1. City Council Agenda

   Documents:

   CITY COUNCIL AGENDA 01 25 22.PDF

2. City Council Packet

   Documents:

   COUNCIL PACKET 01 25 22.PDF

# COUNCIL AGENDA
# CITY OF CARTHAGE, MISSOURI
# TUESDAY, JANUARY 25, 2022
# 6:30 P.M. – COUNCIL CHAMBERS

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments
   (Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
    (Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings

    - Public Hearing to be held on the 25th day of January, 2022 at 6:30 p.m., in the Council Chambers, at City Hall in Carthage, Missouri, concerning annexation of property generally known as: All of the East one-fourth (E 1/4) of the Southwest Quarter (SW 1/4) of the Southeast Quarter (SE 1/4), Except the North One-Half thereof, in Section 17, Township 28, Range 31, Jasper County, Missouri, containing 4.97 acres more or less.

15. Old Business

    1. **C.B. 22-01** – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2021-2022 for specified funds (Civic Enhancement, Myers Park & Public Facilities Fund). (Budget Ways & Means)

16. New Business

    1. **C.B. 22-02** – An Ordinance annexing certain adjacent territory consisting of approximately 4.97 acres at the corner of West Fir Road and South Chapel Road into the City of Carthage, Jasper County, Missouri as requested by Peggy Kessinger, owner. (Public Works)

2. **C.B. 22-03** – An Ordinance rezoning certain property consisting of approximately 4.97 acres at the corner of West Fir Road and South Chapel Road in the City of Carthage, Jasper County, Missouri from District "A", First Dwelling, to District "C", Apartment as requested by Peggy Kessinger, owner. (Planning, Zoning & Historic Preservation)

3. **C.B. 22-04** – An Ordinance to amend Section 3-61 of the Carthage Code to Comply with the Missouri Revised Statues as related to Alcoholic Beverages. (Staff)

17. Mayor's Appointments

18. Resolutions

19. Closing Comments

20. Executive Session

    - CLOSED SESSION: ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.

21. Adjournment

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

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17. Mayor's Appointments

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# MINUTES OF THE MEETING OF THE CITY COUNCIL
# CITY OF CARTHAGE, MISSOURI
# January 11, 2022

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. Assistant City Administrator Greg Dagnan gave the invocation and Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Alan Snow, Ed Barlow, Juan Topete, Robin Harrison, David Armstrong, Mike Daugherty and Ceri Otero. Council Members Craig Diggs and Seth Thompson were 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 Chief Bill Hawkins, Public Works Director Zeb Carney, Parks and Recreation Director Mark Peterson and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the December 14, 2021 Council Meeting. Motion carried unanimously.

Sherriff Randee Kaiser informed the council of the events that led to the individuals receiving the Lifesaving Award. Police Chief Bill Hawkins and Assistant Police Chief James Woody presented the Lifesaving Award to Sergeant Heather Wolfe and Officer Ethan Snow.

During Citizen's Participation Period: Abi Almandinger, Vision Carthage, presented an overview of fourth quarter projects. Julie Reams, Chamber of Commerce Director, was present to introduce herself to the council.

Mr. Snow reported the Budget Ways & Means Committee met on January 10. New final rules recently announced for ARPA funds allow cities to use up to $10 million in funds received for revenue replacement. Bond financing for Garrison Street bridges and Baker Street improvements was discussed with no action taken. The mid-year budget report was reviewed with no issues reported. An amendment to the budget was approved and appears in C.B. 22-01.Mr. Snow made a motion, seconded by Mr. Barlow, to approve the budget calendar. Motion carried.

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

Mr. Barlow reported the Public Safety Committee meeting was cancelled for December, the next meeting is scheduled for January 17.

Mr. Topete reported that the Public Services Committee meeting was cancelled for December, the next meeting is scheduled for January 18.

Mr. Armstrong reported the Public Works Committee meeting was cancelled for January due to lack of business. The next meeting is scheduled for February 8.

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

Mayor Rife reported on how amazed he was with the positive comments on Hometown Holidays and Sparkle in the Park.

During reports of Council Members, Mr. Barlow thanked Mrs. Almandinger for her presentation which allowed council to see how many hours of work the City had gotten with the contract. He also noted he would like to see future contracts requesting the same type of presentation. Mr. Armstrong told Mayor Rife he would like to see him appoint someone to the vacant seat in Ward 2, and he expressed his willingness to serve on the Lodging Tax Appropriation Committee.

City Attorney Nate Dally commended Vision Carthage for the additional traffic on the square due to Hometown Holidays. He also discussed Brad Cameron's career as Municipal Judge, noting he will be missed.

Public Works Director Zeb Carney reported on the demolition at 1620 S. Maple, and Street Superintendent Tim Hill has announced his retirement effective May 13, 2022.

Parks & Recreation Director Mark Peterson discussed the budget amendment for the Civic Enhancement Fund and the breaking down of Sparkle in the Park.

Assistant City Administrator Greg Dagnan reported on the upcoming Planning Session, the forensic audit for CVB has been completed and a meeting will be scheduled to review the findings, and a letter has been mailed to an individual that did not meet the qualifications to file for office.

City Administrator Tom Short reported on the following: sales and use tax revenues, ARPA fund final rules, bond options for Garrison Street bridges and Baker Street Improvements, the budget calendar, an increase in workers' compensation rates, mid-year budget numbers, and economic development meetings.

The Committee on Claims filed a report in the amount of $3,057,687.03 against the following funds: General Revenue $121,858.87, Public Health $3,053.05, Parks/Stormwater $64,391.50, Fire Protection $30,653.38, Golf $4,217.57, Capital Improvements $10,796.50, Myers Park $959.00, Public Facilities $90,576.75, Tax Distribution $54,342.00, Library $25,000.00, Payroll $651,838.41 and Carthage Water & Electric $2,000,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-59 - An Ordinance to amend the Family Medical Leave Act Policy of the City of Carthage regarding when an employee is designating FMLA leave was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow, and Topete. The Council Bill was approved and numbered Ordinance 22-01.

Under new business, C.B. 22-01 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2021-2022 for specified funds (Civic Enhancement, Myers Park & Public Facilities Fund) was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the Mayor's appointments of Alan Snow, Ceri Otero, Juan Topete, and Tom Short to the Lodging Tax Appropriation Committee effective January 11, 2022. Motion Carried.

Closing Comments: Mr. Snow congratulated Sergeant Wolfe and Officer Snow and stated there should be recognition for other departments for employee achievements, Mr. Barlow thanked those that put on the holiday events and welcomed Julie Reams, Mr. Armstrong talked about Brad Cameron stating he was a good man that served his community, Mr. Daugherty congratulated the new Police Chief and Fire Chief, and Ms. Otero commented the city was the brightest it had ever been during the holidays.

Ms. Otero made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:30 p.m.

Dan Rife, Mayor

Traci Cox, City Clerk

# *PRESENTATIONS/ PROCLAMATIONS*

# *PUBLIC HEARINGS*

# *OLD BUSINESS*

**COUNCIL BILL NO. 22-01** **ORDINANCE NO.__________**

**AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2021-2022 FOR SPECIFIED FUNDS (CIVIC ENHANCEMENT, MYERS PARK & PUBLIC FACILITIES FUND).**

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

**SECTION I**: The City of Carthage's 2021 -2022 Annual Operating and Capital Budget for the **Civic Enhancement Fund,** is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

**a.) Central Park Gardens;** $1,000, for irrigation supplies to upgrade and re-do gardens in preparation of spring;

**b.) Parks in General,** $2,000, for beautification of entrances to parks, and the square plantings;

**c.) Roundabout Maintenance,** $3,000, for to begin irrigation work needed for upcoming maintenance in the spring for Fairlawn Roundabout;

**d.) Skate park Carryover,** $2,500, for enhancements and maintenance in conjunction with user groups of the Skate park; and

**e.) Walmart funds,** $1,006.87 for upgrades to bathrooms in the golf course clubhouse.

All amounts are within the balances, per the sub-ledger for the above referenced accounts.

**SECTION II**: **Myers Park Fund;** The City of Carthage's 2021 - 2022 Myers Park Fund Budget is hereby amended to reflect a supplemental appropriation in an amount not to exceed $349,563 to the Transfer from Other Funds line item, for a supplemental appropriation to the Capital Outlay line item for the Garrison Ave. Construction Project - Fairlawn to Airport - from a transfer from the Public Facilities Fund.

**SECTION III**: **Public Facilities Fund;** The City of Carthage's 2021 - 2022 Budget for the Public Facilities Fund is hereby amended to reflect supplemental appropriations not to exceed $349,563 to the Transfer to Other Funds line item (to the Myers Park Fund for construction of the Garrison Ave. Construction Project); and an amount not to exceed $126,214 for the Capital Projects line item (for change orders for the Hazel Street improvement project) from the unassigned fund balance.

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

**PASSED AND APPROVED THIS ______ DAY OF _______________, 2022.**

____________________________
Dan Rife, Mayor

ATTEST:

____________________________
Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

# *NEW BUSINESS*

**COUNCIL BILL NO. 22-02** **ORDINANCE NO. ______**

An ordinance annexing certain adjacent territory consisting of approximately 4.97 acres at the corner of West Fir Road and South Chapel Road into the City of Carthage, Jasper County, Missouri as requested by Peggy Kessinger, owner.

**WHEREAS,** a verified Petition signed by all the owners of the real estate hereinafter described requesting annexation of said territory into the City of Carthage, Missouri, was filed with the Clerk; and

**WHEREAS,** said real estate as hereinafter described is adjacent and contiguous to the present corporate limits of the City of Carthage; and

**WHEREAS,** a public hearing concerning ~~the~~ said matter was held at the City Hall, Carthage, Missouri, at 6:30 p.m. on August 2, 2022; and

**WHEREAS,** notice of said public hearing was given by publication of notice thereof, in the Sarcoxie Record; and

**WHEREAS,** at said public hearing all interested persons, corporations, or political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation; and

**WHEREAS,** no written objections to the proposed annexation were filed with the Council of the City of Carthage within fourteen days after the public hearing; and

**WHEREAS,** the Council of the City of Carthage does find and determine that said annexation is reasonable and necessary to the proper development of the City; and

**WHEREAS,** the City is able to furnish normal municipal services to said area within a reasonable time after annexation.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**

**CARTHAGE, MISSOURI, JASPER COUNTY, MISSOURI as follows:**

**SECTION I:** Pursuant to the provisions of Section 71.012 RSMo., the following described real estate is hereby annexed into the City of Carthage, Missouri, to wit:

> **All of the East one-fourth (E ¼) of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼), Except the North One-Half thereof, in Section 17, Township 28, Range 31, Jasper County, Missouri, containing 4.97 acres more or less.**

**SECTION II:** The boundaries of the City of Carthage, Missouri are hereby altered so as to encompass the above described tract of land lying adjacent and contiguous to the present corporate limits of the City.

**SECTION III:** The City Clerk of the City of Carthage is hereby ordered to cause three certified copies of this Ordinance to be filed with the Jasper County Clerk.

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

**PASSED AND APPROVED THIS ______ DAY OF ______________, 2022.**

________________________________

**Dan Rife, MAYOR**

**ATTEST:**

________________________________

**Traci Cox, CITY CLERK**

**Sponsored by: Public Works Committee**

**COUNCIL BILL NO. 22-03** **ORDINANCE NO. ___________**

An Ordinance rezoning certain property consisting of approximately 4.97 acres at the corner of West Fir Road and South Chapel Road in the City of Carthage, Jasper County, Missouri from District "A", First Dwelling, to District "C", Apartment as requested by Peggy Kessinger, owner.

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

**SECTION I**: The following described property is hereby rezoned from District "A", First Dwelling, to District "C", Apartment as requested by Peggy Kessinger, owner, to wit:

**ALL OF THE EAST ONE-FOURTH (E ¼) OF THE SOUTHWEST QUARTER (SW ¼) OF THE SOUTHEAST QUARTER (SE ¼), EXCEPT THE NORTH ONE-HALF THEREOF, IN SECTION 17, TOWNSHIP 28, RANGE 31, JASPER COUNTY, MISSOURI, CONTAINING 4.97 ACRES MORE OR LESS.**

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

**PASSED AND APPROVED THIS _____ DAY OF _______________, 2022.**

______________________________

**Dan Rife, Mayor**

**ATTEST:**

______________________________

**Traci, Cox, City Clerk**

Sponsored by: Planning, Zoning and Historic Preservation Commission

**COUNCIL BILL NO. 22-04** **ORDINANCE NO. ___________**

An Ordinance to amend Section 3-61, of the Carthage Code to Comply with the Missouri Revised Statues as related to Alcoholic Beverages.

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

**SECTION I:** Section 3-61 of the Carthage Code is hereby amended to read as follows:

Sec. 3-61 – Hours of Sale.

a. No person having a license issued pursuant to this chapter, nor any employee of such person, shall sell, give away, or permit the consumption of any intoxicating liquor in any quantity between the hours of 1:30 a.m. and 6:00 a.m. on weekdays and between the hours of 1:30 a.m. Sunday and 6:00 a.m. Monday, upon or about his or her premises. If the person has a license to sell intoxicating liquor by the drink, his or her premises shall be and remain a closed place as defined in this section between the hours of 1:30 a.m. and 6:00 a.m. on weekdays and between the hours of 1:30 a.m. Sunday and 6:00 a.m. Monday. Where such licenses authorizing the sale of intoxicating liquor by the drink are held by clubs, hotels, or bowling alleys, this section shall apply only to the room or rooms in which intoxicating liquor is dispensed; and where such licenses are held by restaurants or bowling alleys whose business is conducted in one room only, then the licensee shall keep securely locked during the hours and on the days specified in this section all refrigerators, cabinets, cases, boxes, and taps from which intoxicating liquor is dispensed.
b. A **"closed place"** is defined to mean a place where all doors are locked and where no patrons are in the place or about the premises. Any person violating any provision of this section shall be deemed guilty of a class A misdemeanor.
c. Nothing in this section shall be construed to prohibit the sale or delivery of any intoxicating liquor during any of the hours or on any of the days specified in this section by a wholesaler licensed under the provisions of City Code and State Statute to a person licensed to sell the intoxicating liquor at retail.
d. When January first, March seventeenth, July fourth, or December thirty-first falls on Sunday, and on the Sundays prior to Memorial Day and Labor Day and on the Sunday on which the national championship game of the national football league is played, commonly known as "Super Bowl Sunday", any person having a license to sell intoxicating liquor by the drink may be open for business and sell intoxicating liquor by the drink under the provisions of his license on that day from the time and until the time which would be lawful on another day of the week, notwithstanding any provisions of section 311.290 or any other provision of law to the contrary.
e. Any person having the additional license issued pursuant to this chapter for "Sunday Liquor Sales" shall have the privilege of selling intoxicating liquor at retail between the hours of 6:00 a.m. on Sunday and 1:30 a.m. Monday.

f. Any future changes to hours of sale authorized by the Missouri Revised Statutes shall change the above house of operation in accordance with the corresponding Missouri Law.

**SECTION II:** This ordinance is to be considered an emergency ordinance under the terms of the charter of the City of Carthage because of the conflicting language between the current code and the State statutes.

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

**PASSED AND APPROVED THIS ________ DAY OF ________________________, 2022.**

______________________________
**MAYOR**

**ATTEST:**

______________________________
**CITY CLERK**

**Sponsored by: City Staff**

# *MAYOR'S APPOINTMENTS*

# *RESOLUTIONS*

# *MINUTES STANDING COMMITTEES*

BUDGET WAYS & MEANS COMMITTEE
MONDAY, JANUARY 10, 2022 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT**: Alan Snow, Ed Barlow, and Ceri Otero. Juan Topete was absent.

**OTHER COUNCIL MEMBERS PRESENT:** David Armstrong

**OTHERS STAFF PRESENT**: City Administrator Tom Short, Assistant City Administrator Greg Dagnan, City Clerk Traci Cox and Parks & Recreation Director Mark Peterson

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 December 12 Budget Meeting. Motion carried 3-0.

2. **Consider and discuss ARPA project budgeting (Baker Tilley)**

   Mr. Short and Mr. Kaleko with Baker Tilly discussed final rules recently that allow cities to use up to $10 million in ARPA funds as revenue replacement which would ease spending requirements. Baker Tilly will continue to research the final rules and report to the City.

3. **Consider and discuss Bond financing alternatives for various City projects (Baker Tilley)**

   Mr. Kaleko discussed different options for funding Garrison Street bridges and Baker Street Improvements. A $20 million dollar project would need a 1% sales tax to finance. General sales tax could be increased from 1% to 2% based on 20-year financing. Mr. Kaleko cautioned starting a major construction project at this time due to escalating construction costs. No action was taken.

**NEW BUSINESS:**

1. **Consider and discuss Fiscal 2022 Mid-Year Budget Status Report**

   Mr. Short reviewed the Fiscal 2022 Mid-Year Budget Status Report. No major issues were noted. It was also noted that costs for the 3.5% COLA can be absorbed in the current budget.

2. **Consider and discuss budget calendar for Fiscal Year 2023**

   Mr. Short proposed the budget calendar for Fiscal Year 2023. Mr. Barlow made a motion to amend the calendar by moving the date for distribution of electronic budgets to Departments and requests to Agencies from February 28 to February 21. Motion carried. Ms. Otero made a motion to accept the Fiscal Year 2023 budget calendar as amended. Motion carried.

### 3. Consider and discuss an Ordinance amending the 2021-2022 Annual Operating and Capital Budget for the City of Carthage

Mr. Short discussed the need for a budget amendment in the Civic Enhancement Fund, Myers Park Fund and Public Facilities Bond Fund. Mr. Barlow moved to forward the budget adjustment Ordinance to Council for approval. Motion carried.

### 4. Consider and discuss a request from Vision Carthage for funds providing for mutual undertakings and benefits from the services of providing: Carthage In-Bloom; Restoration Carthage; Sidewalk Project; Downtown Christmas; and a Main Street Program; for the residents of the City of Carthage

Abi Almandinger, Vision Carthage Executive Director, and Ashley Majia, Vision Carthage Treasurer, reported on project management hours for the third and fourth quarter of 2021. Additional funding of $39,400 was requested for the first and second quarter of 2022, but no action was taken.

### 5. Staff Reports.

Mr. Short reported on an increase in workers compensation rates for the next fiscal year, sales and use tax revenue, a 3.5% COLA that went into effect on January 1, 2021 and a minimum of 3.0% to be included in the budget for the next fiscal year, and the delay in launching Civic Plus. Ms. Cox reported a CD will be coming due at Guaranty Bank and will be reinvested based on whoever can provide the highest interest rate.

### 6. Other Business.

**ADJOURNMENT**: The meeting adjourned at 6:45 PM on motion by Ms. Otero.

Respectfully submitted,
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**
**TUESDAY, JANUARY 11, 2022**
**5:00 p.m.**

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

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife and Ed Barlow

**STAFF PRESENT**: Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

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 Mr. Armstrong, the minutes of the December 14, 2021 meeting were approved 3-0.

2. **Review and approval of the Claims Report**: The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.

**NEW BUSINESS:**

1. **Staff Reports:** None

2. **Other Reports: None**

**ADJOURNMENT:** Mrs. Harrison made a motion to adjourn at 5:03 PM. Motion carried 4-0.

Traci Cox

# City of Carthage

## Public Safety Committee – Minutes

**Meeting Date: January 17, 2022**

**Meeting Location:** City Hall- Council Chambers

**Call to Order:** Chairman Barlow

**Time Called to Order:** 5:30pm

**Attendance:**
Chairman Barlow, Councilman Harrison, Councilman Snow, Chief Hawkins, Chief Huntley, Greg Dagnan, Morgan Housh, Lieutenant Pinnell, Tony Shadden, Abi Almandinger, Bren Flanigan

**OLD BUSINESS**

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

**CITIZEN PARTICIPATION**

1. Meagan Milliken was not present. Tower 2 Tower Run will be added to the February agenda.
2. Tony Shadden spoke on behalf of the Ministerios El Jordan Chruch. The Church is requesting to have a 4th of July Parade. Committee asked Tony to work out details with the Police Department and present at the February meeting. No motion needed.

**NEW BUSINESS**

1. Chief Hawkins spoke briefly on behalf of Nate Dally regarding the change in the liquor sale ordinance. Committee requested that the change of liquor sale ordinance be presented to Council. No motion needed.
2. Lieutenant Jeff Pinnell from the Carthage Police Department spoke with the committee on parking meters. Jeff supplied the committee with handouts on Parkmobile and MacKay Meters. Parkmobile is an app based program that would be free to the City. Signs would have to be installed at every parking spots. MacKay Meters is another option. This program would be a cost to the City to put the meters in. It does generate the City some revenue with a 4-6 month return on investment. Councilman Snow suggested that the parking meters be presented to full council in the planning session. No motion was needed.

3. Staff Reports:
    - Fire Department
        - Chief Huntley gave a station update
    - Police Department
        - Chief Hawkins gave a station update
        - Chief Hawkins gave an update on court case regarding dogs.
4. There was a motion made by Councilman Snow to move the February Public Safety meeting to February 28, 2022 due to the original date being a City holiday. Motion passed.

Councilman Harrison made a motion to adjourn. Motion passed.

**Next Meeting Date: February 28, 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.***

PUBLIC SERVICES COMMITTEE

January 18th, 2022
Zoom Video Conference
5:30 pm

Public Services Committee Members Present; Ceri Otero, Seth Thompson, Juan Topete, Mike Daugherty

Members Absent:

Staff Present: Mark Peterson, Tom Short, Greg Dagnan

Non-Members: Abi Almandinger

Meeting was called to order at 5:30 pm.

**Old Business:**

1. Consider and approve minutes from the previous meeting.
   **Ceri Otero made a motion to approve November minutes.**
   **Motion Passed.**

**NEW BUSINESS:**

1. **Consider and Discuss Scooter Rentals.**
   Mr. Peterson presented data representing usage of Lime Scooters from the MOU period ending 12/15/2.
   Total trips 6,924. Unique Riders 3,834. Median Distance .7 miles. Median Time/Trip 16 minutes.
   Discussion evolved evaluating the value of scooter rentals for the community. Mr. Peterson provided an opportunity for Department Heads to share challenges with scooter rentals. No significant challenges were brought forward. Concerns were expressed related to scattered appearance at pickup and dropoff locations. In addition, concerns were expressed about skid marks on sidewalks. These concerns were addressed through continual monitoring and changes to the geofenced boundaries. Mr. Peterson shared the ongoing progress made by juicers with monitoring the pickup and dropoff locations.
   Mr. Peterson detailed the process of moving forward with scooter rentals. First, we would create an RFP for providers outlining the details of our ride zones and restrictions. Second, we would share data from the MOU period to give providers a fair representation of usage in Carthage. Third, we would request proposals to include compensation for the rides. We would release an RFP providing time for provider analysis. We would anticipate bringing the proposals back to the March meeting for discussion. Finally, we would expect a scooter program to start back up at some point in April.

# *MINUTES SPECIAL COMMITTEES AND BOARDS*

The Carthage Public Library Board of Trustees Meeting Minutes – December 2021

The Carthage Public Library Board of Trustees met Tuesday, December 14, 2021, in the Carthage Public Library, Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:22 pm by Gary Cole, Vice-President.

**Roll Call**

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

**Minutes of Last Meeting**

There were no changes to the minutes of the last regular meeting of November 9, 2021. A motion to approve the regular meeting minutes was made by Peggy Ralston and seconded by Donna Thomason. Motion passed unanimously.

**Financial Report**

Attached. The November 2021 financial report was presented. Discussion Included: (1) Parks and Storm Water check received was $58K, up significantly. Julie said she would inquire if it included the recently passed online use tax. (2) Amount paid to Supplier Inc was for iPads for the new High School diploma program. A motion to approve the November 2021 financial report was made by Miriam Putnam and seconded by Eric Putnam. Motion passed unanimously.

**Director's Progress and Service Report**

Attached.

**Youth Services Progress and Services Report**

Attached.

**President's Message**

No report.

**Council Liaison's Report**

No report.

**Committee Reports**

**Building Committee** – Gary Cole reported: (1) The original design for the HVAC called for a 70-ton unit but Duncan discovered we actually have a 60 ton unit. There is nothing in the building records indicating why this was changed. Carrier said the additional 10 tons would add approx. $11K to the cost and 9" to the overall length of a new unit. Duncan proposed an additional $3.2K to the engineering contract to conduct a survey and determine the correct size of unit needed. Peggy Ralston moved to accept the proposal. Eric Putnam seconded. Motion passed unanimously.

**Budget Committee** – No report.

**Community Relations** – No report.

**By-Laws** – No report.

**Library Gardens** – No report.

**ADA Compliance** – No report.

**Communications** – No report.

**Unfinished Business**
No report.

**New Business**
(1) A proposed Cyber Insurance policy from Coalition was presented at a cost of $1.9K per year effective January 1, 2022. After discussion it was felt this policy was a better fit for the needs of the Library. Miriam Putnam moved to accept. Carrie Campbell seconded. Motion passed unanimously. (2) The vacation and sick leave policy was reviewed and discussed but no action taken. Julie will follow-up on the total number of accumulated sick leave and vacation days outstanding.

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

**Other New Business**
No report.

**Closed Session**
None.

**Adjournment**
Eric Putnam made a motion to adjourn. Peggy Ralston seconded. Motion passed unanimously. Meeting was adjourned at 6:21 pm.

Respectfully submitted,

Kevin Johnson
Secretary-Treasurer

# Carthage Tree Board

January 11, 2022
4:00 pm
Parks Department Office

Tree Board Members Present: Noah Smith, Renae Brownfield, Bryan Stringer,

Members Absent: Jory Mertens

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

The meeting was called to order at 4:12 pm

**Old Business:**

1. Consider and approve minutes from the previous meeting.
   **Mrs. Brownfield made a motion to approve the November minutes.**
   **Motion Passed.**

**New Business:**

1. **Consider and Discuss Arbor Day Event for 2022.**

   Noah Smith talked with the Early Childhood Center about hosting Arbor Day at their school for 2022. April 5, 2022, has been decided for Arbor Day. A presentation will be made to the students in which a tree will be planted starting at 9 am and 1 pm. A member of the Tree Board will be talking to a school member to decide the best location for the tree planting. Jon Skinner will be determining the type of tree based on the tree planting location. More details will be provided.

2. **Consider and Discuss Tree Board Events for 2022.**

   Tree Board members discussed event ideas for 2022. Mr. Smith mentioned mulching opportunities for trees in June or July, such as last year at Fair Acres, Sparkle in the Park, Hometown Holidays, and Food Truck Friday. The Tree Board would like to coordinate with each event to host a possibility. More details will be provided.

**Other Business:**

Mr. Smith asked about the new policy for social media and how that affects the Tree Board. Mr. Peterson explained that the city implemented the new policy to create a better environment for the city's social media. The city created one page for all the departments and boards to be a part of and better control what is posted. The comment section played a significant role in the decision. The Tree Board will start to post on the City of Carthage Facebook upon the new policy.

# Carthage Tree Board

**Meeting was adjourned at 4:54 pm.**

# CWEP
# BOARD MEETING MINUTES

January 20, 2022

The Carthage Water & Electric Plant Board met in regular session January 20, 2022, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

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

Staff:
- ☒ Chuck Bryant-General Manager
- ☒ Cassandra Ludwig-General Counsel
- ☒ Jason Peterson-Director IT & Broadband
- ☒ Megan Stump- Executive Assistant
- ☐ Jason Choate-Director of Water Services
- ☒ Kelli Nugent/CFO
- ☒ Kevin Emery-Director of Power Services
- ☒ Stephanie Howard-Director of Business & ED

Board Member Schmidt called the meeting to order at 4:04 p.m.

**ADDITIONS/CHANGES TO THE AGENDA:** None

**APPROVAL OF MINUTES:**

A motion by Collier and seconded by Beimdiek to approve the minutes of the regular meeting of November 18, 2021, as presented, passed unanimously. Beimdiek abstained from this vote.

**APPROVAL OF DISBURSEMENTS:**

A motion by Goff and seconded by Ross to approve disbursements for November in the amount of $5,016,280.14, passed unanimously.

A motion by Ross and seconded by Collier to approve disbursements for December in the amount of $3,615,260.86, passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent presented the financials for November noting that the net income for the company was lower than budget for the month by $150,846 but higher than budget year to date by $1,467,237. Operating revenues for the company exceeded budget for the month and year to date by $47,690 and $1,581,514, respectively. Expenses for the company were higher than budget for the month and year to date by $200,674 and $116,518, respectively. She reported that power and water loss percentages are -1.19% and 16.53%, respectively.

A motion by Beimdiek and seconded by Ross to approve November financials passed unanimously.

CFO Nugent presented the financials for December mentioning they are in a slightly updated format. The net income for the month reflected a loss of $236,496 compared to a budgeted loss of $45,582. The milder temperatures in the month resulted in lower than expected electric residential revenues and work reduction during the Christmas break affected the industrial revenues. She reported a Plum Point plant outage due to repairs and a final resettlement from Winter Storn Uri resulted in higher than expected purchase power expense. Year to date, the net income is $2,461,314 with a budgeted year-to-date net income of $1,184,992.

A motion by Beimdiek and seconded by Collier to approve December financials passed unanimously.

**COMMITTEE REPORTS:** None.

**CITIZENS PARTICIPATION PERIOD:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**CONSIDERATION OF FY 2021-22-01 RETIREMENT RESOLUTION FOR JOEL TERRY**

General Manager Bryant recognized the retirement of Powerplant Dispatcher Joel Terry, reading a resolution in his honor. GM Bryant thanked Terry for his 10 plus years of faithful service. Joel expressed his love and appreciation for his job and commended CWEP for keeping his departure on the down low.

A motion by Goff and seconded by Beimdiek to approve the retirement resolution for Joel Terry, passed unanimously.

**CONSIDERATION OF FY 2021-22-02 RETIREMENT RESOLUTION FOR KIT HEISTEN**

General Manager Bryant recognized the retirement of Billing Coordinator Kit Heisten, reading a resolution in her honor. GM Bryant thanked Heisten for her 22 plus years of faithful service and wished her all the best going forward.

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

## PRESENTATION BY TYR ENERGY

General Manager Bryant welcomed Bob Moye and Joe Helms with Tyr Energy to the meeting. Bob Moye updated the Board on electric system market conditions and explained the differences between various resource types. Joe Helms updated the Board on the natural gas outlook. Both gentlemen answered questions from the Board.

General Manager Bryant thanked Moye and Helms with Tyr Energy for coming and sharing their knowledge and thoughts with the Board. Bryant expressed his appreciation for their partnership with CWEP.

## CONSIDERATION OF BIDS TO PERFORM ELECTRO-MECHANICAL RELAY TESTING

GM Bryant noted a formal request was advertised and presented to several vendors seeking proposals to perform testing of protective electro-mechanical relays. A sole proposal was received from Independent Electric Machinery Co., Inc. in the amount of $33,975.00. One vendor declined to offer a proposal stating they would not be able to complete the job before the April 2022 required deadline due to a full schedule. There were no other responses received.

GM Bryant recommends awarding this relay testing project to Independent Electric Machinery Co., Inc. in the amount of $33,975.00, which is below the budgeted amount. Bryant noted this highly skilled vendor has previously provided other service projects to Carthage Water and Electric Plant, which have proven to be successful.

A motion by Ross and seconded by Collier to award this relay testing project to Independent Electric Machinery Co., Inc. in the amount of $33,975.00, passed unanimously.

## CONSIDERATION OF FY 2021-22-03 RESOLUTION TO TEMPORARILY SUSPEND THE PURCHASING POLICY

General Manager Bryant noted that with the procurement issue the country is going through, a request has been made to temporarily suspend the purchasing policy until June 30, 2022. GM Bryant noted this way CWEP can move quicker to get product in and buy what needs to be bought when it is available and ensure CWEP can continue providing reliable utility services for the city. GM Bryant noted all variations from policy will be documented and tracked, and all purchases which would normally require Board approval will still be presented to the Board as soon as possible.

A motion by Ross and seconded by Collier to pass FY 2021-22-03 Resolution to temporarily suspend the Purchasing Policy, effective through June 30, 2022, passed unanimously.

**CONSIDERATION OF COST-OF-LIVING ADJUSTMENT**

General Manager Bryant highlighted to the Board the rapidly increasing cost of living, noting that many other cities and utilities are making mid-year cost of living adjustments to account for the rising inflation. GM Bryant recommended making a cost of living adjustment to help keep wages competitive and retain staff.

A motion by Ross and seconded by Collier to approve a cost-of-living adjustment of 3.5%, effective February 1, 2022, passed unanimously.

**DISCUSSION OF ECONOMIC DEVELOPMENT ACTIVITIES**

General Manager Bryant noted the CEDC has been working closely with ADY Advantage and have concluded work to develop an Economic Development Strategic Plan for Carthage. GM Bryant noted that now the hard work of implementing the plan will begin. Ady Advantage suggested hiring Chrisman Consulting to provide implementation support for the CEDC, and the CEDC requested CWEP and the City of Carthage jointly fund the firm's consulting fee, with CWEP paying the first installment. GM Bryant recommended the Board agree to the CEDC's request.

A motion by Goff and seconded by Beimdiek to support the CEDC's request for funding passed unanimously.

**STAFF REPORTS:**

General Manager Bryant noted COVID has been running rampant in the community but commended staff in efforts to keep everyone safe. He reported employees have been working remotely and crews have been split up and noted taking care of CWEP employees is top priority. He acknowledged Sparkle in the Park was a huge success and takes great pride in the CWEP employees and the Board for helping make it such a success. He reported several handwritten letters have been received in the mail thanking CWEP for the Sparkle in the Park.

General Counsel and Director of Customer Relations Ludwig announced the new mobile app is live and advised to delete the old app and download the new one if you hadn't already done so.

Director of Business and ED Howard reported she met the new Chamber Director and is very excited for the direction she has envisioned.

**BOARD MEMBER COMMENTS:**

At 5:23 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

# *AGENDAS STANDING COMMITTEES*

# City of Carthage

# NOTICE OF MEETING

## Public Safety Committee – Agenda

January 17, 2022
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 annual Carthage Water & Electric Tower 2 Tower Run – Meagan Milliken
2. Consider and discuss 4th of July parade – Tony Shadden

**NEW BUSINESS**

1. Consider and discuss change of liquor sale ordinance to match State Law – Nate Dally
2. Consider and discuss parking meters – Carthage Police Department
3. 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 JANUARY, 18th 2022
## 5:30 P.M.
## BY VIDEO CONFERENCE

## AGENDA

In response to the current state of the pandemic, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact Kailey Williams Parks & Recreation Department (417) 237-7035 or k.williams@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the Meeting ID #878 6444 6482 with a passcode of #462640. This will allow you to listen to the meeting.

**Old Business**

1. Consider and approve minutes from the previous meeting.

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

**New Business**

1. Consider and Discuss Scooter Rentals.
2. Consider and Discuss Plans for Implementation of Parks & Recreation Master Plan Recommendations.

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
January 25, 2022
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 Agreement for Training and Uniform Reimbursement for a Police Officer to attend Police Academy at MSSU.
2. Consider and discuss changes to Resignation Notice Policy.
3. Staff Reports
4. Other Reports

**Adjournment**

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

Posted: ___________________________

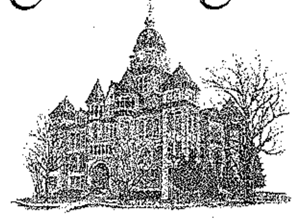
# *AGENDAS SPECIAL COMMITTEES AND BOARDS*

**John Bartosh**
*Presiding Commissioner*

**Tom Flanigan**
*Eastern District Commissioner*

**Darieus K. Adams**
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 11, 2022
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
   - **Jasper County Sheriff-Adopt the 2022 Jasper County Sheriff's Wellness Program**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   - **Approve Bid for Fencing Project for the New Jasper County Highway Maintenance Facility**
   - **Approve Grant for Children's Mercy Hospital**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED JANUARY 10, 2022, AT 4:00 P.M. (RSMO 610.020)

**John Bartosh**
*Presiding Commissioner*

**Tom Flanigan**
*Eastern District Commissioner*

**Darieus K. Adams**
*Western District Commissioner*

# JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 18, 2022
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
   - **Jasper County Clerk-Present 2021 Financial Statement**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
   - **Approve the Wellness Program for the Jasper County Sheriff**
   - **Approve the Annexation of a portion of Apple Road to the City of Sarcoxie**
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED JANUARY 14, 2022, AT 4:00 P.M. (RSMO 610.020)

CWEP

# AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet January 20, 2022, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: November 2021

| | | |
|---|---|---|
| APPROVAL OF DISBURSEMENTS: | November | $5,016,280.14 |
| | December | $3,615,260.86 |

FINANCIAL STATEMENT: November & December

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of FY 2021-22-01 Retirement Resolution for Joel Terry
2. Consideration of FY 2021-22-02 Retirement Resolution for Kit Heisten
3. Presentation by Tyr Energy
4. Consideration of bids to perform electro-mechanical relay testing
5. Consideration of FY 2021-22-03 Resolution to Temporarily Suspend the Purchasing Policy
6. Consideration of Cost-of-Living Adjustment
7. Discussion of Economic Development Activities

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

# LODGING TAX APPROPRIATION COMMITTEE
Monday, January 24, 2022
4:00 P. M.
City Hall Council Chambers
326 Grant Street

## Agenda

**Old Business**

**New Business**

1. Consider and Discuss lodging tax appropriations.

2. Executive Session

   CLOSED SESSION: ACCORDING TO SECTION 610.021 (17), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS CONFIDENTIAL OR PRIVILEGED COMMUNICATIONS BETWEEN A PUBLIC GOVERNMENTAL BODY AND ITS AUDITOR, INCLUDING ALL AUDITOR WORK PRODUCT.

**Other Business**

**Adjournment**

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

Posted _______________

POLICE AND FIRE PENSION COMMITTEE
Tuesday, January 25, 2022
11:30 A. M.
City Hall Council Chambers
326 Grant Street

Agenda

<u>Old Business</u>

1. Accept the minutes from the previous meeting

<u>New Business</u>

1. Quarterly Report on Investments – Daniel Hepp
2. Consider and Discuss contract with Haynes Benefits
3. Review of 2021 Actuarial Valuation Report – Jennifer McHugh
4. Training Session

<u>Other Business</u>

<u>Adjournment</u>

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 ________________

# *CORRESPONDENCE*

# CARTHAGE HUMANE SOCIETY, INC.

## FINANCIAL STATEMENTS

## OCTOBER 31, 2021

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S DISCLAIMER REPORT

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

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

Schmidt Associates, LLC

November 04, 2021

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

## Assets

| | | |
|---|---|---|
| **Current Assets** | | |
| SMB | $ | 35,906.97 |
| Arvest - Payroll | | 717.36 |
| Arvest - Operating | | 5,607.91 |
| Petty cash | | 40.30 |
| **Total Current Assets** | | 42,272.54 |
| **Property and Equipment** | | |
| Land | | 14,586.95 |
| Building | | 486,742.82 |
| Improvements | | 130,932.26 |
| Office furniture and equipment | | 10,965.26 |
| Machinery and equipment | | 188,773.74 |
| Less accumulated depreciation | | (418,300.96) |
| **Net Property and Equipment** | | 413,700.07 |
| **Total Assets** | $ | 455,972.61 |

## Liabilities and Net Assets

| | | |
|---|---|---|
| **Net Assets** | | |
| Unrestricted net sssets | $ | 373,551.34 |
| Change in net assets | | 82,421.27 |
| **Total Net Assets** | | 455,972.61 |
| **Total Liabilities and Net Assets** | $ | 455,972.61 |

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

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

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| **Sales** | | | | |
| City of Carthage contract | $ 0.00 | 0.00 % | $ 25,533.30 | 7.05 % |
| Jasper County contracts | 2,000.00 | 10.47 | 8,000.00 | 2.21 |
| Adoption fees | 6,882.64 | 36.03 | 65,545.80 | 18.09 |
| Return to owner fee | 225.00 | 1.18 | 4,875.00 | 1.35 |
| Surrender fees | 819.00 | 4.29 | 11,767.66 | 3.25 |
| Product sales | 47.00 | 0.25 | 308.00 | 0.09 |
| Cemetery plot | 0.00 | 0.00 | 200.00 | 0.06 |
| Donations | 1,875.36 | 9.82 | 50,264.11 | 13.87 |
| Noncash Donations | 897.95 | 4.70 | 23,343.57 | 6.44 |
| Memorials and bequests | 0.00 | 0.00 | 250.00 | 0.07 |
| Grants | 2,500.00 | 13.09 | 88,017.27 | 24.30 |
| PetSmart Charities | 0.00 | 0.00 | 7,600.00 | 2.10 |
| Steadley Memorial Trust | 3,000.00 | 15.71 | 34,764.97 | 9.60 |
| Frances H Havens Trust | 0.00 | 0.00 | 12,814.92 | 3.54 |
| Jesse L Bridges Trust | 0.00 | 0.00 | 7,225.20 | 1.99 |
| Katheryn Hyde Trust | 0.00 | 0.00 | 12,853.03 | 3.55 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 5,000.00 | 1.38 |
| Reimbursement of expenses | 0.00 | 0.00 | 3,059.60 | 0.84 |
| Miscellaneous income | 853.00 | 4.47 | 853.00 | 0.24 |
| | 19,099.95 | 100.00 | 362,275.43 | 100.00 |
| **Gross Profit** | 19,099.95 | 100.00 | 362,275.43 | 100.00 |
| **Operating Expenses** | | | | |
| Salaries and wages | 15,800.37 | 82.72 | 133,580.77 | 36.87 |
| Payroll taxes | 1,206.20 | 6.32 | 10,413.36 | 2.87 |
| Total payroll expenses | 17,006.57 | 89.04 | 143,994.13 | 39.75 |
| Advertising | 0.00 | 0.00 | 214.00 | 0.06 |
| Auto expense | 0.00 | 0.00 | 335.60 | 0.09 |
| Bank charges | 96.95 | 0.51 | 1,188.11 | 0.33 |
| Cat litter | 54.54 | 0.29 | 299.24 | 0.08 |
| Contract labor | 0.00 | 0.00 | 0.00 | 0.00 |
| Dog and cat food | 648.67 | 3.40 | 14,885.36 | 4.11 |
| Dues and subscriptions | 0.00 | 0.00 | 152.00 | 0.04 |
| Fundraising expense | 0.00 | 0.00 | 1,940.23 | 0.54 |
| Insurance | 7,597.00 | 39.77 | 14,766.48 | 4.08 |
| Insurance- vehicle | 0.00 | 0.00 | 0.00 | 0.00 |

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

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

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| Legal and professional | 916.98 | 4.80 | 9,800.57 | 2.71 |
| Medication | 2,553.24 | 13.37 | 22,047.33 | 6.09 |
| Meals and entertainment | 0.00 | 0.00 | 308.34 | 0.09 |
| Medical- Veterinarian | 1,256.95 | 6.58 | 27,614.18 | 7.62 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous | (5.57) | (0.03) | 133.04 | 0.04 |
| Postage & Shipping | 0.00 | 0.00 | 376.29 | 0.10 |
| Printing & Stationary | 557.56 | 2.92 | 1,628.71 | 0.45 |
| Repairs and maintenance | 60.00 | 0.31 | 8,156.74 | 2.25 |
| Supplies- office | 100.07 | 0.52 | 2,702.84 | 0.75 |
| Supplies- Cleaning | 151.87 | 0.80 | 9,446.07 | 2.61 |
| Supplies- Vet supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| Supplies- Animal Supplies | 111.97 | 0.59 | 258.19 | 0.07 |
| Taxes and licenses | 0.00 | 0.00 | 1,062.97 | 0.29 |
| Trash svc | 108.19 | 0.57 | 1,361.77 | 0.38 |
| Utilities | 1,208.06 | 6.32 | 13,987.12 | 3.86 |
| Depreciation | 2,959.06 | 15.49 | 27,826.82 | 7.68 |
| | 18,375.54 | 15.49 | 160,492.00 | 7.68 |
| Total operating expenses | 35,382.11 | 185.25 | 304,486.13 | 84.05 |
| Net income (loss) from operations | (16,282.16) | 15.49 | 57,789.30 | 7.68 |
| **Other Income / (Expenses)** | | | | |
| Interest income | 2.01 | 0.01 | 23.45 | 0.01 |
| Other income | 0.00 | 0.00 | 3,408.52 | 0.94 |
| SBA non-taxable grant income | 0.00 | 0.00 | 21,200.00 | 5.85 |
| Gain (Loss) on Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 |
| | 2.01 | 0.01 | 24,631.97 | 6.80 |
| **Net Income / (Loss)** | $ (16,280.15) | (85.24) | $ 82,421.27 | 22.75 |

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

Supplementary Information

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| City of Carthage contract | $ 0.00 | $ 3,000.00 | $ (3,000.00) | $ 25,533.30 | $ 29,750.00 | $ (4,216.70) | 85.83 % |
| Jasper County contracts | 2,000.00 | 666.67 | 1,333.33 | 8,000.00 | 6,666.70 | 1,333.30 | 120.00 |
| Adoption fees | 6,882.64 | 2,916.67 | 3,965.97 | 65,545.80 | 31,666.70 | 33,879.10 | 206.99 |
| Return to owner fee | 225.00 | 291.67 | (66.67) | 4,875.00 | 2,916.70 | 1,958.30 | 167.14 |
| Surrender fees | 819.00 | 125.00 | 694.00 | 11,767.66 | 1,708.33 | 10,059.33 | 688.84 |
| Product sales | 47.00 | 166.67 | (119.67) | 308.00 | 1,500.03 | (1,192.03) | 20.53 |
| Cemetery plot | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Donations | 1,875.36 | 3,333.34 | (1,457.98) | 50,264.11 | 33,750.06 | 16,514.05 | 148.93 |
| Noncash Donations | 897.95 | 0.00 | 897.95 | 23,343.57 | 4,583.33 | 18,760.24 | 509.31 |
| Memorials and bequests | 0.00 | 625.00 | (625.00) | 250.00 | 5,625.00 | (5,375.00) | 4.44 |
| Grants | 2,500.00 | 0.00 | 2,500.00 | 88,017.27 | 5,000.00 | 83,017.27 | 1760.35 |
| PetSmart Charities | 0.00 | 416.67 | (416.67) | 7,600.00 | 3,916.70 | 3,683.30 | 194.04 |
| Steadley Memorial Trust | 3,000.00 | 3,000.00 | 0.00 | 34,764.97 | 30,000.00 | 4,764.97 | 115.88 |
| Frances H Havens Trust | 0.00 | 1,083.34 | (1,083.34) | 12,814.92 | 10,799.32 | 2,015.60 | 118.66 |
| Jesse L Bridges Trust | 0.00 | 708.34 | (708.34) | 7,225.20 | 7,409.26 | (184.06) | 97.52 |
| Katheryn Hyde Trust | 0.00 | 666.67 | (666.67) | 12,853.03 | 6,916.70 | 5,936.33 | 185.83 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 | 83.33 | (83.33) | 0.00 |
| McDowell Trust | 0.00 | 0.00 | 0.00 | 0.00 | 461.06 | (461.06) | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Reimbursement of expenses | 0.00 | 291.67 | (291.67) | 3,059.60 | 2,625.03 | 434.57 | 116.55 |
| Miscellaneous income | 853.00 | 0.00 | 853.00 | 853.00 | 0.00 | 853.00 | 0.00 |
| Total revenue | 19,099.95 | 17,291.71 | 1,808.24 | 362,275.43 | 185,378.25 | 176,897.18 | 195.42 |
| **Operating Expenses** | | | | | | | |
| Salaries and wages | 15,800.37 | 8,125.00 | 7,675.37 | 133,580.77 | 87,208.33 | 46,372.44 | 153.17 |
| Insurance - workers compensation | 0.00 | 0.00 | 0.00 | 0.00 | 304.75 | (304.75) | 0.00 |
| Payroll taxes | 1,206.20 | 625.00 | 581.20 | 10,413.36 | 6,751.67 | 3,661.69 | 154.23 |
| Total payroll expenses | 17,006.57 | 8,750.00 | 8,256.57 | 143,994.13 | 94,264.75 | 49,729.38 | 152.76 |
| Advertising | 0.00 | 0.00 | 0.00 | 214.00 | 41.67 | 172.33 | 513.56 |
| Auto expense | 0.00 | 0.00 | 0.00 | 335.60 | 100.00 | 235.60 | 335.60 |
| Bank charges | 96.95 | 41.66 | 55.29 | 1,188.11 | 429.11 | 759.00 | 276.88 |
| Cat litter | 54.54 | 0.00 | 54.54 | 299.24 | 41.67 | 257.57 | 718.12 |
| Cremations | 0.00 | 41.66 | (41.66) | 0.00 | 374.94 | (374.94) | 0.00 |
| Dog and cat food | 648.67 | 0.00 | 648.67 | 14,885.36 | 1,000.00 | 13,885.36 | 1488.54 |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| Dues and subscriptions | 0.00 | 0.00 | 0.00 | 152.00 | 67.50 | 84.50 | 225.19 |
| Fundraising expense | 0.00 | 0.00 | 0.00 | 1,940.23 | 100.00 | 1,840.23 | 1940.23 |
| Insurance | 7,597.00 | 708.33 | 6,888.67 | 14,766.48 | 6,870.80 | 7,895.68 | 214.92 |
| Legal and professional | 916.98 | 541.66 | 375.32 | 9,800.57 | 5,874.94 | 3,925.63 | 166.82 |
| Medication | 2,553.24 | 0.00 | 2,553.24 | 22,047.33 | 0.00 | 22,047.33 | 0.00 |
| Meals and entertainment | 0.00 | 0.00 | 0.00 | 308.34 | 29.17 | 279.17 | 1057.04 |
| Medical- Veterinarian | 1,256.95 | 666.66 | 590.29 | 27,614.18 | 9,458.27 | 18,155.91 | 291.96 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 | 2,166.67 | (2,166.67) | 0.00 |
| Miscellaneous | (5.57) | 0.00 | (5.57) | 133.04 | 0.00 | 133.04 | 0.00 |
| Postage & Shipping | 0.00 | 6.25 | (6.25) | 376.29 | 60.83 | 315.46 | 618.59 |
| Printing & Stationary | 557.56 | 41.66 | 515.90 | 1,628.71 | 429.11 | 1,199.60 | 379.56 |
| Repairs and maintenance | 60.00 | 500.00 | (440.00) | 8,156.74 | 4,833.33 | 3,323.41 | 168.76 |
| Supplies- office | 100.07 | 208.33 | (108.26) | 2,702.84 | 2,124.97 | 577.87 | 127.19 |
| Supplies- Cleaning | 151.87 | 0.00 | 151.87 | 9,446.07 | 125.00 | 9,321.07 | 7556.86 |
| Supplies- Vet supplies | 0.00 | 833.33 | (833.33) | 0.00 | 7,499.97 | (7,499.97) | 0.00 |
| Supplies- Animal Supplies | 111.97 | 375.00 | (263.03) | 258.19 | 3,375.00 | (3,116.81) | 7.65 |
| Taxes and licenses | 0.00 | 83.32 | (83.32) | 1,062.97 | 832.80 | 230.17 | 127.64 |
| Trash svc | 108.19 | 0.00 | 108.19 | 1,361.77 | 172.08 | 1,189.69 | 791.36 |
| Telephone | 0.00 | 166.66 | (166.66) | 0.00 | 1,666.61 | (1,666.61) | 0.00 |
| Utilities | 1,208.06 | 1,833.33 | (625.27) | 13,987.12 | 17,749.97 | (3,762.85) | 78.80 |
| Veterinary | 0.00 | 2,916.66 | (2,916.66) | 0.00 | 26,249.94 | (26,249.94) | 0.00 |
| Depreciation | 2,959.06 | 2,250.00 | 709.06 | 27,826.82 | 22,611.94 | 5,214.88 | 123.06 |
| | 18,375.54 | 11,214.51 | 7,161.03 | 160,492.00 | 114,286.29 | 46,205.71 | 140.43 |
| Total operating expenses | 35,382.11 | 19,964.51 | 15,417.60 | 304,486.13 | 208,551.04 | 95,935.09 | 146.00 |
| Total expenses | 35,382.11 | 19,964.51 | 15,417.60 | 304,486.13 | 208,551.04 | 95,935.09 | 146.00 |
| **Other Income / (Expenses)** | | | | | | | |
| Interest income | 2.01 | 0.00 | (2.01) | 23.45 | 0.00 | (23.45) | 0.00 |
| Other income | 0.00 | 0.00 | 0.00 | 3,408.52 | 0.00 | (3,408.52) | 0.00 |
| SBA non-taxable grant income | 0.00 | 0.00 | 0.00 | 21,200.00 | 0.00 | (21,200.00) | 0.00 |
| | 2.01 | 0.00 | 2.01 | 24,631.97 | 0.00 | 24,631.97 | 0.00 |
| **Change in net assets** | $ (16,280.15) | $ (2,672.80) | $ (13,607.35) | $ 82,421.27 | $ (23,172.79) | $ 105,594.06 | (355.68)% |

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

**CARTHAGE HUMANE SOCIETY, INC.**

**FINANCIAL STATEMENTS**

**NOVEMBER 30, 2021**

SCHMIDT
CPAS & ADVISORS

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S DISCLAIMER REPORT

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

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended November 30, 2021 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

December 02, 2021

# Carthage Humane Society, Inc.
## Balance Sheet - Tax basis
## November 30, 2021

### Assets

| | | |
|---|---|---|
| **Current Assets** | | |
| SMB | $ | 30,773.38 |
| Arvest - Payroll | | 475.34 |
| Arvest - Operating | | 7,592.03 |
| Petty cash | | 83.00 |
| **Total Current Assets** | | 38,923.75 |
| **Property and Equipment** | | |
| Land | | 14,586.95 |
| Building | | 486,742.82 |
| Improvements | | 130,932.26 |
| Office furniture and equipment | | 10,965.26 |
| Machinery and equipment | | 188,773.74 |
| Less accumulated depreciation | | (421,260.05) |
| **Net Property and Equipment** | | 410,740.98 |
| **Total Assets** | $ | 449,664.73 |

### Liabilities and Net Assets

| | | |
|---|---|---|
| **Net Assets** | | |
| Unrestricted net sssets | $ | 373,551.34 |
| Change in net assets | | 76,113.39 |
| **Total Net Assets** | | 449,664.73 |
| **Total Liabilities and Net Assets** | $ | 449,664.73 |

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

# Carthage Humane Society, Inc.
## Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
## For the one month and eleven months ended November 30, 2021

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| **Sales** | | | | |
| City of Carthage contract | $ 6,000.00 | 23.30 % | $ 31,533.30 | 8.13 % |
| Jasper County contracts | 0.00 | 0.00 | 8,000.00 | 2.06 |
| Adoption fees | 10,576.62 | 41.08 | 76,122.42 | 19.62 |
| Return to owner fee | 210.00 | 0.82 | 5,085.00 | 1.31 |
| Surrender fees | 1,335.00 | 5.18 | 13,102.66 | 3.38 |
| Product sales | 128.00 | 0.50 | 436.00 | 0.11 |
| Cemetery plot | 0.00 | 0.00 | 200.00 | 0.05 |
| Donations | 2,545.19 | 9.88 | 52,809.30 | 13.61 |
| Noncash Donations | 776.30 | 3.01 | 24,119.87 | 6.22 |
| Memorials and bequests | 0.00 | 0.00 | 250.00 | 0.06 |
| Grants | 0.00 | 0.00 | 88,017.27 | 22.68 |
| PetSmart Charities | 0.00 | 0.00 | 7,600.00 | 1.96 |
| Steadley Memorial Trust | 3,000.00 | 11.65 | 37,764.97 | 9.73 |
| Frances H Havens Trust | 0.00 | 0.00 | 12,814.92 | 3.30 |
| Jesse L Bridges Trust | 0.00 | 0.00 | 7,225.20 | 1.86 |
| Katheryn Hyde Trust | 0.00 | 0.00 | 12,853.03 | 3.31 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 5,000.00 | 1.29 |
| Reimbursement of expenses | 0.00 | 0.00 | 3,059.60 | 0.79 |
| Miscellaneous income | 1,177.00 | 4.57 | 2,030.00 | 0.52 |
| | 25,748.11 | 100.00 | 388,023.54 | 100.00 |
| **Gross Profit** | 25,748.11 | 100.00 | 388,023.54 | 100.00 |
| **Operating Expenses** | | | | |
| Salaries and wages | 14,888.21 | 57.82 | 148,468.98 | 38.26 |
| Payroll taxes | 1,136.46 | 4.41 | 11,549.82 | 2.98 |
| Total payroll expenses | 16,024.67 | 62.24 | 160,018.80 | 41.24 |
| Advertising | 0.00 | 0.00 | 214.00 | 0.06 |
| Auto expense | 0.00 | 0.00 | 335.60 | 0.09 |
| Bank charges | 104.28 | 0.41 | 1,292.39 | 0.33 |
| Cat litter | 147.16 | 0.57 | 446.40 | 0.12 |
| Contract labor | 0.00 | 0.00 | 0.00 | 0.00 |
| Dog and cat food | 515.44 | 2.00 | 15,400.80 | 3.97 |
| Dues and subscriptions | 0.00 | 0.00 | 152.00 | 0.04 |
| Fundraising expense | 0.00 | 0.00 | 1,940.23 | 0.50 |
| Insurance | 0.00 | 0.00 | 14,766.48 | 3.81 |
| Insurance- vehicle | 0.00 | 0.00 | 0.00 | 0.00 |

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

# Carthage Humane Society, Inc.
## Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
## For the one month and eleven months ended November 30, 2021

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| Legal and professional | 883.31 | 3.43 | 10,683.88 | 2.75 |
| Medication | 7,590.81 | 29.48 | 29,638.14 | 7.64 |
| Meals and entertainment | 0.00 | 0.00 | 308.34 | 0.08 |
| Medical- Veterinarian | 2,108.20 | 8.19 | 29,722.38 | 7.66 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous | (26.11) | (0.10) | 106.93 | 0.03 |
| Postage & Shipping | 2.56 | 0.01 | 378.85 | 0.10 |
| Printing & Stationary | 0.00 | 0.00 | 1,628.71 | 0.42 |
| Repairs and maintenance | 581.01 | 2.26 | 8,737.75 | 2.25 |
| Supplies- office | 113.59 | 0.44 | 2,816.43 | 0.73 |
| Supplies- Cleaning | 122.10 | 0.47 | 9,568.17 | 2.47 |
| Supplies- Animal Supplies | 43.00 | 0.17 | 301.19 | 0.08 |
| Taxes and licenses | 0.00 | 0.00 | 1,062.97 | 0.27 |
| Trash svc | 109.54 | 0.43 | 1,471.31 | 0.38 |
| Utilities | 778.73 | 3.02 | 14,765.85 | 3.81 |
| Depreciation | 2,959.09 | 11.49 | 30,785.91 | 7.93 |
| | 16,032.71 | 11.49 | 176,524.71 | 7.93 |
| Total operating expenses | 32,057.38 | 124.50 | 336,543.51 | 86.73 |
| Net income (loss) from operations | (6,309.27) | 11.49 | 51,480.03 | 7.93 |
| **Other Income / (Expenses)** | | | | |
| Interest income | 1.39 | 0.01 | 24.84 | 0.01 |
| Other income | 0.00 | 0.00 | 3,408.52 | 0.88 |
| SBA non-taxable grant income | 0.00 | 0.00 | 21,200.00 | 5.46 |
| Gain (Loss) on Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 |
| | 1.39 | 0.01 | 24,633.36 | 6.35 |
| **Net Income / (Loss)** | $ (6,307.88) | (24.50) | $ 76,113.39 | 19.62 |

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

Supplementary Information

# Carthage Humane Society, Inc.
## Statements of Income and Net Assets - Tax basis
## For the one month and eleven months ended November 30, 2021

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| City of Carthage contract | $ 6,000.00 | $ 3,000.00 | $ 3,000.00 | $ 31,533.30 | $ 32,750.00 | $ (1,216.70) | 96.28 % |
| Jasper County contracts | 0.00 | 666.67 | (666.67) | 8,000.00 | 7,333.37 | 666.63 | 109.09 |
| Adoption fees | 10,576.62 | 2,916.67 | 7,659.95 | 76,122.42 | 34,583.37 | 41,539.05 | 220.11 |
| Return to owner fee | 210.00 | 291.67 | (81.67) | 5,085.00 | 3,208.37 | 1,876.63 | 158.49 |
| Surrender fees | 1,335.00 | 125.00 | 1,210.00 | 13,102.66 | 1,833.33 | 11,269.33 | 714.69 |
| Product sales | 128.00 | 166.67 | (38.67) | 436.00 | 1,666.70 | (1,230.70) | 26.16 |
| Cemetery plot | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Donations | 2,545.19 | 3,333.34 | (788.15) | 52,809.30 | 37,083.40 | 15,725.90 | 142.41 |
| Noncash Donations | 776.30 | 0.00 | 776.30 | 24,119.87 | 4,583.33 | 19,536.54 | 526.25 |
| Memorials and bequests | 0.00 | 625.00 | (625.00) | 250.00 | 6,250.00 | (6,000.00) | 4.00 |
| Grants | 0.00 | 0.00 | 0.00 | 88,017.27 | 5,000.00 | 83,017.27 | 1760.35 |
| PetSmart Charities | 0.00 | 416.67 | (416.67) | 7,600.00 | 4,333.37 | 3,266.63 | 175.38 |
| Steadley Memorial Trust | 3,000.00 | 3,000.00 | 0.00 | 37,764.97 | 33,000.00 | 4,764.97 | 114.44 |
| Frances H Havens Trust | 0.00 | 1,083.34 | (1,083.34) | 12,814.92 | 11,882.66 | 932.26 | 107.85 |
| Jesse L Bridges Trust | 0.00 | 708.34 | (708.34) | 7,225.20 | 8,117.60 | (892.40) | 89.01 |
| Katheryn Hyde Trust | 0.00 | 666.67 | (666.67) | 12,853.03 | 7,583.37 | 5,269.66 | 169.49 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 | 83.33 | (83.33) | 0.00 |
| McDowell Trust | 0.00 | 0.00 | 0.00 | 0.00 | 461.06 | (461.06) | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Reimbursement of expenses | 0.00 | 291.67 | (291.67) | 3,059.60 | 2,916.70 | 142.90 | 104.90 |
| Miscellaneous income | 1,177.00 | 0.00 | 1,177.00 | 2,030.00 | 0.00 | 2,030.00 | 0.00 |
| Total revenue | 25,748.11 | 17,291.71 | 8,456.40 | 388,023.54 | 202,669.96 | 185,353.58 | 191.46 |
| **Operating Expenses** | | | | | | | |
| Salaries and wages | 14,888.21 | 8,125.00 | 6,763.21 | 148,468.98 | 95,333.33 | 53,135.65 | 155.74 |
| Insurance - workers compensation | 0.00 | 0.00 | 0.00 | 0.00 | 304.75 | (304.75) | 0.00 |
| Payroll taxes | 1,136.46 | 625.00 | 511.46 | 11,549.82 | 7,376.67 | 4,173.15 | 156.57 |
| Total payroll expenses | 16,024.67 | 8,750.00 | 7,274.67 | 160,018.80 | 103,014.75 | 57,004.05 | 155.34 |
| Advertising | 0.00 | 0.00 | 0.00 | 214.00 | 41.67 | 172.33 | 513.56 |
| Auto expense | 0.00 | 0.00 | 0.00 | 335.60 | 100.00 | 235.60 | 335.60 |
| Bank charges | 104.28 | 41.66 | 62.62 | 1,292.39 | 470.77 | 821.62 | 274.53 |
| Cat litter | 147.16 | 0.00 | 147.16 | 446.40 | 41.67 | 404.73 | 1071.27 |
| Cremations | 0.00 | 41.66 | (41.66) | 0.00 | 416.60 | (416.60) | 0.00 |
| Dog and cat food | 515.44 | 0.00 | 515.44 | 15,400.80 | 1,000.00 | 14,400.80 | 1540.08 |

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

# Carthage Humane Society, Inc.
## Statements of Income and Net Assets - Tax basis
## For the one month and eleven months ended November 30, 2021

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| Dues and subscriptions | 0.00 | 0.00 | 0.00 | 152.00 | 67.50 | 84.50 | 225.19 |
| Fundraising expense | 0.00 | 0.00 | 0.00 | 1,940.23 | 100.00 | 1,840.23 | 1940.23 |
| Insurance | 0.00 | 708.33 | (708.33) | 14,766.48 | 7,579.13 | 7,187.35 | 194.83 |
| Legal and professional | 883.31 | 541.66 | 341.65 | 10,683.88 | 6,416.60 | 4,267.28 | 166.50 |
| Medication | 7,590.81 | 0.00 | 7,590.81 | 29,638.14 | 0.00 | 29,638.14 | 0.00 |
| Meals and entertainment | 0.00 | 0.00 | 0.00 | 308.34 | 29.17 | 279.17 | 1057.04 |
| Medical- Veterinarian | 2,108.20 | 666.66 | 1,441.54 | 29,722.38 | 10,124.93 | 19,597.45 | 293.56 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 | 2,166.67 | (2,166.67) | 0.00 |
| Miscellaneous | (26.11) | 0.00 | (26.11) | 106.93 | 0.00 | 106.93 | 0.00 |
| Postage & Shipping | 2.56 | 6.25 | (3.69) | 378.85 | 67.08 | 311.77 | 564.77 |
| Printing & Stationary | 0.00 | 41.66 | (41.66) | 1,628.71 | 470.77 | 1,157.94 | 345.97 |
| Repairs and maintenance | 581.01 | 500.00 | 81.01 | 8,737.75 | 5,333.33 | 3,404.42 | 163.83 |
| Supplies- office | 113.59 | 208.33 | (94.74) | 2,816.43 | 2,333.30 | 483.13 | 120.71 |
| Supplies- Cleaning | 122.10 | 0.00 | 122.10 | 9,568.17 | 125.00 | 9,443.17 | 7654.54 |
| Supplies- Vet supplies | 0.00 | 833.33 | (833.33) | 0.00 | 8,333.30 | (8,333.30) | 0.00 |
| Supplies- Animal Supplies | 43.00 | 375.00 | (332.00) | 301.19 | 3,750.00 | (3,448.81) | 8.03 |
| Taxes and licenses | 0.00 | 83.32 | (83.32) | 1,062.97 | 916.12 | 146.85 | 116.03 |
| Trash svc | 109.54 | 0.00 | 109.54 | 1,471.31 | 172.08 | 1,299.23 | 855.02 |
| Telephone | 0.00 | 166.66 | (166.66) | 0.00 | 1,833.27 | (1,833.27) | 0.00 |
| Utilities | 778.73 | 1,833.33 | (1,054.60) | 14,765.85 | 19,583.30 | (4,817.45) | 75.40 |
| Veterinary | 0.00 | 2,916.66 | (2,916.66) | 0.00 | 29,166.60 | (29,166.60) | 0.00 |
| Depreciation | 2,959.09 | 2,250.00 | 709.09 | 30,785.91 | 24,861.94 | 5,923.97 | 123.83 |
| | 16,032.71 | 11,214.51 | 4,818.20 | 176,524.71 | 125,500.80 | 51,023.91 | 140.66 |
| Total operating expenses | 32,057.38 | 19,964.51 | 12,092.87 | 336,543.51 | 228,515.55 | 108,027.96 | 147.27 |
| Total expenses | 32,057.38 | 19,964.51 | 12,092.87 | 336,543.51 | 228,515.55 | 108,027.96 | 147.27 |
| **Other Income / (Expenses)** | | | | | | | |
| Interest income | 1.39 | 0.00 | (1.39) | 24.84 | 0.00 | (24.84) | 0.00 |
| Other income | 0.00 | 0.00 | 0.00 | 3,408.52 | 0.00 | (3,408.52) | 0.00 |
| SBA non-taxable grant income | 0.00 | 0.00 | 0.00 | 21,200.00 | 0.00 | (21,200.00) | 0.00 |
| | 1.39 | 0.00 | 1.39 | 24,633.36 | 0.00 | 24,633.36 | 0.00 |
| **Change in net assets** | $ (6,307.88) | $ (2,672.80) | $ (3,635.08) | $ 76,113.39 | $ (25,845.59) | $ 101,958.98 | (294.49)% |

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

# CARTHAGE HUMANE SOCIETY, INC.

## FINANCIAL STATEMENTS

## OCTOBER 31, 2021

SCHMIDT
CPAS & ADVISORS

# ACCOUNTANT'S DISCLAIMER REPORT

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

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

Schmidt Associates, LLC

November 04, 2021

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

## Assets

| | | |
|---|---|---|
| **Current Assets** | | |
| SMB | $ | 35,906.97 |
| Arvest - Payroll | | 717.36 |
| Arvest - Operating | | 5,607.91 |
| Petty cash | | 40.30 |
| **Total Current Assets** | | 42,272.54 |
| **Property and Equipment** | | |
| Land | | 14,586.95 |
| Building | | 486,742.82 |
| Improvements | | 130,932.26 |
| Office furniture and equipment | | 10,965.26 |
| Machinery and equipment | | 188,773.74 |
| Less accumulated depreciation | | (418,300.96) |
| **Net Property and Equipment** | | 413,700.07 |
| **Total Assets** | $ | 455,972.61 |

## Liabilities and Net Assets

| | | |
|---|---|---|
| **Net Assets** | | |
| Unrestricted net sssets | $ | 373,551.34 |
| Change in net assets | | 82,421.27 |
| **Total Net Assets** | | 455,972.61 |
| **Total Liabilities and Net Assets** | $ | 455,972.61 |

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

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

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| **Sales** | | | | |
| City of Carthage contract | $ 0.00 | 0.00 % | $ 25,533.30 | 7.05 % |
| Jasper County contracts | 2,000.00 | 10.47 | 8,000.00 | 2.21 |
| Adoption fees | 6,882.64 | 36.03 | 65,545.80 | 18.09 |
| Return to owner fee | 225.00 | 1.18 | 4,875.00 | 1.35 |
| Surrender fees | 819.00 | 4.29 | 11,767.66 | 3.25 |
| Product sales | 47.00 | 0.25 | 308.00 | 0.09 |
| Cemetery plot | 0.00 | 0.00 | 200.00 | 0.06 |
| Donations | 1,875.36 | 9.82 | 50,264.11 | 13.87 |
| Noncash Donations | 897.95 | 4.70 | 23,343.57 | 6.44 |
| Memorials and bequests | 0.00 | 0.00 | 250.00 | 0.07 |
| Grants | 2,500.00 | 13.09 | 88,017.27 | 24.30 |
| PetSmart Charities | 0.00 | 0.00 | 7,600.00 | 2.10 |
| Steadley Memorial Trust | 3,000.00 | 15.71 | 34,764.97 | 9.60 |
| Frances H Havens Trust | 0.00 | 0.00 | 12,814.92 | 3.54 |
| Jesse L Bridges Trust | 0.00 | 0.00 | 7,225.20 | 1.99 |
| Katheryn Hyde Trust | 0.00 | 0.00 | 12,853.03 | 3.55 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 5,000.00 | 1.38 |
| Reimbursement of expenses | 0.00 | 0.00 | 3,059.60 | 0.84 |
| Miscellaneous income | 853.00 | 4.47 | 853.00 | 0.24 |
| | 19,099.95 | 100.00 | 362,275.43 | 100.00 |
| **Gross Profit** | 19,099.95 | 100.00 | 362,275.43 | 100.00 |
| **Operating Expenses** | | | | |
| Salaries and wages | 15,800.37 | 82.72 | 133,580.77 | 36.87 |
| Payroll taxes | 1,206.20 | 6.32 | 10,413.36 | 2.87 |
| Total payroll expenses | 17,006.57 | 89.04 | 143,994.13 | 39.75 |
| Advertising | 0.00 | 0.00 | 214.00 | 0.06 |
| Auto expense | 0.00 | 0.00 | 335.60 | 0.09 |
| Bank charges | 96.95 | 0.51 | 1,188.11 | 0.33 |
| Cat litter | 54.54 | 0.29 | 299.24 | 0.08 |
| Contract labor | 0.00 | 0.00 | 0.00 | 0.00 |
| Dog and cat food | 648.67 | 3.40 | 14,885.36 | 4.11 |
| Dues and subscriptions | 0.00 | 0.00 | 152.00 | 0.04 |
| Fundraising expense | 0.00 | 0.00 | 1,940.23 | 0.54 |
| Insurance | 7,597.00 | 39.77 | 14,766.48 | 4.08 |
| Insurance- vehicle | 0.00 | 0.00 | 0.00 | 0.00 |

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

| | 2021 Month | % of Income | 2021 Year to date | % of Income |
|---|---|---|---|---|
| Legal and professional | 916.98 | 4.80 | 9,800.57 | 2.71 |
| Medication | 2,553.24 | 13.37 | 22,047.33 | 6.09 |
| Meals and entertainment | 0.00 | 0.00 | 308.34 | 0.09 |
| Medical- Veterinarian | 1,256.95 | 6.58 | 27,614.18 | 7.62 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous | (5.57) | (0.03) | 133.04 | 0.04 |
| Postage & Shipping | 0.00 | 0.00 | 376.29 | 0.10 |
| Printing & Stationary | 557.56 | 2.92 | 1,628.71 | 0.45 |
| Repairs and maintenance | 60.00 | 0.31 | 8,156.74 | 2.25 |
| Supplies- office | 100.07 | 0.52 | 2,702.84 | 0.75 |
| Supplies- Cleaning | 151.87 | 0.80 | 9,446.07 | 2.61 |
| Supplies- Vet supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| Supplies- Animal Supplies | 111.97 | 0.59 | 258.19 | 0.07 |
| Taxes and licenses | 0.00 | 0.00 | 1,062.97 | 0.29 |
| Trash svc | 108.19 | 0.57 | 1,361.77 | 0.38 |
| Utilities | 1,208.06 | 6.32 | 13,987.12 | 3.86 |
| Depreciation | 2,959.06 | 15.49 | 27,826.82 | 7.68 |
| | 18,375.54 | 15.49 | 160,492.00 | 7.68 |
| Total operating expenses | 35,382.11 | 185.25 | 304,486.13 | 84.05 |
| Net income (loss) from operations | (16,282.16) | 15.49 | 57,789.30 | 7.68 |
| **Other Income / (Expenses)** | | | | |
| Interest income | 2.01 | 0.01 | 23.45 | 0.01 |
| Other income | 0.00 | 0.00 | 3,408.52 | 0.94 |
| SBA non-taxable grant income | 0.00 | 0.00 | 21,200.00 | 5.85 |
| Gain (Loss) on Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 |
| | 2.01 | 0.01 | 24,631.97 | 6.80 |
| **Net Income / (Loss)** | $ (16,280.15) | (85.24) | $ 82,421.27 | 22.75 |

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

Supplementary Information

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| City of Carthage contract | $ 0.00 | $ 3,000.00 | $ (3,000.00) | $ 25,533.30 | $ 29,750.00 | $ (4,216.70) | 85.83 % |
| Jasper County contracts | 2,000.00 | 666.67 | 1,333.33 | 8,000.00 | 6,666.70 | 1,333.30 | 120.00 |
| Adoption fees | 6,882.64 | 2,916.67 | 3,965.97 | 65,545.80 | 31,666.70 | 33,879.10 | 206.99 |
| Return to owner fee | 225.00 | 291.67 | (66.67) | 4,875.00 | 2,916.70 | 1,958.30 | 167.14 |
| Surrender fees | 819.00 | 125.00 | 694.00 | 11,767.66 | 1,708.33 | 10,059.33 | 688.84 |
| Product sales | 47.00 | 166.67 | (119.67) | 308.00 | 1,500.03 | (1,192.03) | 20.53 |
| Cemetery plot | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Donations | 1,875.36 | 3,333.34 | (1,457.98) | 50,264.11 | 33,750.06 | 16,514.05 | 148.93 |
| Noncash Donations | 897.95 | 0.00 | 897.95 | 23,343.57 | 4,583.33 | 18,760.24 | 509.31 |
| Memorials and bequests | 0.00 | 625.00 | (625.00) | 250.00 | 5,625.00 | (5,375.00) | 4.44 |
| Grants | 2,500.00 | 0.00 | 2,500.00 | 88,017.27 | 5,000.00 | 83,017.27 | 1760.35 |
| PetSmart Charities | 0.00 | 416.67 | (416.67) | 7,600.00 | 3,916.70 | 3,683.30 | 194.04 |
| Steadley Memorial Trust | 3,000.00 | 3,000.00 | 0.00 | 34,764.97 | 30,000.00 | 4,764.97 | 115.88 |
| Frances H Havens Trust | 0.00 | 1,083.34 | (1,083.34) | 12,814.92 | 10,799.32 | 2,015.60 | 118.66 |
| Jesse L Bridges Trust | 0.00 | 708.34 | (708.34) | 7,225.20 | 7,409.26 | (184.06) | 97.52 |
| Katheryn Hyde Trust | 0.00 | 666.67 | (666.67) | 12,853.03 | 6,916.70 | 5,936.33 | 185.83 |
| Trust fund receipts-other | 0.00 | 0.00 | 0.00 | 0.00 | 83.33 | (83.33) | 0.00 |
| McDowell Trust | 0.00 | 0.00 | 0.00 | 0.00 | 461.06 | (461.06) | 0.00 |
| Helen Boylan Foundation | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Reimbursement of expenses | 0.00 | 291.67 | (291.67) | 3,059.60 | 2,625.03 | 434.57 | 116.55 |
| Miscellaneous income | 853.00 | 0.00 | 853.00 | 853.00 | 0.00 | 853.00 | 0.00 |
| Total revenue | 19,099.95 | 17,291.71 | 1,808.24 | 362,275.43 | 185,378.25 | 176,897.18 | 195.42 |
| **Operating Expenses** | | | | | | | |
| Salaries and wages | 15,800.37 | 8,125.00 | 7,675.37 | 133,580.77 | 87,208.33 | 46,372.44 | 153.17 |
| Insurance - workers compensation | 0.00 | 0.00 | 0.00 | 0.00 | 304.75 | (304.75) | 0.00 |
| Payroll taxes | 1,206.20 | 625.00 | 581.20 | 10,413.36 | 6,751.67 | 3,661.69 | 154.23 |
| Total payroll expenses | 17,006.57 | 8,750.00 | 8,256.57 | 143,994.13 | 94,264.75 | 49,729.38 | 152.76 |
| Advertising | 0.00 | 0.00 | 0.00 | 214.00 | 41.67 | 172.33 | 513.56 |
| Auto expense | 0.00 | 0.00 | 0.00 | 335.60 | 100.00 | 235.60 | 335.60 |
| Bank charges | 96.95 | 41.66 | 55.29 | 1,188.11 | 429.11 | 759.00 | 276.88 |
| Cat litter | 54.54 | 0.00 | 54.54 | 299.24 | 41.67 | 257.57 | 718.12 |
| Cremations | 0.00 | 41.66 | (41.66) | 0.00 | 374.94 | (374.94) | 0.00 |
| Dog and cat food | 648.67 | 0.00 | 648.67 | 14,885.36 | 1,000.00 | 13,885.36 | 1488.54 |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Year to date Budget | Year to date Variance | Actual as a % of Budget |
|---|---|---|---|---|---|---|---|
| Dues and subscriptions | 0.00 | 0.00 | 0.00 | 152.00 | 67.50 | 84.50 | 225.19 |
| Fundraising expense | 0.00 | 0.00 | 0.00 | 1,940.23 | 100.00 | 1,840.23 | 1940.23 |
| Insurance | 7,597.00 | 708.33 | 6,888.67 | 14,766.48 | 6,870.80 | 7,895.68 | 214.92 |
| Legal and professional | 916.98 | 541.66 | 375.32 | 9,800.57 | 5,874.94 | 3,925.63 | 166.82 |
| Medication | 2,553.24 | 0.00 | 2,553.24 | 22,047.33 | 0.00 | 22,047.33 | 0.00 |
| Meals and entertainment | 0.00 | 0.00 | 0.00 | 308.34 | 29.17 | 279.17 | 1057.04 |
| Medical- Veterinarian | 1,256.95 | 666.66 | 590.29 | 27,614.18 | 9,458.27 | 18,155.91 | 291.96 |
| Medical- clinic | 0.00 | 0.00 | 0.00 | 0.00 | 2,166.67 | (2,166.67) | 0.00 |
| Miscellaneous | (5.57) | 0.00 | (5.57) | 133.04 | 0.00 | 133.04 | 0.00 |
| Postage & Shipping | 0.00 | 6.25 | (6.25) | 376.29 | 60.83 | 315.46 | 618.59 |
| Printing & Stationary | 557.56 | 41.66 | 515.90 | 1,628.71 | 429.11 | 1,199.60 | 379.56 |
| Repairs and maintenance | 60.00 | 500.00 | (440.00) | 8,156.74 | 4,833.33 | 3,323.41 | 168.76 |
| Supplies- office | 100.07 | 208.33 | (108.26) | 2,702.84 | 2,124.97 | 577.87 | 127.19 |
| Supplies- Cleaning | 151.87 | 0.00 | 151.87 | 9,446.07 | 125.00 | 9,321.07 | 7556.86 |
| Supplies- Vet supplies | 0.00 | 833.33 | (833.33) | 0.00 | 7,499.97 | (7,499.97) | 0.00 |
| Supplies- Animal Supplies | 111.97 | 375.00 | (263.03) | 258.19 | 3,375.00 | (3,116.81) | 7.65 |
| Taxes and licenses | 0.00 | 83.32 | (83.32) | 1,062.97 | 832.80 | 230.17 | 127.64 |
| Trash svc | 108.19 | 0.00 | 108.19 | 1,361.77 | 172.08 | 1,189.69 | 791.36 |
| Telephone | 0.00 | 166.66 | (166.66) | 0.00 | 1,666.61 | (1,666.61) | 0.00 |
| Utilities | 1,208.06 | 1,833.33 | (625.27) | 13,987.12 | 17,749.97 | (3,762.85) | 78.80 |
| Veterinary | 0.00 | 2,916.66 | (2,916.66) | 0.00 | 26,249.94 | (26,249.94) | 0.00 |
| Depreciation | 2,959.06 | 2,250.00 | 709.06 | 27,826.82 | 22,611.94 | 5,214.88 | 123.06 |
| | 18,375.54 | 11,214.51 | 7,161.03 | 160,492.00 | 114,286.29 | 46,205.71 | 140.43 |
| Total operating expenses | 35,382.11 | 19,964.51 | 15,417.60 | 304,486.13 | 208,551.04 | 95,935.09 | 146.00 |
| Total expenses | 35,382.11 | 19,964.51 | 15,417.60 | 304,486.13 | 208,551.04 | 95,935.09 | 146.00 |
| **Other Income / (Expenses)** | | | | | | | |
| Interest income | 2.01 | 0.00 | (2.01) | 23.45 | 0.00 | (23.45) | 0.00 |
| Other income | 0.00 | 0.00 | 0.00 | 3,408.52 | 0.00 | (3,408.52) | 0.00 |
| SBA non-taxable grant income | 0.00 | 0.00 | 0.00 | 21,200.00 | 0.00 | (21,200.00) | 0.00 |
| | 2.01 | 0.00 | 2.01 | 24,631.97 | 0.00 | 24,631.97 | 0.00 |
| **Change in net assets** | $ (16,280.15) | $ (2,672.80) | $ (13,607.35) | $ 82,421.27 | $ (23,172.79) | $ 105,594.06 | (355.68)% |

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

DRAFT APPROVED

**CARTHAGE PUBLIC LIBRARY**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

SCHMIDT
CPAS & ADVISORS

# Carthage Public Library
# Balance Sheet - Cash basis
# December 31, 2021
## Assets

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| | | |
|---|---|---|
| **Current Assets** | | |
| Cash in bank - treasurer's cash | $ | 459,569.63 |
| Cash in bank - Community National Bank | | 898.94 |
| Cash in bank - Guaranty Bank | | 10,837.58 |
| Cash on hand - circulation desk | | 100.00 |
| Cash on hand - Internet desk | | 40.00 |
| Petty cash | | 120.00 |
| Guaranty Bank CD #431 | | 325,325.98 |
| Guaranty Bank CD #531 | | 325,325.98 |
| MOSIP Investment | | 19,706.94 |
| **Total Current Assets** | | 1,141,925.05 |
| **Total Assets** | $ | 1,141,925.05 |

## Liabilities and Net Assets

| | | |
|---|---|---|
| **Current Liabilities** | | |
| Lagers withholding | $ | 4,302.28 |
| Insurance proceeds payable | | 29,295.33 |
| **Total Current Liabilities** | | 33,597.61 |
| **Total Liabilities** | | 33,597.61 |
| **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 |
| Mulit 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 | | 51,898.55 |
| **Total Net Assets** | | 1,108,327.44 |
| **Total Liabilities and Net Assets** | $ | 1,141,925.05 |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Annual Budget | Annual Variance |
|---|---|---|---|---|---|---|
| **Revenue** | | | | | | |
| Book sale income | $ 120.40 | $ 250.00 | $ (129.60) | $ 958.80 | $ 3,000.00 | $ (2,041.20) |
| Copier income | 362.50 | 416.67 | (54.17) | 1,907.85 | 5,000.00 | (3,092.15) |
| Donations | 7,804.70 | 0.00 | 7,804.70 | 11,219.50 | 0.00 | 11,219.50 |
| Donations-restricted | 6,000.00 | 0.00 | 6,000.00 | 222,125.26 | 0.00 | 222,125.26 |
| Fax income | 105.20 | 83.34 | 21.86 | 459.00 | 1,000.00 | (541.00) |
| Fine income | 280.90 | 416.67 | (135.77) | 2,401.92 | 5,000.00 | (2,598.08) |
| Interest income | 601.68 | 250.00 | 351.68 | 1,528.00 | 3,000.00 | (1,472.00) |
| Non-resident fee income | 180.00 | 583.34 | (403.34) | 2,940.00 | 7,000.00 | (4,060.00) |
| Payment for lost books | 50.94 | 0.00 | 50.94 | 234.01 | 0.00 | 234.01 |
| Postage income | 2.00 | 0.00 | 2.00 | 5.00 | 0.00 | 5.00 |
| State aid | 0.00 | 1,041.67 | (1,041.67) | 4,755.39 | 12,500.00 | (7,744.61) |
| Sur tax | 0.00 | 2,666.67 | (2,666.67) | 4.65 | 32,000.00 | (31,995.35) |
| Tax income | 38,327.22 | 17,500.00 | 20,827.22 | 41,416.35 | 210,000.00 | (168,583.65) |
| Tax income - Park and storm water | 51,594.29 | 38,916.67 | 12,677.62 | 280,078.72 | 467,000.00 | (186,921.28) |
| Miscellaneous income | 0.00 | 500.00 | (500.00) | 1.13 | 6,000.00 | (5,998.87) |
| Other income | 45.74 | 0.00 | 45.74 | 281.06 | 0.00 | 281.06 |
| Total revenue | 105,475.57 | 62,625.03 | 42,850.54 | 570,316.64 | 751,500.00 | (181,183.36) |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Annual Budget | Annual Variance |
|---|---|---|---|---|---|---|
| **Operating Expenses** | | | | | | |
| Salaries | 58,504.30 | 42,250.00 | (16,254.30) | 273,577.06 | 507,000.00 | 233,422.94 |
| Lagers | 2,925.53 | 2,083.33 | (842.20) | 13,880.52 | 25,000.00 | 11,119.48 |
| Insurance - health | 1,654.56 | 1,250.00 | (404.56) | 10,469.33 | 15,000.00 | 4,530.67 |
| Payroll taxes - FICA | 4,476.08 | 3,166.66 | (1,309.42) | 20,931.67 | 38,000.00 | 17,068.33 |
| Total payroll expenses | 67,560.47 | 48,749.99 | (18,810.48) | 318,858.58 | 585,000.00 | 266,141.42 |
| Employee goodwill | 1,505.00 | 333.33 | (1,171.67) | 2,022.52 | 4,000.00 | 1,977.48 |
| Advertising | 0.00 | 125.00 | 125.00 | 224.00 | 1,500.00 | 1,276.00 |
| Audio-visuals | 170.57 | 125.00 | (45.57) | 210.49 | 1,500.00 | 1,289.51 |
| Books | 2,234.02 | 2,083.33 | (150.69) | 9,808.23 | 25,000.00 | 15,191.77 |
| Books - children's | 162.61 | 1,083.33 | 920.72 | 8,178.84 | 13,000.00 | 4,821.16 |
| Contract fees | 1,654.69 | 3,083.33 | 1,428.64 | 26,127.70 | 37,000.00 | 10,872.30 |
| Dues and travel | 0.00 | 583.33 | 583.33 | 1,801.45 | 7,000.00 | 5,198.55 |
| Ebooks | 0.00 | 291.66 | 291.66 | 3,800.00 | 3,500.00 | (300.00) |
| Furniture and equipment | 389.86 | 250.00 | (139.86) | 668.34 | 3,000.00 | 2,331.66 |
| Information technology (IT) | 598.42 | 583.33 | (15.09) | 2,847.70 | 7,000.00 | 4,152.30 |
| Insurance | 33,300.00 | 2,666.66 | (30,633.34) | 35,798.33 | 32,000.00 | (3,798.33) |
| Interest expense | 0.00 | 0.00 | 0.00 | 1,789.27 | 0.00 | (1,789.27) |
| Legal and professional | 6,700.00 | 500.00 | (6,200.00) | 6,700.00 | 6,000.00 | (700.00) |
| Periodicals | 29.00 | 291.66 | 262.66 | 3,050.24 | 3,500.00 | 449.76 |
| Postage | 74.99 | 125.00 | 50.01 | 449.94 | 1,500.00 | 1,050.06 |
| Programs - adult | 632.92 | 416.66 | (216.26) | 2,055.19 | 5,000.00 | 2,944.81 |
| Programs - children | 462.01 | 666.66 | 204.65 | 2,431.37 | 8,000.00 | 5,568.63 |
| Programs, teens | 0.00 | 41.66 | 41.66 | 368.10 | 500.00 | 131.90 |
| Repairs and maintenance | 1,093.81 | 2,916.66 | 1,822.85 | 32,384.80 | 35,000.00 | 2,615.20 |
| Supplies | 3,254.23 | 1,666.66 | (1,587.57) | 9,899.61 | 20,000.00 | 10,100.39 |
| Supplies - multi purpose building | 1,272.04 | 1,250.00 | (22.04) | 24,829.95 | 15,000.00 | (9,829.95) |
| Telephone | 267.50 | 500.00 | 232.50 | 2,270.70 | 6,000.00 | 3,729.30 |
| Utilities | 3,385.23 | 3,333.33 | (51.90) | 21,842.74 | 40,000.00 | 18,157.26 |
| | 57,186.90 | 22,916.59 | (34,270.31) | 199,559.51 | 275,000.00 | 75,440.49 |
| Total expenses and losses | 124,747.37 | 71,666.58 | (53,080.79) | 518,418.09 | 860,000.00 | 341,581.91 |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Annual Budget | Annual Variance |
|---|---|---|---|---|---|---|
| Increase/(Decrease) in unrestricted net assets before transfers | (19,271.80) | (9,041.55) | (10,230.25) | 51,898.55 | (108,500.00) | 160,398.55 |
| Transfers from temporary restricted | 1,798.98 | 9,041.67 | (7,242.69) | 35,989.80 | 108,500.00 | (72,510.20) |
| Transfers to temporary restricted | (6,000.00) | 0.00 | (6,000.00) | (222,125.26) | 0.00 | (222,125.26) |
| Increase/(Decrease) in unrestricted net assets | (23,472.82) | 0.12 | (23,472.94) | (134,236.91) | 0.00 | (134,236.91) |

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

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

| | 2021 Month Actual | Monthly Budget | Monthly Variance | 2021 Year to date | Annual Budget | Annual Variance |
|---|---|---|---|---|---|---|
| **Changes in temporarily restricted net assets** | | | | | | |
| Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021 | 0.00 | | | 2,740.81 | | |
| Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021 | 0.00 | | | 6,269.13 | | |
| Spotlight on Literacy MOSL Grant - SLT21-076 | 0.00 | | | 5,995.00 | | |
| Spotlight on Literacy LOCAL Funds - SLT21-076 | 0.00 | | | 10,000.00 | | |
| Summer Reading Program - Local Funds 2022 | 0.00 | | | 1,035.00 | | |
| Summer Reading Program MOSL Funds- 2021 #SLP20-029 | 0.00 | | | 4,000.00 | | |
| Muliti Purpose Building | 0.00 | | | 185,332.32 | | |
| Anne Elliff - Children's Dept | 6,000.00 | | | 6,000.00 | | |
| Author Visit MOSL Grant -10015 | 0.00 | | | 753.00 | | |
| Debbie Putnam - Ebooks | 0.00 | | | (3,800.00) | | |
| Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021 | 0.00 | | | (99.61) | | |
| Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021 | 0.00 | | | (115.38) | | |
| Spotlight on Literacy MOSL Grant - SLT21-076 | 0.00 | | | (5,697.50) | | |
| Spotlight on Literacy LOCAL Funds - SLT21-076 | (562.92) | | | (5,365.07) | | |
| Summer Reading Program LOCAL Funds- 2021 #SLP20-029 | 0.00 | | | (186.43) | | |
| Summer Reading Program MOSL Funds- 2021 #SLP20-029 | 0.00 | | | 375.61 | | |
| Thelma Stanley Foundation Grant | 0.00 | | | (339.61) | | |
| Multi Purpose Building - furnishings and supplies | (1,236.06) | | | (20,887.71) | | |
| Author Visit MOSL Grant - 10015 | 0.00 | | | 125.90 | | |
| Increase/(Decrease) in temporarily restricted net assets | 4,201.02 | | | 186,135.46 | | |
| **Change in net assets** | $ (19,271.80) | | | $ 51,898.55 | | |

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

# Carthage Public Library
## Gift Account Activity
## For the one month and six months ended December 31, 2021

| | Beginning Balance | Increases | Decreases | Ending balance |
|---|---|---|---|---|
| Boylan Grant | $ 6,252.67 | $ 0.00 | $ 0.00 | $ 6,252.67 |
| Carthage Community Foundation | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| CPL Collection Development Grant | (5,000.00) | 0.00 | 0.00 | (5,000.00) |
| CPL Development Foundation | 10,178.66 | 0.00 | 0.00 | 10,178.66 |
| Debbie Putnam - Ebooks | 23,139.74 | 0.00 | (3,800.00) | 19,339.74 |
| 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) | 2,740.81 | (99.61) | 0.00 |
| 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) | 6,269.13 | (115.38) | 0.00 |
| Spotlight on Literacy Local Funds - SLT21-076 | (212.50) | 5,995.00 | (5,697.50) | 85.00 |
| 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 | (5,365.07) | 4,634.93 |
| Steadley Trust | 926.16 | 0.00 | 0.00 | 926.16 |
| Summer Reading Program LOCAL Funds- 2021 #SLP20-029 | 186.43 | 0.00 | (186.43) | 0.00 |
| Summer Reading Program - Local Funds 2022 | 0.00 | 1,035.00 | 0.00 | 1,035.00 |
| Summer Reading Program MOSL Funds- 2021 #SLP20-029 | (4,375.61) | 4,000.00 | 375.61 | 0.00 |
| Thelma Stanley Foundation Grant | 16,602.37 | 0.00 | (339.61) | 16,262.76 |
| Multi Purpose Building - furnishings and supplies | 178,445.48 | 0.00 | (20,887.71) | 157,557.77 |
| Mulit Purpose Building | (181,501.91) | 185,332.32 | 0.00 | 3,830.41 |
| Anne Elliff - Children's Dept | 2,509.76 | 6,000.00 | 0.00 | 8,509.76 |
| Author Vist MOSL GRANT-10015 | (878.90) | 753.00 | 125.90 | 0.00 |
| Operational reserves | 195,998.47 | 0.00 | 0.00 | 195,998.47 |
| **Totals** | $ 260,414.76 | $ 222,125.26 | $ (35,989.80) | $ 446,550.22 |

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

# 1CAR5089 - Carthage Public Library
## Check register
December 1, 2021 - December 31, 2021

| Date | Reference | Description | Amount |
|---|---|---|---|
| **Cash in bank - Guaranty Bank** | | | |
| 12/02/21 | TASCINSURANCE | TASC DIRECT PAY 12/02/2021 | 1,125.00 |
| 12/03/21 | | Impound Payment - Tax Agent | 497.00 |
| 12/03/21 | | Impound Payment - Firm Vendor | 144.00 |
| 12/03/21 | 31690 | Internal Revenue Service | 4,403.91 |
| 12/15/21 | 1675 | Baker & Taylor | 132.42 |
| 12/15/21 | 1676 | Blackstone Publishing | 36.95 |
| 12/15/21 | 1677 | Carthage Water & Electric | 3,274.12 |
| 12/15/21 | 1678 | Gale/Cengage Learning Inc. | 285.03 |
| 12/15/21 | 1679 | Kevin Neher | 75.00 |
| 12/15/21 | 1680 | KPM CPA | 5,000.00 |
| 12/15/21 | 1681 | Lakeland Office Systems, Inc. | 283.98 |
| 12/15/21 | 1682 | Lamar Greenhouse and Florist | 2,482.21 |
| 12/15/21 | 1683 | Lowes Business Acct/GECRB | 700.00 |
| 12/15/21 | 1684 | MOPERM | 33,300.00 |
| 12/15/21 | 1685 | Pat Wakefield | 550.00 |
| 12/15/21 | 1686 | Schmidt Associates LLC | 55.00 |
| 12/15/21 | 1687 | Spire | 111.11 |
| 12/15/21 | 1688 | TASC | 529.56 |
| 12/15/21 | 1689 | Total Electronics Contracting Inc. | 378.95 |
| 12/15/21 | 1690 | Unique Management Services, Inc. | 23.30 |
| 12/17/21 | | Impound Payment - Tax Agent | 900.50 |
| 12/17/21 | | Impound Payment - Firm Vendor | 149.50 |
| 12/17/21 | 31713 | Internal Revenue Service | 5,041.56 |
| 12/31/21 | | Impound Payment - Tax Agent | 896.00 |
| 12/31/21 | | Impound Payment - Firm Vendor | 135.00 |
| 12/31/21 | 1691 | 4 State Maintenance Supply, Inc. | 773.92 |
| 12/31/21 | 1692 | AFLAC | 1,327.26 |
| 12/31/21 | 1693 | Amazon | 1,130.06 |
| 12/31/21 | 1694 | AT&T | 53.50 |
| 12/31/21 | 1695 | Baker & Taylor | 1,350.63 |
| 12/31/21 | 1696 | Blackstone Publishing | 275.14 |
| 12/31/21 | 1697 | Gale/Cengage Learning Inc. | 100.45 |
| 12/31/21 | 1698 | KPM CPA | 1,700.00 |
| 12/31/21 | 1699 | Lowes Business Acct/GECRB | 139.93 |
| 12/31/21 | 1700 | Race Brothers | 145.52 |
| 12/31/21 | 1701 | Rowman & Littlefield Publishing Group | 223.97 |
| 12/31/21 | 1702 | Sam's Club MC/SYNCB | 2,166.29 |
| 12/31/21 | 1703 | Schendel Pest Services | 200.00 |
| 12/31/21 | 1704 | VISA Card Services | 1,596.92 |
| 12/31/21 | 1705 | Voya Financial | 244.31 |
| 12/31/21 | 31735 | Internal Revenue Service | 4,809.08 |
| 12/31/21 | P89 | Payroll Journal Entry | 1,250.00 |
| 12/31/21 | P89 | Payroll Journal Entry | 42,448.01 |
| | | **Total demand** | 120,445.09 |

**Director's Progress and Service Report**
**January 11, 2022, Julie Yockey, Director**

As we begin another what seems "Atypical" year, those of us in the public library realm wonder what our new normal will really look like. Just when we think we have it figured out, life changes again for everyone. The word "Flexible" comes to mind, and it is a good thing I have flexible staff members! In comparing this last weeks' COVID numbers to last year at this time, our positivity rate is much higher than last year and we were working on limited hours and had numerous pandemic procedures in place. What is different for us this year, is that all but two staff members are vaccinated, and of those vaccinated almost all have had their boosters. Two staff members have contracted COVID since the holidays and have missed work. I have made sure that we are continuing with our rigorous cleaning and disinfecting schedules and maintenance performs deep cleaning and disinfecting each night. We were all set with the January calendar to have in-house children's programs begin again and also had one adult program planned in the Steadley Building. In order to do our part to minimize the spread of germs I have decided to take one month at a time which means January programs will remain virtual. Public Libraries in the hotspots across the state have had to close due to lack of staffing, and numerous libraries took extended holiday leave. I do feel that we have done our best to keep our staff as healthy as possible, and the majority of staff have chosen to wear masks while at work.

Interim grant reports were due to the State Library and the statistics for our Adult English and Citizenship classes were good. Pat Wakefield reported to me that she has 20 unique students, and two volunteers, with one young lady going through her Citizenship Interview on January 15th. The majority of our students that began our classes 5 years ago have gained their citizenship, and per our grant goals, all are gainfully employed in the Carthage area. The majority of our students this semester come from Guatemala, with others coming to us from Mexico, Ecuador, Dominican Republic and Peru. It is a difficult time for Pat Wakefield and I as we prepare for her retirement. She is working with me to try to locate an instructor that would be as "Vested" in the Hispanic community as she is, and we are finding it very difficult. I really wish she could stay with us, but it is her time to retire, and I am happy for her. It will be time for me to re-apply for out state grant for this program in February and if we do not have an educator contracted to work by the time the grant is due, I cannot submit it for approval. Pat has been a huge blessing to our library and the Hispanic community, not to mention myself and our Carthage community. She held an impromptu sewing class the week before Christmas. She had a number of students who wanted to learn how to use our sewing machines in the Steadley Building. Photos were shared on FB, and a good time was had by all.

Ben Young, administrator of the Steadley Family Legacy Center and I have been creating a calendar of programming for adults to be held monthly when the COVID numbers decrease again. Sherri Luce had an awesome school age program slated for January but we have decided not hold that one until we can re-evaluate school age numbers.

An update will be given this evening on our HVAC replacement and any information from the engineers will be shared at that time. The Steadley Trust has approved our grant request for help in financing this huge project that needs to be taken care of before summer. A check in the amount of $100,000 was received in December. The estimate we have to replace the current HVAC system, including all construction, engineering and architectural work could be as high as $225,000. We thank the Trust for their continued support of our Library.

This evening we will begin to look at our "Vacation and Sick Leave Policies." Statistics and ideas will be shared, and we will hopefully form a committee of Board members who will explore the many options we have.

Our formal Audit was completed in December and submitted to the State Auditor. The auditor found our Library to be in good financial health and no concerns were found or mentioned in the audit.

As the weather has turned cooler, we have seen an increase once again in traffic especially for those that seek warmth and comfort. The Internet desk is the busiest it has been in a long while as it is tax season once again and patrons use our computers to complete their taxes online. We have an awesome new database provided by the State of Missouri especially for veterans. It is called "brain-fuse VetNow," There is a link on our website. It aids veterans with VA benefits and resources, writing resumes, coaching, counseling as well as help finding a job. This is the first full month we have had it available on-line.

I feel like we have so much to be thankful for, even when the world seems to be throwing us some curve balls, but we have this gorgeous, wonderful gem of Carthage for all people to use freely and to enjoy. We hope to see you soon at the Library!

Respectfully submitted,
Julie Yockey, Director

During the Meeting Tuesday evening, under the suggestion of the Director the Library will be closed until Monday the 17th. Lack of staff due to illness and the need to disinfect the library make it almost impossible to staff the library safely.

Children's Progress Report
December 2021, Sherri Luce

Online Story Times continue to be popular. It is frustrating to try and calculate how many participants we have, but I know all libraries are in the same situation, so we just keep doing the best we can. In December, we had three Early Literacy and one Juvenile program, with an estimated total of 183 attendees. We gave out over 300 craft kits.

Our Winter Reading Challenge begins January 10th. This program is much smaller than our summer challenge, but encourages children to try new authors and genres. It will conclude on March 4th.

# "Rosenberg's Rules of Order"

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

### Introduction

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

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

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

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

### The Role of the Chair

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

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

### The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

## Motions in General

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

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

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

## The Three Basic Motions

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

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

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

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

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

## Multiple Motions Before the Body

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

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

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

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

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

### To Debate or Not to Debate

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

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

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

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

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

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

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

### Majority and Super-Majority Votes

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

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

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

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

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

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

### The Motion to Reconsider

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

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted <u>in the majority</u> 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 <u>in the minority</u> 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.