransit vehicles.

City of Carthage operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

City of Carthage operates its programs and services without discrimination against individuals with disabilities, in accordance with the Americans with Disabilities Act of 1990.

If you believe you have been discriminated against for any of the aforementioned reasons, by City of Carthage, you may contact the City of Carthage at 417-237-7200. For more information visit www.carthagemo.gov

If you believe you have been discriminated against on the basis of race, color, or national origin by City of Carthage, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

How to file a Title VI/ADA complaint with City of Carthage:

1. A complaint form may be obtained by downloading from the agency webpage at www.carthagemo.gov or picking up a form from City Hall or the Carthage Police Department.
2. In addition to the complaint process at City of Carthage, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, Region 7, 901 Locust St. Suite 404, Kansas City, Missouri 64106.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed and dated, and include your contact information.

If information is needed in another language, contact 417-237-7200

Si la informacion es necesitada ne otra lenguna, por favor llame 417-237-7200

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of City of Carthage's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by City of Carthage may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the City of Carthage Title VI Complaint Form at www.carthagemo.gov, or request a copy by writing to City of Carthage, 310 W 4th, Carthage, MO 64836. Information on how to file a Title VI complaint may also be obtained by calling City of Carthage at 417-237-7200.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to City of Carthage, 310 W 4th, Carthage, MO 64836.

COMPLAINT ACCEPTANCE: City of Carthage will process complaints that are complete. Once a completed Title VI Complaint Form is received, City of Carthage will review it to determine if City of Carthage has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by City of Carthage.

INVESTIGATIONS: City of Carthage will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, City of Carthage may contact the complainant. Unless a longer period is specified by City of Carthage, the complainant will have ten (10) days from the date of the letter to send requested information to the City of Carthage investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with City of Carthage's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. City of Carthage will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, City of Carthage will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact City of Carthage at 310 W 4th, Carthage, MO 64836 or at 417-237-7200.

**E. Monitoring Title VI Complaints, Investigations, Lawsuits
and Documenting Evidence of Agency Staff Title VI Training**

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in City of Carthage's complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

Agency Title VI Complaint Log

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

Documenting Evidence of Agency Staff Title VI Training

City of Carthage's staff are given Title VI training, and agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees and program applicants?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

F. Public Engagement Plan

Goal

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency's mission, establishes goals, and approves then budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency, and are encouraged to be active in the agency's public engagement process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Employers
- Partner agencies

Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

1. Public Notice

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.

2. Public Engagement Process/Outreach Efforts:

- a. Public meetings
- b. Open houses
- c. Rider forums
- d. Rider outreach
- e. Public hearings
- f. Focus groups
- g. Surveys
- h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at schools, churches, libraries and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.

3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
 - i. Website.
 - ii. Regular mail.
 - iii. Surveys.
 - iv. Phone calls to Taxi Coordinator 417-237-7200.

4. Response to Public Input

All public comments are provided to the Board of Directors prior to decision making. A publicly available summary report is compiled, including all individual comments.

Title VI Outreach Best Practices

City of Carthage ensures all outreach strategies, communications and public involvement efforts comply with Title VI. City of Carthage's Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, City of Carthage provides the following:

- a. Title VI non-discrimination notice on agency's website.
- b. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
- c. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

2021 – 2023 Title VI Program Public Engagement Process

City of Carthage will conduct a Public Engagement Process for the 2021-2023 Title VI Program. This process includes Community Meetings to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

City of Carthage will provide briefings to Advisory Bodies.

City of Carthage will conduct a 30 day public comment period to provide opportunities for feedback on the 2021-2023 Title VI Program.

Comments are accepted during the public outreach period via:

- a. Email
- b. Mail
- c. Phone
- d. In person

Summary of 2018-2020 Public Outreach Efforts

City of Carthage surveys citizens to determine their transportation needs, identify any issues with taxi service and to identify all modes of transportation used.

G. Language Assistance Plan

City of Carthage Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address City of Carthage's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Service Area Description: City of Carthage provides services to individuals within corporate city limits of the City of Carthage. No direct fixed routes are run.

City of Carthage has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by City of Carthage. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, City of Carthage undertook the **four-factor LEP analysis** which considers the following factors:

Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the City of Carthage service area are proficient in the English language. Based on 2019 5-Year American Community Survey data, 3.21% of the population five years of age and older speak English "less than very well" – a definition of limited English proficiency.

LEP Population in City of Carthage Service Area

Population 5 years and over by language spoken at home and ability to speak English	County 1	County 2	County 3	Service Area Total	Percentage of Population 5 Years and Older
Population 5 Years and Over	111,810			111,810	100.00%
Speak English "less than very well"	3,584	0	0	3,584	3.21%
Spanish	6,569			6,569	5.88%
Speak English "less than very well"	2,965			2,965	2.65%
French, Haitian, or Cajun	162			162	0.14%
Speak English "less than very well"	18			18	0.02%
German	169			169	0.15%
Speak English "less than very well"	9			9	0.01%
Russian	33			33	0.03%
Speak English "less than very well"	0			0	0.00%
Indo-European	339			339	0.30%
Speak English "less than very well"	54			54	0.05%
Korean	94			94	0.08%
Speak English "less than very well"	39			39	0.03%
Chinese	161			161	0.14%
Speak English "less than very well"	91			91	0.08%
Vietnamese	482			482	0.43%
Speak English "less than very well"	205			205	0.18%
Tagalog	37			37	0.03%
Speak English "less than very well"	0			0	0.00%
Asian & Pacific Island	234			234	0.21%
Speak English "less than very well"	193			193	0.17%
Arabic	128			128	0.11%
Speak English "less than very well"	10			10	0.01%
All Other	61			61	0.05%

2. Frequency of Contact by LEP Persons with City of Carthage's Services:

The City of Carthage staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, City of Carthage has, on average, zero requests for an interpreter. City of Carthage averages zero phone calls per month.

LEP Staff Survey Form

City of Carthage is studying the language assistance needs of its riders so that we can better communicate with them if needed.

1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them?
DAILY WEEKLY MONTHLY LESS THAN MONTHLY
2. What languages do these passengers speak?
3. What languages (other than English) do you understand or speak?
4. Would you be willing to serve as a translator when needed?

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	
Weekly	
Monthly	Spanish
Less frequently than monthly	Spanish

3. The importance of programs, activities or services provided by City of Carthage to LEP persons:

Outreach activities, summarized in City of Carthage's Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain understanding of the needs of the LEP population, and the manner (if at all) needs are addressed.

Outside Organization LEP Survey

Organization: City of Carthage

1. What language assistance needs are encountered?
2. What languages are spoken by persons with language assistance needs?
3. What language assistance efforts are you undertaking to assist persons with language assistance needs?
4. When necessary, can we use these services?

4. The resources available to City of Carthage and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, translators can be provided.
2. Language identification flashcards.
3. Written translations of vital documents (identified via safe harbor provision)
4. One-on-one assistance through outreach efforts.
5. Website information.
6. To the extent feasible, assign bilingual staff for community events, public hearings and Board of Directors meetings and on the Agency phone lines.

As applicable: Based on our demographic analysis (Factor 1) City of Carthage has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated "vital documents" by language group(s).

City of Carthage will provide assistance and direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to City of Carthage staff:

1. Information on City of Carthage Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of City of Carthage's Title VI Plan requirement.

City of Carthage will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the City of Carthage service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether City of Carthage's financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether City of Carthage has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning City of Carthage's failure to meet the needs of LEP individual.

H. Advisory Bodies
(Not Applicable to the City of Carthage)

Table Depicting Membership of Committees, Councils, By Race

Committee [examples]	Caucasian	Latino	African American	Asian American		Total
Population Committee						100%
Access Committee						100%
Citizens Advisory Council						100%

I. Subrecipient Assistance
(Not Applicable to the City of Carthage)

J. Subrecipient Monitoring
(Not Applicable to the City of Carthage)

K. Equity Analysis of Facilities

- City of Carthage has not constructed any transit-related facilities within the last three years.

L. System-Wide Service Standards and Policies*

****applies to all fixed route providers (including those that do not meet volume threshold)***

This does not apply to the City of Carthage

M. Requirement to Collect and Report Demographic Data*

****applies to providers that operate 50 or more fixed route transit vehicles in peak service; and
200,000+ population.***

This does not apply to the City of Carthage

N. Requirement to Monitor Transit Service*

****applies to providers that operate 50 or more fixed route transit vehicles in peak service; and
200,000+ population.***

This does not apply to the City of Carthage

O. Service and Fare Equity Analysis*

****applies to providers that operate 50 or more fixed route transit vehicles in peak service; and
200,000+ population.***

This does not apply to the City of Carthage

Attachment 1

**City of Carthage
TITLE VI COMPLAINT FORM**

"No person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

City of Carthage
Attn: Title VI Coordinator
310 W 4th
Carthage, MO 64836
taxi@carthagemo.gov or Fax 417-237-7205

1. Complainant's Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: (Home) _____ (Cell) _____
Email address: _____ Do you prefer to be contacted by email? (Y) ____ (N) ____
2. Accessible Format of Form needed? (Y) Please specify: _____ (N) ____
3. Are you filing this complaint on your own behalf? (Y) If yes, please go to question 4. (N) If No, please complete the following:
Name of Person Filing Complaint: _____
Address: _____
Telephone No: (Home) _____ (Cell) _____
Email address: _____ Do you prefer to be contacted by email? (Y) ____ (N) ____
Relationship of person for whom you are filing complaint for? _____
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. ____ (Y) I have permission ____ (N) I do not have permission
4. I believe that the discrimination I experienced was based on (check all that apply):
____ Race
____ Color
____ National Origin
____ Other (please specify) _____
5. Date of Alleged Discrimination (Month, Day, Year): _____

6. Where did the Alleged Discrimination take place? _____

7. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.* _____

8. Please list any and all witnesses' names and phone numbers/contact information. *Use the back of this form or separate pages if additional space is required.* _____

9. What type of corrective action would you like to see taken? _____

10. Have you filed a complaint with any other Federal, State or local agency, or with any Federal or State Court (Y) If yes, check all that apply (N)____

- ____ Federal Agency (List agency's name)
- ____ Federal Court (Please provide location)
- ____ State Court
- ____ State Agency (Specify Agency)
- ____ County Court (Specify Court and County)
- ____ Local Agency (Specify Agency)

11. If YES to question 10 above, please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____ Title: _____

Agency: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature

Date

If you completed Questions 3 your signature and date is required:

Signature

Date

Ciudad de Carthage
FORMULARIO DE QUEJAS TÍTULO VI

“Sobre la base de raza, color o nacionalidad, a ninguna persona en los Estados Unidos se le excluirá de cualquier programa o actividad que recibe asistencia financiera federal. Tampoco por los mismos motivos se le negarán los beneficios de dichos programas o actividades ni se le discriminará”

Si usted cree que se le haya discriminado en los servicios de transporte, favor de proporcionarnos la siguiente información para ayudar en el procesamiento de su queja. Si usted necesita alguna asistencia para completar este formulario o necesita la información en otro formato, favor de comunicárnoslo.

Sírvase devolver este formulario a:

City of Carthage
Attn: Title VI Coordinator
310 W. 4th
Carthage, MO 64836

O por correo electrónico: taxi@carthagemo.gov
o por fax: 417-237-7205

1. Nombre de reclamante: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código postal: _____

Número de teléfono (de casa): _____ (de celular): _____

Correo electrónico: _____

¿Prefiere que se le contacta por correo electrónico? Sí ____ No ____

2. ¿Hace falta el formulario en otro formato? Si. (Favor de especificar): _____

No ____

3. ¿Está presentando esta queja por usted mismo? Si. (Sírvase seguir a la pregunta 4.)
No. (Sírvase completar lo siguiente)

Nombre de la persona completando el documento: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código postal: _____

Número de teléfono (de casa): _____ (de celular): _____

Correo electrónico: _____

¿Prefiere que se le contacta por correo electrónico? Sí ____ No ____

¿Cuál es su parentesco con la persona reclamante? _____

¿Obtuvo el permiso del reclamante para presentar esta queja? ____ (Sí, tengo permiso)

____ (No, no lo tengo)

4. Creo que se me discriminó por lo siguiente: (favor de marcar todos los aplicables):

____ Raza

____ Color

____ Nacionalidad

____ Otra razón (favor de especificar):

5. Fecha de la discriminación presunta (Mes, día, año):

6. ¿Dónde sucedió la discriminación presunta?

7. Con máxima claridad posible, explique qué sucedió y por qué cree que usted fue discriminado. Describa a todas las personas envueltas. Incluya el (los) nombre(s) y datos de contacto de la(s) persona(s) que le discriminó/discriminaron (si se sepa[n]). *Utilice el dorso de este formulario o más hojas de papel si lo necesite.*

8. Por favor, ponga los nombres de todos los testigos, con sus números y datos de contacto. *Utilice el dorso de este formulario o más hojas de papel si lo necesite.*

9. A usted, ¿qué clase de acción correctiva le parece necesaria?

10. ¿Ha presentado una queja con cualquier otra agencia federal, estatal o local? O, ¿con cualquier tribunal federal o estatal?

Sí ____ (marque todos los aplicables) No ____

____ Agencia federal (Escriba el nombre de agencia: _____)

____ Tribunal federal (Favor de escribir cuál: _____)

____ Tribunal del estado

____ Agencia estatal (Escriba el nombre de agencia: _____)

____ Tribunal del condado (Escriba el nombre y el condado: _____)

____ Agencia local (Escriba el nombre de agencia: _____)

11. Si usted contestó Sí a la pregunta 10 arriba, por favor, proporcione datos de contacto de una persona en la agencia o el tribunal donde se presentó la queja:

Nombre: _____ Título: _____

Agencia: _____ Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código postal: _____

Puede acompañar a este formulario material escrito o más información que considera usted pertinente a la queja.

Son necesarias la firma y la fecha:

Firma

Fecha

Si usted completó pregunta 3, su firma y la fecha son necesarias:

Firma

Fecha

A. Garantías del Título VI

La Ciudad de Carthage concuerda en cumplir con todas las provisiones que prohíben la discriminación a base de raza, color o nacionalidad del Título VI del Acto de Derechos Civiles de 1964, emendado como 42 U.S.C. 200d *et seq.*, y con las regulaciones del Departamento de Transporte de los Estados Unidos, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” (No discriminación en los programas del Departamento de Transporte que reciben asistencia federal—La efectución del Título VI del Acto de Derechos Civiles) 49 CFR part 21.

De acuerdo con las leyes de derechos civiles federales y estatales, la Ciudad de Carthage asegura que a ninguna persona se le excluirá ni se le negarán los beneficios ni se le discriminará en cualquier programa o actividad. Además, la Ciudad de Carthage hará todo esfuerzo a proporcionar todos programas y actividades sin discriminación, prescindiendo de que reciba o no el programa la financiación del gobierno federal.

La Ciudad de Carthage cumple con los objetivos del Acuerdo Maestro del FTA (Administración Federal del Tránsito, por sus siglas en inglés). El Acuerdo les provee reglamentos a todas las entidades que buscan la financiación del FTA, incluidos la Ciudad de Carthage y los contratistas de terceros. El Acuerdo promueve acciones que...

- A. ...se aseguran el nivel y la calidad del servicio del transporte sin importar raza, color o nacionalidad.
- B. ...al ser necesario, identifican y corrigen los efectos adversos desproporcionados en las personas de minorías o de bajos recursos.
- C. ...al tomar decisiones relacionadas con el transporte, promueven la participación total y equitativa de todas personas que sean incluidas de las garantías del Título VI.
- D. ...impiden denegación, reducción o retraso de los beneficios de los programas o actividades que benefician a las personas de minorías y de bajos recursos.
- E. ...se asegura acceso significativo a programas y actividades para los que tienen dominio limitado del inglés.

***MINUTES
STANDING
COMMITTEES***

BUDGET WAYS & MEANS COMMITTEE
MONDAY, AUGUST 9, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: City Administrator Tom Short, Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, Fire Chief Roger Williams, Council Members Craig Diggs, Seth Thompson and Ceri Otero and Abi Almandinger.

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Mr. Barlow made a motion to approve the minutes for the July 12 Budget Meeting. Motion carried 4-0.

NEW BUSINESS:

1. **Presentation: Convention and Visitor's Bureau: Boots Motel purchase funding request.** *"The Budget Committee Chairman has met with representatives of the Convention and Visitor's Bureau (CVB) regarding the City's participation in the purchase of the Boots Motel from its current owner. The Mayor and I had met with representatives of GRO a couple of months ago and were told the purchase would not involve the City. As of this writing, staff does not have any information regarding the specifics of the request. We are waiting upon additional information from the CVB with the detail and specifics of the request. A request/presentation was made to the Jasper County Commission last week. I've included the information that was presented to them for background for the Committee. Additionally, another issue effecting this item might cause this item to not be presented. At this time, I cannot go into detail, but it involves an exploration of concerns involving actions of the Director's position, including its impact on the Communications Contract the City has with CVB, as well as other items. The situation is still evolving."*

This item will be presented at a future meeting.

2. **Consider and discuss a Resolution Amending the 2021 - 2022 Annual Operating and Capital Budget for the City of Carthage.** *"Staff is recommending the attached Resolution amending the budget for primarily carry-over projects in the Parks/Stormwater Sales Tax Fund which were not completed last Fiscal year and a project, in conjunction with CW&EP, regarding the development of a Strategic Plan for Economic Development to be funded by General Fund Reserves, which was discussed with the Economic Development Committee. There are an additional two adjustments needed to last year's budget due to closing entries regarding the way lease purchases have to be accounted for, in the Parks/Stormwater Fund and the Fire Sales Tax Fund, which are primarily housekeeping type items."*

Mr. Short discussed the need for the budget adjustment. Mr. Barlow made a motion to approve and forward to Council. Motion carried.

3. **Consider and discuss an Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2021, for general revenue purposes and other purposes, and fixing the rates thereof.** *"By State Law, no later than September 1 of each year, the City Council has to set the property tax rate for the City and file the tax rate with Jasper County. These include the rates for the General Fund, Library, Parks & Recreation and Public Health. Tax rates are set annually by the City Council with assessment, billing, and collection administered by Jasper County. The State Auditor's Office and county officials assist local government officials in determining the data necessary to complete the tax rate computations. Taxing authorities are required to file final proposed tax rates and data supporting the proposed property tax rates with the county, using forms prescribed by the State Auditor. The counties submit the supporting data received to the State Auditor for review. The data is reviewed and a finding is returned to both the county and the taxing authority advising whether the proposed rates comply with Missouri law. Rate ceilings set the limit for the amount of taxes that can be levied. Each tax rate ceiling is determined annually and is adjusted to ensure revenue neutrality. The review of each tax rate ceiling is based on the assessed valuation for the entire political subdivision. The tax rate ceilings are determined based on the requirements of Section 137.073, RSMo, and the Missouri Constitution, Article X, Section 22, commonly referred to as the Hancock Amendment, which limits taxation by the state and local governments. The levy amounts are the same as the current rates. Due to the timeliness of this item, it will be on the Council's agenda as a Public Hearing item and a Council Bill (firstreading) for the August 10, 2021 meeting, with final (second) reading August 24, 2021. Included are the Ordinance and information for the hearing, which include the new rates. The rates, cumulatively are about 5.5% less than last year. We'll go into this more at the meeting."*

Mr. Short explained property values for real estate had increased 12%; therefore creating a reduction on the property tax rates. Mr. West made a motion to approve and forward to Council. Motion carried.

4. **Staff Reports.** First of all, congratulations on the passage of the **Use Tax** issue (50.56% FOR versus 49.44% AGAINST). It is anticipated that the City will start receiving checks from the State beginning in December 2021 for the Use Tax. We anticipate presenting a future budget adjustment as the December date gets closer. Currently, it is anticipated that the adjustment will be for somewhat less than half of the estimated amount of the \$740,000 that was discussed with the Ad-hoc Committee. This time frame should give us a little more time to determine a more accurate adjustment of what the City should be receiving from the Tax, and setting up the fund for the revenues and expenditures as recommended by the Committee for accountability purposes. **Sales Tax Report**, the August 2020 Sales Tax Report, as of this writing, *has not yet been received. We should have*

it before the meeting. When it is received we will bring it to the meeting for discussion. The same goes with the **Unaudited July Budget Reports (All Funds Revenue & Expense Report)** and the **Investment Report**. They have yet to be received. Once they are, they will be forwarded to the Committee. **ARPA (SLFRF)**: The State has started their process for requesting funds from Treasury. Included is a report from the U.S. Treasury "Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities". Reviewing this document with others we have received, makes staff believe that one of the items the City should do with the ARPA funds is hire a consultant. We have talked about this before, but with this additional information, it looks like the City should be well served with by hiring a consultant. As of this writing the City has not received any of the ARPA funds. However, the State is in the process of acquiring its information for its request, which includes NEUs like Carthage. Again, the City, as a recipient of an SLFRF (ARPA) award, may use SLFRF funds to cover eligible costs that are incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Traci has received the letter from the state regarding the process. **Strategic Plan**: at our last Staff meeting Departments discussed the need for a Strategic Plan for the City. The Council has been contacted about availability for a 'retreat'. A strategic plan could tie in with this and other discussions concerning for example, the Comprehensive Plan. We follow up more on this at the meeting.

Mr. Short reviewed sales tax revenues, discussed ARPA funding, and the possibility of a Strategic Plan that could tie in with discussions at a "work retreat". Mr. Dagnan reported on a letter drafted by Mayor Rife to the CVB regarding funding of the communications contract. The contract will be placed on hold pending an investigation and can be reinstated if there are no findings from the investigation. Mr. Short discussed the Governor's cost share agreement for the Hazel Street project which has been rescinded and awaiting a determination from the state since the bids came in higher than the project estimate. A fund will be set up for proceeds from Use Tax revenues for accountability of expenditures.

5. **Other Business**. Mr. Barlow discussed the need to determine a vision and decide where the ARPA funds will be best used before spending them.

ADJOURNMENT: The meeting adjourned at 5:58 PM on motion by Mr. Barlow.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 10, 2021
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Craig Diggs and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Council Member Ed Barlow.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, and Abi Almandinger.

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mrs. Harrison, the minutes of the July 13, 2021 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and Discuss Conflict of Interest C.B. 21-37.** Mr. Diggs moved to send C.B. 21-37 to Council for approval. Motion carried.
2. **Staff Reports:** Ms. Cox reported on the closing of the fiscal year and the preliminary audit will be conducted on August 19 with the full audit the week of September 20. Mr. Short discussed the need to publish a notice regarding the passage of the Use Tax.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:03 PM. Motion carried 4-0.

Traci Cox

City of Carthage



Public Safety Committee – Minutes

Meeting Date August 16, 2021

Meeting Location: City Hall- Council Chambers

Call to Order: Chairman Barlow

Time Called to Order: 5:30pm

Attendance:

Chairman Barlow, Councilman Harrison, Councilman Snow, Captain Hawkins, Chief Williams, Tom Short, Morgan Housh

OLD BUSINESS

1. Councilman Snow made the motion to accept the minutes from the previous meeting as written. Motion passed.

CITIZEN PARTICIPATION

1. Jeannette Nye from the Fair Acres Family YMCA spoke with the committee on the Maple Leaf 5K run. She is requesting that west bound lane of George E Phelps, from Grand to Clinton, be closed at 5:00pm to 7:30pm on Friday October 15, 2021 for the runners. Councilman Snow suggested that they also have traffic control from Clinton to Airport Drive from 5:00-7:30. Councilman Snow made a motion to accept the road closure of George E Phelps, from Grand to Clinton, as well as the traffic control from Clinton to Airport Drive on October 15th from 5:00pm to 7:30pm. Motion passed.

NEW BUSINESS

1. Captain Hawkins spoke with the committee on the Resolution and Title VI application/renewal. The Resolution was sent to the committee in advance to review. This resolution is a renewal and no changes had been made from years past. This must be renewed to continue to get funding. Councilman Harrison made a motion to accept the Resolution and Title VI renewal. Motion passed.
2. Staff Reports:
 - a. Fire Department
 - i. Chief Williams gave committee a Fire update
 - ii. Chief Williams updated committee on Covid reports at the Station
 - iii. Chief Williams is working on a FIT position. (Firefighter in Training)

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

b. Police Department

- i. Captain Hawkins gave committee a Covid update
- ii. Captain Hawkins updated committee on SRO positions
- iii. Captain Hawkins gave the committee a station update.

Councilman Harrison made a motion to adjourn. Motion passed.

Next Meeting Date: September 20, 2021

Next Meeting Location: City Hall Council Chambers

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

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

The Carthage Public Library Board of Trustees met Tuesday, June 8, 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. A recorded Zoom connection was available for the duration of the regular board meeting.

APPROVED

Roll Call

Board Members present were: Gary Cole, Peggy Ralston, Carrie Campbell, Kevin Johnson, Justin Baucom, Eric Putnam, Donna Maggard Thomason, Miriam Putnam and Sandy Swingle. Also present was Library Director Julie Yockey. No board members were absent. There were not attendees via Zoom.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of April 13, 2021 (a meeting was not held in May due to lack of a quorum). A motion to approve the minutes was made by Miriam Putnam and seconded by Gary Cole. Motion passed unanimously.

Financial Report

Attached. April 2021 and May 2021 financial reports were presented. Discussion included: (1) Increased interest expense was due to the Steadley Family Legacy Center loan. Project has run a bit long but will end in June 2021. The Steadley Trust has promised a check by the end of June to pay off the loan. A motion to approve both the April 2021 and the May 2021 financial reports was made by Justin Baucom and seconded by Sandy Swingle. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) CWEP will drill the holes for the sunshade poles at the SFLC. (2) Pat Wakefield committed to one more year as director of the adult citizenship classes and the state approved an increase to cover the cost. Two referrals to potentially take over the program have been received. (3) Julie was approached by the Kansas City Public Library about the citizenship class program. CPL has a model program they want to learn from. (4) Julie is looking into citizenship hosting induction ceremonies at the library. 5) Darcie and Mike have their own offices now.

Youth Services Progress and Services Report

Attached. Discussion included: 1) The first children's program of the summer started June 8, 2021. The library is planning two programs a day to meet demand. Participants must sign-up in advance and programs fill-up within 5 minutes of being posted for registration.

President's Message

Peggy commented it has been a honor to serve as President and she would step down at the end of the fiscal year (June 2021).

Council Liaison's Report

No report.

Committee Reports

Building Committee – Gary reported 1) The roof is fixed. There have been no leaks. All repairs are complete with the exception of some painting. 2) HVAC will require major repair. This could fix the vibration in the wall of the board room. If not, we will have to look at cutting the wall open to see what the problem is. 3) Julie has fire alarm quotes and will decide which vendor to select.

Budget Committee – Eric Putnam reported. 1) The 2021-2022 annual budget was presented. Gary Cole moved to approve the 2021-2022 budget as presented. Justin Baucom seconded. Motion passed unanimously. 2) The return on the MOSIP investment is down considerably. The City of Carthage has moved their funds to alternative providers. GC moved to move all but the required minimum balance, split between two 6-month Certificates of Deposit (CDs) to Guaranty Bank where the interest rate is .2% for 6 months and .3% for 12 months. Current balance is ~\$670K. Motion passed unanimously.

Community Relations – No report.

By-Laws – No report.

Library Gardens – Miriam reported. 1) There are leaks in the sprinkler system and one head in the south bed is not working. Schnelle needs to fix. 2) Shrubs need to be trimmed.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

No report.

New Business

Officer elections for 2021-2022 were held. A slate of Sandy Swingle for President, Gary Cole for Vice-President and Kevin Johnson for Secretary-Treasurer was presented. Eric Putnam move to accept the slate. Miriam Putnam seconded. Motion passed unanimously.

Payment of Bills

Peggy Ralston said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Sandy Swingle seconded. Motion passed unanimously.

Other New Business

No report.

Closed Session

The Carthage Public Library Board of Trustees met in closed session on Tuesday, June 8, 2021 in the Carthage Public Library Board Room. Eric Putnam moved to go into closed session. Donna Maggard Thomason seconded. The meeting was called to order at 6:29 pm by roll call vote. Board members Peggy Ralston,

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda

August 16, 2021

5:30 p.m.

Carthage City Hall

Council Chambers

326 Grant, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss street closure for Maple Leaf 5K run. – Jeannette Nye

NEW BUSINESS

1. Consider and discuss Resolution and Title VI Application/Renewal – Captain Hawkins
2. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

-NOTICE OF MEETING-
Public Services Committee Tuesday August 17th, 2021
5:30 P.M.
Carthage City Hall, Council Chambers
326 Grant, Carthage MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Kailey Williams at the Parks & Recreation office at 417-237-7035.

New Business

1. Consider and Discuss Carthage Chamber of Commerce Request for Use of Myers Park 10/10/21.
2. Consider and Discuss Maple Leaf Car Show Agreement with Arrangements for Monster Truck Rides.

Staff Reports

Other Business

ADJOURNMENT

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

Posted: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 24, 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 C.B. 21-39, changes to Section 404 Workers
Compensation of the Personnel Policy Manual.
2. Staff Reports

Adjournment

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

Posted: _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
AUGUST 10, 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
 - Award Bid for the Remodeling Project for the Jasper County Collector
 - Approve Minutes from Board of Equalization Hearings
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED AUGUST 6, 2021 AT 4:00 P.M.

(RSMO 610.020)

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
AUGUST 17, 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
 - **Jasper County Clerk-Tax Levy Hearing**

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 AUGUST 13, 2021 AT 4:00 P.M.

(RSMO 610.020)

McCune Brooks Regional Hospital Trust
Regular Meeting of the Board of Trustees
August 25, 2021
2:00 p.m.
Schmidt Associates Conference Room

Agenda

- | | |
|---|--------------|
| I. Call to Order | Ron Petersen |
| II. Approval of May 26, 2021 Meeting Minutes | Ron Petersen |
| III. Financial Statement Report & Review
News on Disproportionate Share CMS Appeal | Stan Schmidt |
| IV. Review and approval of Grant Applications | Ron Petersen |
| V. Next meeting date | Ron Petersen |
| VI. Adjournment | Ron Petersen |

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: 9/16/2021

Place: City Hall Chambers
326 Grant St.

Time: 5:30 pm



To Consider the following items:

1. Requested by:

Request type:

Project Location:

Reason for Hearing:

NOTICE:
DUE TO LACK OF BUSINESS
MEETING IS CANCELLED

Commission Members

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

DRAFT

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JUNE 30, 2021



DRAFT



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 June 30, 2021, and the related statements of income - cash basis for the one month and twelve 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

July 13, 2021



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

DRAFT

**Carthage Public Library
Balance Sheet - Cash basis
June 30, 2021
Assets**

Current Assets

Cash in bank - treasurer's cash	\$ 590,027.59
Cash in bank - Community National Bank	3,339.10
Cash in bank - Guaranty Bank	14,842.46
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Guaranty Bank CD #431	325,000.00
Guaranty Bank CD #531	325,000.00
MOSIP Investment	19,701.92

Total Current Assets	1,278,171.07
-----------------------------	---------------------

Total Assets	\$ 1,278,171.07
---------------------	------------------------

Liabilities and Net Assets**Current Liabilities**

Insurance proceeds payable	\$ 34,542.18
Note payable - Multi purpose building	187,200.00
Total Current Liabilities	221,742.18

Total Liabilities	221,742.18
--------------------------	-------------------

Net Assets

Unrestricted Net Assets	723,459.35
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 - 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	248.83
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
Mult Purpose Building	(181,117.28)
Operational reserves	195,998.47
Change in net assets	19,844.08

Total Net Assets	1,056,428.89
-------------------------	---------------------

Total Liabilities and Net Assets	\$ 1,278,171.07
---	------------------------

See accountant's compilation report.

DRAFT

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2021

	2021	Monthly	Monthly	2021	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Revenue						
Book sale income	\$ 177.30	\$ 250.00	\$ (72.70)	\$ 909.40	\$ 3,000.00	\$ (2,090.60)
Copier income	292.00	583.34	(291.34)	1,504.00	7,000.00	(5,496.00)
Donations	699.60	0.00	699.60	15,065.56	0.00	15,065.56
Donations-restricted	0.00	291.67	(291.67)	262,557.89	3,500.00	259,057.89
Fax income	52.20	83.34	(31.14)	299.80	1,000.00	(700.20)
Fine income	591.10	500.00	91.10	2,668.08	6,000.00	(3,331.92)
Interest income	257.91	833.34	(575.43)	2,937.91	10,000.00	(7,062.09)
Non-resident fee income	880.00	666.67	213.33	4,248.00	8,000.00	(3,752.00)
Payment for lost books	(29.00)	0.00	(29.00)	290.17	0.00	290.17
Postage income	4.75	0.00	4.75	10.75	0.00	10.75
State aid	0.00	1,000.00	(1,000.00)	12,278.58	12,000.00	278.58
Sur tax	0.00	2,471.84	(2,471.84)	86,608.69	29,662.00	56,946.69
Tax income	858.11	17,083.34	(16,225.23)	217,486.56	205,000.00	12,486.56
Tax income - Park and storm water	48,102.72	38,966.67	9,136.05	523,820.59	467,600.00	56,220.59
Miscellaneous income	0.00	500.00	(500.00)	20.00	6,000.00	(5,980.00)
Other income	43.90	0.00	43.90	357.53	0.00	357.53
Total revenue	<u>51,930.59</u>	<u>63,230.21</u>	<u>(11,299.62)</u>	<u>1,131,063.51</u>	<u>758,762.00</u>	<u>372,301.51</u>

See accountant's compilation report.

DRAFT

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	37,503.61	41,416.66	3,913.05	483,442.15	497,000.00	13,557.85
Lagers	1,947.46	2,000.00	52.54	25,014.66	24,000.00	(1,014.66)
Insurance - health	1,125.00	1,250.00	125.00	12,985.92	15,000.00	2,014.08
Payroll taxes - FICA	2,869.56	3,188.50	318.94	36,985.15	38,262.00	1,276.85
Total payroll expenses	43,445.63	47,855.16	4,409.53	558,427.88	574,262.00	15,834.12
Employee goodwill	253.14	250.00	(3.14)	3,320.13	3,000.00	(320.13)
Advertising	0.00	125.00	125.00	524.85	1,500.00	975.15
Audio-visuals	0.00	125.00	125.00	184.60	1,500.00	1,315.40
Books	4,448.06	2,083.33	(2,364.73)	21,423.71	25,000.00	3,576.29
Books - children's	376.61	1,083.33	706.72	12,738.77	13,000.00	261.23
Contract fees	2,282.11	3,083.33	801.22	39,040.06	37,000.00	(2,040.06)
Dues and travel	384.31	583.33	199.02	3,225.62	7,000.00	3,774.38
Ebooks	0.00	291.66	291.66	3,500.00	3,500.00	0.00
Furniture and equipment	0.00	250.00	250.00	6,583.52	3,000.00	(3,583.52)
Furniture and equipment - multi purpose building	0.00	0.00	0.00	2,410.17	0.00	(2,410.17)
Information technology (IT)	1,462.98	583.33	(879.65)	6,228.91	7,000.00	771.09
Insurance	0.00	2,500.00	2,500.00	31,600.00	30,000.00	(1,600.00)
Interest expense	119.75	166.66	46.91	3,079.09	2,000.00	(1,079.09)
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	92.98	375.00	282.02	1,121.42	4,500.00	3,378.58
Postage	74.99	125.00	50.01	768.38	1,500.00	731.62
Programs - adult	1,349.08	500.00	(849.08)	5,126.86	6,000.00	873.14
Programs - children	2,552.13	666.66	(1,885.47)	17,035.60	8,000.00	(9,035.60)
Programs, teens	175.00	166.66	(8.34)	1,058.21	2,000.00	941.79
Repairs and maintenance	8,484.53	2,916.66	(5,567.87)	56,446.76	35,000.00	(21,446.76)
Supplies	4,409.70	2,083.33	(2,326.37)	22,132.56	25,000.00	2,867.44
Supplies - multi purpose building	1,022.35	16,666.66	15,644.31	72,218.01	200,000.00	127,781.99
Telephone	399.64	500.00	100.36	4,935.46	6,000.00	1,064.54
Utilities	3,483.68	3,333.33	(150.35)	42,120.15	40,000.00	(2,120.15)
	31,371.04	54,708.27	23,337.23	552,791.55	656,500.00	103,708.45
Total expenses and losses	74,816.67	102,563.43	27,746.76	1,111,219.43	1,230,762.00	119,542.57

See accountant's compilation report.

DRAFT

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(22,886.08)	(39,333.22)	16,447.14	19,844.08	(472,000.00)	491,844.08
Transfers from temporary restricted	6,019.36	39,333.34	(33,313.98)	315,615.49	472,000.00	(156,384.51)
Transfers to temporary restricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(262,904.79)</u>	<u>0.00</u>	<u>(262,904.79)</u>
Increase/(Decrease) in unrestricted net assets	<u>(16,866.72)</u>	<u>0.12</u>	<u>(16,866.84)</u>	<u>72,554.78</u>	<u>0.00</u>	<u>72,554.78</u>

See accountant's compilation report.

DRAFT

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
CSLP Grant	0.00			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		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	0.00			4,000.00		
Thelma Stanley Foundation Grant	0.00			10,000.00		
Mult Purpose Building - furnishings and supplies	0.00			33,941.66		
Mult Purpose Building	0.00			188,333.34		
LSTA-Spotlight on Literacy Grant - MOSL- SLT20CNO-9871	0.00			6,680.29		
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	(387.00)			(1,595.69)		
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00			(912.98)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	327.79			(4,898.20)		
Spotlight on Literacy (RTR) Grant - Local 2020	0.00			61.82		
Spotlight on Literacy (RTR) - LOCAL Funds-SLT20- CTHG 06/2020-05/2021	141.51			(380.19)		
Spotlight on Literacy Grant - MOSL 2020	0.00			(1,012.00)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(197.50)			(12,153.75)		
Spotlight on Literacy MOSL Grant - SLT21-076	(212.50)			(212.50)		
Spotlight on Literacy Grant - Local - 2020	0.00			83.87		
Spotlight on Literacy Grant-LOCAL Funds-SLT20- CAPL 06/2020-05/2021	74.11			(2,376.22)		

See accountant's compilation report.

DRAFT

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and twelve months ended June 30, 2021

	2021	Monthly	Monthly	2021	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Summer Reading Program-Local Funds 02/2020-08/2020	0.00			(248.83)		
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	(338.73)			(1,313.57)		
Summer reading program - MOSL grant	0.00			1,023.00		
Summer Reading Program-MOSL Grant Funds 02/2020-08/2020	0.00			(4,536.01)		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(3,525.79)			(8,375.61)		
Thelma Stanley Foundation Grant	0.00			(410.59)		
Multi Purpose Building - furnishings and supplies	(1,022.35)			(75,615.76)		
Multi Purpose Building	0.00			(188,717.97)		
LSTA-Spotlight on Literacy Grant - MOSL-SLT20CNO-9871	0.00			(6,680.29)		
Anne Elliff - Children's Dept	0.00			(2,490.24)		
Author Visit MOSL Grant - 10015	(878.90)			(878.90)		
Increase/(Decrease) in temporarily restricted net assets	(6,019.36)			(52,710.70)		
Change in net assets	<u><u>\$ (22,886.08)</u></u>			<u><u>\$ 19,844.08</u></u>		

See accountant's compilation report.

DRAFT

Carthage Public Library
Gift Account Activity
For the one month and twelve months ended June 30, 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	(1,595.69)	2,282.78
Spotlight on Literacy (RTR) Grant - MOSL 2020	0.00	912.98	(912.98)	0.00
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	0.00	2,257.00	(4,898.20)	(2,641.20)
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	(380.19)	5,245.76
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	(12,153.75)	(6,153.75)
Spotlight on Literacy Local Funds - SLT21-076	0.00	0.00	(212.50)	(212.50)
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	(2,376.22)	18,616.35
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program-Local Funds 02/2020-08/2020	248.83	0.00	(248.83)	0.00
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	0.00	1,500.00	(1,313.57)	186.43
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	4,000.00	(8,375.61)	(4,375.61)
Thelma Stanley Foundation Grant	7,012.96	10,000.00	(410.59)	16,602.37
Multi Purpose Building - furnishings and supplies	220,119.58	33,941.66	(75,615.76)	178,445.48
Multi Purpose Building	(181,117.28)	188,333.34	(188,717.97)	(181,501.91)
LSTA-Spotlight on Literacy Grant - MOSL-SLT20CN0-9871	0.00	6,680.29	(6,680.29)	0.00
Anne Elliff - Children's Dept	0.00	5,000.00	(2,490.24)	2,509.76
Author Vist MOSL GRANT-10015	0.00	0.00	(878.90)	(878.90)
Operational reserves	195,998.47	0.00	0.00	195,998.47

See accountant's compilation report.

DRAFT

Carthage Public Library
Gift Account Activity
For the one month and twelve months ended June 30, 2021

	Beginning Balance	Increases	Decreases	Ending balance
Totals	\$ 313,125.46	\$ 262,904.79	\$ (315,615.49)	\$ 260,414.76

DRAFT **APPROVED**

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JULY 31, 2021





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 July 31, 2021, and the related statements of income - cash basis for the one month 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 record payroll taxes that have not been deposited to the IRS, which are generally accepted modification 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.

We are not independent with respect to Carthage Public Library.

Schmidt Associates, LLC
August 09, 2021



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

**Carthage Public Library
Balance Sheet - Cash basis
July 31, 2021
Assets**

Current Assets	
Cash in bank - treasurer's cash	\$ 552,602.57
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	7,034.59
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Guaranty Bank CD #431	325,000.00
Guaranty Bank CD #531	325,000.00
MOSIP Investment	19,702.93
Total Current Assets	<u>1,230,499.03</u>
 Total Assets	 <u><u>\$ 1,230,499.03</u></u>

Liabilities and Net Assets

Current Liabilities	
Insurance proceeds payable	\$ 34,242.18
Total Current Liabilities	<u>34,242.18</u>
 Total Liabilities	 <u>34,242.18</u>
Net Assets	
Unrestricted Net Assets	796,014.13
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	10,178.66
Debbie Putnam - Ebooks	23,139.74
Library Gardens	2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	5,245.76
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)
Spotlight on Literacy MOSL Grant -SLT21-076	(212.50)
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021	18,616.35
Steadley Trust	926.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)
Thelma Stanley Foundation Grant	16,602.37
Multi Purpose Building - furnishings and supplies	178,445.48
Mult Purpose Building	(181,501.91)
Anne Elliff - Children's Dept	2,509.76
Author Vist MOSL GRANT-10015	(878.90)
Operational reserves	195,998.47
Change in net assets	139,827.96
Total Net Assets	<u>1,196,256.85</u>
Total Liabilities and Net Assets	<u><u>\$ 1,230,499.03</u></u>

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

	2021	Annual	Annual
	Year to date	Budget	Variance
Revenue			
Book sale income	\$ 154.90	\$ 3,000.00	\$ (2,845.10)
Copier income	222.60	5,000.00	(4,777.40)
Donations	4.40	0.00	4.40
Donations-restricted	195,332.32	0.00	195,332.32
Fax income	58.80	1,000.00	(941.20)
Fine income	473.19	5,000.00	(4,526.81)
Interest income	161.24	3,000.00	(2,838.76)
Non-resident fee income	840.00	7,000.00	(6,160.00)
Payment for lost books	9.99	0.00	9.99
Postage income	2.00	0.00	2.00
State aid	0.00	12,500.00	(12,500.00)
Sur tax	4.65	32,000.00	(31,995.35)
Tax income	628.77	210,000.00	(209,371.23)
Tax income - Park and storm water	51,190.26	467,000.00	(415,809.74)
Miscellaneous income	0.00	6,000.00	(6,000.00)
Other income	19.23	0.00	19.23
Total revenue	<u>249,102.35</u>	<u>751,500.00</u>	<u>(502,397.65)</u>

See accountant's compilation report.

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

	2021 Year to date	Annual Budget	Annual Variance
Operating Expenses			
Salaries	60,440.59	507,000.00	446,559.41
Lagers	3,172.69	25,000.00	21,827.31
Insurance - health	1,125.00	15,000.00	13,875.00
Payroll taxes - FICA	4,624.18	38,000.00	33,375.82
Total payroll expenses	<u>69,362.46</u>	<u>585,000.00</u>	<u>515,637.54</u>
Employee goodwill	65.00	4,000.00	3,935.00
Advertising	0.00	1,500.00	1,500.00
Audio-visuals	0.00	1,500.00	1,500.00
Books	1,720.65	25,000.00	23,279.35
Books - children's	42.98	13,000.00	12,957.02
Contract fees	6,295.41	37,000.00	30,704.59
Dues and travel	434.84	7,000.00	6,565.16
Ebooks	0.00	3,500.00	3,500.00
Furniture and equipment	0.00	3,000.00	3,000.00
Information technology (IT)	10.49	7,000.00	6,989.51
Insurance	2,194.00	32,000.00	29,806.00
Interest expense	1,572.48	0.00	(1,572.48)
Legal and professional	0.00	6,000.00	6,000.00
Periodicals	2,831.25	3,500.00	668.75
Postage	74.99	1,500.00	1,425.01
Programs - adult	185.77	5,000.00	4,814.23
Programs - children	649.36	8,000.00	7,350.64
Programs, teens	0.00	500.00	500.00
Repairs and maintenance	213.80	35,000.00	34,786.20
Supplies	2,081.20	20,000.00	17,918.80
Supplies - multi purpose building	17,868.07	15,000.00	(2,868.07)
Telephone	399.64	6,000.00	5,600.36
Utilities	3,272.00	40,000.00	36,728.00
	<u>39,911.93</u>	<u>275,000.00</u>	<u>235,088.07</u>
Total expenses and losses	<u>109,274.39</u>	<u>860,000.00</u>	<u>750,725.61</u>

See accountant's compilation report.

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

	2021 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	139,827.96	(108,500.00)	248,327.96
Transfers from temporary restricted	21,966.32	108,500.00	(86,533.68)
Transfers to temporary restricted	<u>(195,332.32)</u>	<u>0.00</u>	<u>(195,332.32)</u>
Increase/(Decrease) in unrestricted net assets	<u>(33,538.04)</u>	<u>0.00</u>	<u>(33,538.04)</u>
Changes in temporarily restricted net assets			
Spotlight on Literacy LOCAL Funds - SLT21-076	10,000.00		
Multi Purpose Building	185,332.32		
Spotlight on Literacy MOSL Grant - SLT21-076	(456.25)		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(3,242.00)		
Multi Purpose Building - furnishings and supplies	(17,868.07)		
Author Visit MOSL Grant - 10015	<u>(400.00)</u>		
Increase/(Decrease) in temporarily restricted net assets	<u>173,366.00</u>		
Change in net assets	<u><u>\$ 139,827.96</u></u>		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and one month ended July 31, 2021

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,178.66	0.00	0.00	10,178.66
Debbie Putnam - Ebooks	23,139.74	0.00	0.00	23,139.74
Library Gardens	2,282.78	0.00	0.00	2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)	0.00	0.00	(2,641.20)
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	5,245.76	0.00	0.00	5,245.76
Spotlight on Literacy - MOSL -2020	(4,206.00)	0.00	0.00	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)	0.00	0.00	(6,153.75)
Spotlight on Literacy Local Funds - SLT21-076	(212.50)	0.00	(456.25)	(668.75)
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021	18,616.35	0.00	0.00	18,616.35
Spotlight on Literacy Local Funds - SLT21-076	0.00	10,000.00	0.00	10,000.00
Steadley Trust	926.16	0.00	0.00	926.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43	0.00	0.00	186.43
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)	0.00	(3,242.00)	(7,617.61)
Thelma Stanley Foundation Grant	16,602.37	0.00	0.00	16,602.37
Multi Purpose Building - furnishings and supplies	178,445.48	0.00	(17,868.07)	160,577.41
Mult Purpose Building	(181,501.91)	185,332.32	0.00	3,830.41
Anne Elliff - Children's Dept	2,509.76	0.00	0.00	2,509.76
Author Vist MOSL GRANT-10015	(878.90)	0.00	(400.00)	(1,278.90)
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 260,414.76</u>	<u>\$ 195,332.32</u>	<u>\$ (21,966.32)</u>	<u>\$ 433,780.76</u>

See accountant's compilation report.

Director's Progress and Service Report, August 2021
Julie Yockey, Director

Greetings! I will begin this report with very positive news to share, which is that Summer Reading, even with major accommodations, was a huge success. Sherri Luce our Children's Director as well as the Administrator of all three programs, did a phenomenal job this year getting people of all ages to read and participate in our program. Due to COVID, registration was required at each event, and multiple repeat events were held each week to lessen the numbers of people in attendance at one time. All events were available live on FB and the website. Thanks to a grant from the Missouri State Library we were able to have two extra staff members to assist Sherri in a variety of ways. We were also able to treat our children to three "Special" events; the Springfield Zoo, Stephanie White, author, and Will Stuck, story teller. It is now reporting time for the grant, and the new grant request for next year is due in one month. Great job Sherri, your love for children and the knowledge you have for teaching reading, is a wonderful asset to our library.

Wow, there is a lot to report this month. First we will start with another huge positive! If you have not noticed, please take time to admire our completed patio project at the Steadley Family Legacy Center. The last piece of the building project was completed on July 22nd by Randy Dubry Construction. The Helen S. Boylan Trust donated funds for us to cover the patio with solar shades and they are gorgeous. The temperature is lowered 20 degrees on the patio and it made for two wonderful events for children the end of the month! They even make it cooler inside the building as well! We would like to give a huge thanks to Carthage Water and Electric for helping us with drilling and placing our posts. A final grant report has been sent to the Trustees of the Boylan Trust. We are also thankful for being able to make the final payment on the new Steadley Building. A grant with the Steadley Trust provided 100% of the funds for our new building and the final installment was received for the project. The building now belongs to the Carthage Public Library 100%! Thank you members of the Trust for trusting and believing in our efforts to provide such a wonderful educational facility for all people of our community. The numbers of visitors and people using the space is creeping up each month. Given time, Ben will need an assistant!

In July I was able to attend the SW Missouri Library Director's meeting in Southwest City. While there we all shared our plans for moving forward during this time of the increase in COVID cases. Luckily for most of us, our children's directors use August for a time of reporting and recovering from summer. This means no events to speak of through the month. We heard about the new building projects in Barry-Lawrence County as well as Neosho.

The Nebraska Innovation Studio on the campus of the University of Nebraska is where I actually "Borrowed" most of the ideas I had while planning our new building. I always wanted to visit there in person, and finally got to!!! COVID made in person visits impossible last year. The Studio is one of a kind on university campuses, just like our building is one of a kind to public libraries in the four state area. I finally got to see it in person, meet the director and get a phenomenal tour of all of their makerspaces! We have one laser printer and they have 15, we have one 3 D printer and they have 20, even some that do acrylics! Every kind of tool, piece equipment you could ever want to use. They even had a virtual welder, a \$50,000 piece of

technology that was amazing. I was proud when the Director would introduce me to people as the woman from Carthage Missouri who stole all his ideas! Great day!

We have received the majority of the items we spoke for from the Power's Museum. There is such a large, overwhelming quantity of documents that staff is having to digitize items when they have spare time. Some of the Marlin Perkins items are on display in the lobby, with others waiting to be displayed when we free up some space. Numerous pieces of art were acquired also and will require cleaning and re-framing.

The Library has a very kind and generous new friend. Fred Knell is a volunteer who along with his wife, Annie donate their expertise and time to trimming trees in and around Carthage. They spent three days working at the Library, and the trees are very happy! Thank you Fred and Annie and we look forward to them coming back.

COVID continues to grow in leaps and bounds daily. I keep a very close eye on numbers, vaccination rates and new information that comes available to us. In order to do our part to lessen the spread of the virus, the Children's Director removed ½ of the manipulatives in the department and has set a limit of 15 people with children using the manipulatives that are in place. This number is separate from those people browsing for books and materials. My staff is 95 % vaccinated and we do not require masks, but with our increase in patron visits during the summer with small children, and people not wearing masks, I decided that in following our "Pandemic Policy" we needed to limit the amount of activity in the small area. The toys and games are disinfected twice a day, and are no doubt a source of spreading germs. Pat Wakefield, adult education/citizenship teacher and I have made the decision to not begin classes this month. She asked that we wait until October given the rise in COVID cases and of course I agreed. Students have access to Pat anytime they need assistance over the phone or by a one-on-one apt. at the library.

Lastly, I will share items in need of or have had maintenance. Our new fire alarm panel has been on order for three months. It is still back-ordered due to COVID. During our inspection last week an issue as found in a sprinkler valve alarm and it has been taken care of. Carrier Corporation was called to make an on-site visit due to water infiltration in the Board Room through the plenum underground. During the past heavy rains and so much humidity, the ceiling received water damage. On August 19th and 20th Carrier will be here to do major maintenance and repair on the HVAC system. The units will be turned off during this time and the Library will need to be closed. Staff will be involved in professional development during this time and patrons will not receive fines, for those days. Gary Cole will give an update on building issues this evening.

Our annual Audit will take place on November 1 and 2. The Administrative Assistant is working closely with Schmidt and Associates to get our final yearend Financial Reports completed so that we can amend the Budget.

As always, check us out on FB, the Library website, stop in for a tour of the new building, or simply come and browse at the Library. We would love to see you.

Respectfully submitted,

Julie Yockey, Director

Children's Progress Report

July 2021, Sherri Luce

The Summer Reading Program kept us plenty busy throughout July. The Children's Department hosted 18 in-house programs, bringing 329 people into the Library. We videoed the in-house programs and had six additional programs that were strictly online. Facebook engagements of all programs totaled 1,676. Crafts were in 'Take-and-Make' kits and extremely popular. We made at least 160-200 of each primary and juvenile crafts, and at least 60 of each teen craft, with very few left of each at the end of the week.

We will take a break from programming through August, allowing for clean-up, record tallying and report writing. Because COVID numbers are on the rise in our area, I chose to remove about half of the toys from our play area and give recommendations of numbers in that small space. This gives us time to monitor traffic and decide how to move forward with programming during the coming months. We greatly appreciate the Board's involvement and decisions regarding staff and patron safety.

CIRCULATION REPORT for June 2021

New Books/Periodicals	
Adult Books / AV	<u>101</u>
Adult Periodicals	<u>15</u>
YA Books / AV	<u>3</u>
YA Periodicals	<u>1</u>
Juvenile Books / AV	<u>62</u>
Juv Periodicals	<u>0</u>
Totals	<u>182</u>

New Applications	
Adult	<u>40</u>
Juvenile	<u>37</u>
Total	<u>77</u>

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

Computer Use	
Adult	<u>258</u>
Reference/Genealogy	<u>28</u>
Microfilm	<u>18</u>
Makerspace	<u>3</u>
Laptops	<u>5</u>
Juvenile	<u>18</u>
AWE	<u>0</u>
Tablets	<u>2</u>
Wireless	<u>351</u>
Total	<u>683</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>1,367</u>	<u>158</u>	<u>2,339</u>	<u>3,864</u>
Periodicals	<u>13</u>	<u>1</u>	<u>15</u>	<u>29</u>
Audio	<u>49</u>	<u>1</u>	<u>35</u>	<u>85</u>
Visual	<u>249</u>	<u>-</u>	<u>-</u>	<u>249</u>
Circulating Electronics	<u>N/A</u>	<u>-</u>	<u>-</u>	<u>0</u>
eBooks	<u>1,178</u>	<u>125</u>	<u>158</u>	<u>1,461</u>
Totals	<u>2,856</u>	<u>285</u>	<u>2,547</u>	<u>5,688</u>
In House Use	<u>141</u>	<u>-</u>	<u>-</u>	<u>141</u>
Courier	Lending <u>361</u>	Borrowing <u>357</u>	ILL <u>1</u>	Total <u>719</u>
Circulation Total				<u>6,548</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>0</u>	<u>0</u>	<u>41</u>	<u>0</u>	<u>41</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>1</u>	<u>3</u>	<u>14</u>	<u>18</u>
Attendees	<u>111</u>	<u>93</u>	<u>919</u>	<u>1123</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>0</u>
Attendees	<u>0</u>	<u>0</u>	<u>0</u>

Steadley Family Legacy Center		
Door Count	Assistance/Checkout	Makerspace Use
<u>217</u>	<u>27</u>	<u>128</u>

Curbside	In-House Patrons
<u>11</u>	<u>2,377</u>

	Adult	YA	Juvenile	Total
Mending	<u>69</u>	<u>5</u>	<u>34</u>	<u>108</u>
Discards	<u>465</u>	<u>0</u>	<u>42</u>	<u>507</u>
Corrective Processing	<u>16</u>	<u>17</u>	<u>16</u>	<u>49</u>

CIRCULATION REPORT for July 2021

New Books/Periodicals	
Adult Books / AV	140
Adult Periodicals	27
YA Books / AV	3
YA Periodicals	0
Juvenile Books / AV	35
Juv Periodicals	1
Totals	206

New Applications	
Adult	43
Juvenile	32
Total	75

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

Computer Use	
Adult	233
Reference/Genealogy	32
Microfilm	8
Makerspace	0
Laptops	4
Juvenile	17
AWE	0
Tablets	15
Wireless	274
Total	583

Circulation	Adult	YA	Juvenile	Total
Books	1,364	228	2,393	3,985
Periodicals	14	1	15	30
Audio	37	0	27	64
Visual	246	-	-	246
Circulating Electronics	N/A	-	-	0
eBooks	1,163	188	153	1,504
Totals	2,824	417	2,588	5,829
In House Use	116	-	-	116
Courier	Lending 343	Borrowing 420	ILL 2	Total 765
Circulation Total				6,710

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
0	0	18	0	18

ENGLISH	Adult	YA	Juvenile	Total
Programs	1	2	22	25
Attendees	77	44	1632	1753

SPANISH	Adult	Juvenile	Total
Programs	0	0	0
Attendees	0	0	0

Steadley Family Legacy Center		
Door Count	Assistance/Checkout	Makerspace Use
100	20	106

Curbside	In-House Patrons
2	2,569

	Adult	YA	Juvenile	Total
Mending	47	4	38	89
Discards	282	866	0	1148
Corrective Processing	44	18	6	68

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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