1. City Council Agenda 01 11 22

    Documents:

    CITY COUNCIL AGENDA 01 11 22.PDF

2. City Council Packet 01 11 22

    Documents:

    CITY COUNCIL PACKET 01 11 22.PDF

    2.I. City Council Minutes January 11, 2022

        Documents:

        CITY COUNCIL MINUTES 01 11 22.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 11, 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
    - Lifesaving Award
7. Public Comments
   (Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
    (Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business
    1. **C.B. 21-59** – An Ordinance to amend the Family Medical Leave Act Policy of the City of Carthage regarding when an employee is designating FMLA leave. (Insurance, Audit & Claims)
16. New 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)
17. Mayor's Appointments
    - Lodging Tax Appropriation Committee

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

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

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MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
December 14, 2021

The Carthage City Council met in regular session on the above date in City Hall Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Captain Bill Hawkins led the flag salute.

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

Ms. Otero made a motion, seconded by Mr. Topete, to approve the minutes of the November 23, 2021 Council Meeting. Motion carried unanimously.

Mayor Rife presented a shadow box to Retiring Fire Chief Roger Williams commending him for his service to the Carthage Fire Department.

Mr. Armstrong made a motion, seconded by Mr. Topete, to amend the agenda to advance Mayor's Appointments to follow Presentations. Motion Carried.

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the Mayor's appointment of Ryan Huntley as Fire Chief effective December 30, 2021. Motion carried. City Clerk Traci Cox administered the Oath of Office to incoming Fire Chief Ryan Huntley. Current Fire Chief Roger Williams handed the Fire Chief badge to Maranda Huntley, who was companied by Doug Huntley, for pinning of the badge on her husband, Ryan Huntley.

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the Mayor's appointment of Bill Hawkins as Police Chief effective January 1, 2022. Motion carried. City Clerk Traci Cox administered the Oath of Office to incoming Police Chief Bill Hawkins. Current Police Chief Greg Dagnan handed the Police Chief badge to Kristen Hawkins for pinning of the badge on her husband, Bill Hawkins.

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the Mayor's re-appointment of Jim Swatsenbarg to the Planning, Zoning & Historic Preservation Commission until December 2025, the appointment of Jody Roughton to the Police and Fire Pension Committee until December 2023, and the re-appointment of Julie Tilley and Morgan Housh to the Care Leave Committee until December 2023. Mr. Armstrong made a motion, seconded by Mr. Thompson, to split reading of the appointments. Motion carried.

Mr. Thompson made a motion, seconded by Mr. Snow, to approve the Mayor's re-appointment of Jim Swatsenbarg to the Planning, Zoning & Historic Preservation Commission until December 2025. Motion carried on a vote of 5-2.

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the Mayor's appointment of Jody Roughton to the Police and Fire Pension Committee until December 2023. Motion carried.

Mr. Snow made a motion, seconded by Mr. Diggs, to approve the Mayor's re-appointment of Julie Tilley and Morgan Housh to the Care Leave Committee until December 2023. Motion carried.

No citizens were present during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met on December 13. Rebecca Baker, KPM CPA's & Advisors, presented the Audit Report for fiscal year ending June 30, 2021. Mr. Snow made a motion, seconded by Mr. Topete, to accept the Audit. Motion carried. Projects submitted for ARPA funding were reviewed with recommendations given on whether to proceed with possible funding or not. The Committee discussed the current inflation rate and its effect on the McGrath Salary Study. Mr. Snow made a motion, seconded by Mr. Topete, to implement a 3.5% COLA effective January 1, 2022 and an additional COLA effective July 1, 2022 to be a minimum of 3.0%. The exact amount will be determined during the budget process. Motion carried.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Changes to the FMLA policy were approved and appear in C.B. 21-59. The Wellness points program for the 2022 calendar year was reviewed and approved.

Mr. Snow reported the Public Safety Committee is between meetings with the next meeting scheduled for December 20.

Mr. Topete reported that the Public Services Committee is between meetings with the next meeting scheduled for December 21. Bids were taken for a Parks & Recreation Dump Trailer to replace a current Dump Truck. One bid was submitted from Frye Farm Trailers of Seneca Missouri for $10,300.00. This bid is $400 over the budgeted number due to trailer industry price fluctuation since the time budget numbers were put together. The $400 will be offset by savings on other capital purchases in the same fund that have come in below budgeted numbers. Mr. Topete made a motion, seconded by Ms. Harrison, to accept the lowest and best bid from Frye Farm Trailers. Motion carried.

Mr. Armstrong reported the Public Works Committee met on December 7. Parking lots at 6th and Main and 5th and Grant were toured. The Committee agreed to proceed with repairing the parking lots. The engineering contract was discussed and changes to the contract appear in C.B. 21-58.

Special Committee and Board Liaison reports were given by Mr. Thompson for Vision Carthage, the CVB and Chamber of Commerce and Ms. Otero for the Carthage Humane Society.

During reports of Council Members, Mr. Armstrong made a motion, seconded by Ms. Harrison, to have the audit presented at the Insurance, Audit and Claims Committee going forward. Motion carried on a vote of 6-1.

City Attorney Nate Dally updated council on the status of ongoing lawsuits and a vicious dog issue.

Police Captain Bill Hawkins thanked the Mayor and Council for the honor to serve as Police Chief.

Fire Chief Roger Williams expressed his appreciation for his career with the Carthage Fire Department and thanked the Council for their support.

Public Works Director Zeb Carney and Parks & Recreation Director Mark Peterson congratulated incoming Fire Chief Ryan Huntley and Police Chief Bill Hawkins on their appointments and congratulated Chief Williams on his retirement.

Assistant City Administrator Greg Dagnan congratulated Council Member Ed Barlow on the birth of his new daughter, congratulated newly appointed Fire Chief Ryan Huntley and Police Chief Bill Hawkins, commended Chief Williams on his leadership during his tenure, discussed the implementation of multi factor authentication, and work to update the council chambers.

City Administrator Tom Short reported on the following: sales and use tax revenues, ARPA funds, posting of audit online, implementation of a COLA, a meeting with McCune Brooks Hospital Trust, and General Obligation Bonds with Baker Tilly and congratulated Chief Williams on his retirement.

The Committee on Claims filed a report in the amount of $1,313,566.71 against the following funds: General Revenue $115,865.00, Public Health $278,438.15, Lodging $2,500.00, Parks/Stormwater $54,491.04, Golf $6,350.77, Capital Improvements $55,217.65, Myers Park $3,991.00, Public Facilities $ 356,492.35, Library $60,000.00 and Payroll $380,220.75. Ms. Otero made a motion, seconded by Mr. Topete, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 21-57 – An Ordinance to amend Section 500 – Leaves of the Personnel Policy Manual of the City of Carthage by adding subsection 511 Victim's Economic Safety and Security Act ("VESSA") Leave was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete. The Council Bill was approved and numbered Ordinance 21-59.

Under new business, C.B. 21-58 – An Ordinance authorizing the Mayor to sign a release of Anderson Engineering, Inc. from Professional Engineering Service Contract, dated July 1, 2021 with the City of Carthage and to sign an Agreement between the City of Carthage, Missouri, and Zanevan Engineering, LLC, for Engineering Services to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Snow, to follow the emergency protocol and place C.B. 21-58 on second reading. Motion carried.

C.B. 21-58 – An Ordinance authorizing the Mayor to sign a release of Anderson Engineering, Inc. from Professional Engineering Service Contract, dated July 1, 2021 with the City of Carthage and to sign an Agreement between the City of Carthage, Missouri, and Zanevan Engineering, LLC, for Engineering Services to be considered an Emergency Ordinance due to unforeseen circumstances which delay would hinder the effective delivery of municipal service was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete. The Council Bill was approved and numbered Ordinance 21-60.

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 first reading with no action taken.

Mr. Snow made a motion, seconded by Ms. Otero, to approve Resolution 1951 – A Resolution approving the recommendation of the McCune Brooks Regional Hospital Trust for the commitment of funds from the Escrow Account (not to exceed the balance of the Escrow Account, approximately $5,072,104) to the City of Carthage, Missouri for implementation of the 2021 Master Plan for the Carthage Parks and Recreation Department (Our Town Our Time). Resolution 1951 was adopted by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete.

Mr. Armstrong made a motion, seconded by Mr. Diggs, to approve Resolution 1952 – A Resolution of the Council of the City of Carthage authorizing the approval of Change Order No. 4 for the Governor's Cost Share (Hazel St. Improvement). Resolution 1952 was adopted by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete.

Closing Comments: Council Members congratulated Fire Chief Roger Williams on his retirement and welcomed incoming Police Chief Bill Hawkins and Fire Chief Ryan Huntley. Christmas wishes were extended to all.

Ms. Otero made a motion, seconded by Ms. Harrison to close the meeting 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 followed by a roll call vote on the board of 7 yeas and no nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete. Motion carried at 7:51 p.m.

CLOSED SESSION

Mr. Thompson made a motion, seconded by Mr. Armstrong, to return to the regular session of the Council Meeting at 8:58 PM followed by a roll call vote of 7 yeas and no nays. Ayes: Armstrong, Diggs, Harrison, Otero, Snow, Thompson and Topete. Motion carried.

Mr. Armstrong made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:58 p.m.

____
Dan Rife, Mayor

____
Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

COUNCIL BILL NO. 21-59 **ORDINANCE NO. ____________**

An Ordinance to amend the Family Medical Leave Act Policy of the City of Carthage regarding when an employee is designating FMLA leave.

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

SECTION I: The Family Medical Leave Act Policy of the City of Carthage is hereby amended as stated in the attached policy, a copy of which policy is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS ________ DAY OF ____________________, 2021.

____

MAYOR

ATTEST:

____

CITY CLERK

Sponsored by: City Staff

505. Family and Medical Leave Policy: To define the City's policy and procedure with regard to family and medical leave.

01. General: Employees, who have been employed for at least 12 months as of the date the leave is to start and for at least 1,250 hours during the preceding 12-month period, are eligible for family and medical leave. The 12 months of employment do not have to be consecutive with the exception of a break of seven years or more of employment. Except for those employees designated as "highly compensated employees", employees will be returned to the same or to an equivalent position upon their return from leave.

Family or medical leave will be unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of their accrued paid vacation leave, sick leave or personal leave. If leave is requested for any of the other reasons listed below, an employee must use all of their accrued sick, vacation, or personal leave. The remainder of the leave period will then consist of unpaid leave.

Serious Health Condition is defined as an illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice or residential medical care facility or that requires continuing treatment by a health care provider; a period of incapacity that makes an individual unable to attend work, school, or perform other daily activities for more than three (3) days and that requires continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity for more than three days.

The definition of serious health condition is not meant to cover short-term conditions where treatment and recovery are brief; routine physical examinations; or voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is required.

02. Service Member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period. The term "next of kin", used here, means the nearest blood relative of that individual.

03. Reasons for Leave: All employees who meet the applicable time of-service requirements may be granted a total of twelve (12) workweeks of unpaid or paid (sick, vacation, and personal leave), job-protected family leave combined (during any 12-month period) for the following reasons:

1. The birth of a child and to bond with the newborn child within one year of birth;

2. The placement with the employee of a child for adoption or foster care and to bond with the newly-placed child within one year of placement;

3. A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care;

4. To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care; or

5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The entitlement to leave for the birth, placement of a child for adoption or foster care, or to bond with the newborn or newly-placed child will expire twelve (12) months from the date of the birth or placement.

An employee's 12-month period starts on the date of leave requested on the application and ends after twelve consecutive months. The 12-month period does not have to be in the same calendar year or fiscal year.

04. Combined Leave Total: During the 12-month period described in paragraph 02 above, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under 01 and 02 above.

05. Application for Leave: In all cases, an employee requesting leave must complete the attached "Application for Family and Medical Leave" and return it to Human Resources as soon as the necessity for the leave arises. If the leave is foreseeable, an employee must give 30 days advance notice of the need for leave as possible and practical to do so. Failure to give 30 days advance notice for a foreseeable leave that was possible and practical to do so may result in a delay of leave until 30 days after the date of notice.

06. Designation of Leave: When an eligible employee takes time off for an FMLA-qualifying reason, the City is required to designate the absence as FMLA leave and give written notice of the designation to the employee. The City must provide this written designation notice within five business days (absent extenuating circumstances) after it has enough information to determine whether the leave is being taken for an FMLA-qualifying reason.

Employees are not required to mention the FMLA in order to have it apply to their absence. The time off request may be made under a separate employee leave policy, such as paid sick leave, vacation leave, or compensatory time leave.

07. Medical Certification of Leave: An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. The certification must be provided within 15 calendar days of the request.

If the employee is needed to care for a spouse, child or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of their job.

08. Benefits Coverage During Leave: During a period of family or medical leave, an employee will be retained on the City health, disability and life plans under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he made to the plan before taking leave. Failure of the employee to pay his/her share of the health insurance premium within 30 days of the date of payroll deduction may result in loss of coverage. An employee may choose not to retain group health plan coverage during the leave. When the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave without any qualifying period. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing their job or to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

09. Restoration to Employment: An employee eligible for family and medical leave will be restored to their old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The City cannot guarantee that an employee will be returned to their original job. A determination as to whether a position is an "equivalent position" will be made by the City.

10. Return From Leave: An employee must complete a "Notice of Intention to Return From Family or Medical Leave" before he can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's Supervisor at least five (5) working days prior to the employee's planned return.

11. Failure to Return from Leave: The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his own serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate Supervisor. This written request should be made as soon as the employee realizes that he will not be able to return at the expiration of the leave period.

NEW 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

MAYOR'S APPOINTMENTS

Mayor's Appointments

December 2021

Lodging Tax Appropriation Committee

NAME	PHONE	ADDRESS	APPOINTED
Dan Rife	850-7455	1841 Wynwood	01/11/2022
Alan Snow	793-7234	1110 Euclid Blvd	01/11/2022
Ceri Otero	438-5395	1149 S Main	01/11/2022
Juan Topete	758-3031	314 Orchard St	01/11/2022
Tom Short	237-7000	326 Grant	01/11/2022

RESOLUTIONS

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, DECEMBER 13, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Ed Barlow, Juan Topete and Ceri Otero

OTHER COUNCIL MEMBERS PRESENT: David Armstrong

OTHERS STAFF PRESENT: City Administrator Tom Short, Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, Fire Chief Roger Williams, Assistant Fire Chief Ryan Huntley, 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. Topete made a motion to approve the minutes for the previous Budget Meeting. Motion carried 4-0.

NEW BUSINESS:

1. **Presentation of City's Basic Financial Statements (Audit) Year ended June 30, 2021 by KPM, CPAs & Advisors.**

   Rebecca Baker CPA, from KPM CPA's & Advisors, gave a detailed presentation of the Audit Report for the City of Carthage year ended June 30, 2021. She referred to key pages in the audit book and explained their financial impact and importance. The City received an unmodified/clean opinion with no deficiencies noted. As of June 30, 2021, cash and investments increased $177,000 over the previous year. Reserves were at 57.9% when comparing total expenditures to the unassigned fund balance. Mr. Topete moved to forward the audit report to Council for approval. Motion carried.

2. **Presentation; consider and discuss ARPA project budgeting.**

   Mr. Short discussed revenue replacement of approximately $271,000 using the ARPA funds. Department Heads reviewed their proposals for use of ARPA funds and the Committee made the following recommendations:

   Proceed with the following: financial software, self-pay kiosks, PPE, auto CPR system, broadband in parks, Civic Experience without annual costs in ARPA funding, and Police vehicle project

   Do not proceed with the following: Fire Department command vehicle and Police Department mobile command vehicle.

3. **Consider and discuss COLA effective January 1, 2022.**

   Mr. Short discussed the design of the McGrath Study and the need to follow the

Plan. COLAs are supposed to be given annually in January. At the end of November, the CPI was at 7.3 for the preceding 12 month period. Administration is suggesting a phase-in of the COLA since inflation is already affecting the employees. A COLA increase is recommended at 3.5% effective January 1, 2022 and 3.0% effective July 1, 2022. This will be in addition to the annual step increases. Mr. Barlow moved to implement a 3.5% COLA effective January 1, 2022 and a minimum of 3.0% effective July 1, 2022 which will be decided during the budget process. Motion carried.

4. **Staff Reports.**

Mr. Short reported on sales and use tax revenues, financial reports, discussions with Baker Tilly regarding revenue bonds and general obligations bonds for Garrison Street bridge improvements and Baker Street improvements, the need for a future budget adjustment, and a meeting with McCune Brooks Hospital Trust in which they committed to funding Phase I and Phase II of the Parks Master Plan.

5. **Other Business.**

ADJOURNMENT: The meeting adjourned at 8:00 PM on motion by Ms. Otero.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, DECEMBER 14, 2021
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: Assistant City Administrator Greg Dagnan, City Clerk Traci Cox and HR Coordinator Michael Miller

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. Diggs, the minutes of the November 23, 2021 meeting were approved 4-0.

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

NEW BUSINESS:

1. **Consider and discuss 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.** HR Coordinator Michael Miller presented changes to the policy. Mr. Diggs moved to forward CB 21-59 to Council for approval. Motion carried.

2. **Staff Reports:** Mr. Miller presented the Wellness Points Program for calendar year 2022. Mr. Dagnan reported there is no longer a Covid leave policy for the city employees.

3. **Other Reports:** Ms. Otero reported on the possibility of a COLA increase of 3.5% effective January 1, 2022 that was approved by the Budget Committee and will be presented for approval at tonight's Council Meeting. Mr. Armstrong expressed his disapproval of the audit being presented to the Budget Committee instead of the Insurance, Audit and Claims, and claimed the administration was the reason salaries had gotten behind.

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:17 PM. Motion carried 4-0.

Traci Cox

MINUTES SPECIAL COMMITTEES AND BOARDS

AGENDAS STANDING COMMITTEES

City of Carthage

NOTICE OF MEETING

Public Safety Committee – Agenda

December 20, 2021

5:30 p.m.

Carthage City Hall

Council Chambers

326 Grant, Carthage MO 64836

Meeting Cancelled due to lack of business

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 WORKS COMMITTEE

January 4, 2022

5:30 PM

MEETING CANCELLED

CITY HALL

326 GRANT STREET

2ND FLOOR CONFERENCE ROOM

-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

None.

NEW BUSINESS

OTHER BUSINESS

STAFF REPORTS - Zeb Carney & Tom Short

ADJOURNMENT

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

POSTED: 1/3/2022

BY: Chelsea Rives

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, JANUARY 10, 2022

5:30 P.M.

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

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.
2. Consider and discuss ARPA project budgeting. (Baker Tilly)
3. Consider and discuss Bond financing alternatives for various City projects. (Baker Tilly)

CITIZENS PARTICIPATION

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

NEW BUSINESS

1. Consider and discuss Fiscal 2022 Mid-Year Budget Status Report.
2. Consider and discuss budget calendar for Fiscal year 2023.
3. Consider and discuss an Ordinance amending the 2021 - 2022 Annual Operating and Capital Budget for the City of Carthage.
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.
5. Staff Reports.
6. Other Business.

ADJOURNMENT

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

POSTED:________________________
BY:______________________________

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
January 11, 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. Staff Reports
2. 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
DECEMBER 14, 2021
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED DECEMBER 10, 2021 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
DECEMBER 28, 2021
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED DECEMBER 23, 2021 AT 4:00 P.M. (RSMO 610.020)

AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, January 3, 2022 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting:

Public Hearing

NOTICE:

DUE TO LACK OF BUSINESS

MEETING IS CANCELLED

New Business

Old Business

Next Meeting: Monday, February 7, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Mark Elliff	1511 Grand	417-358-3613
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690
Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Tom Short	City Hall	417-237-7003
	Asst. City Administrator	Greg Dagnan	City Hall	417-237-7003
	Councilmember	Ed Barlow		
Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
JANUARY 4, 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
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
   - **Adopt 2022 Jasper County Budget**
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 DECEMBER 30, 2021 AT 4:00 P.M. (RSMO 610.020)

CARTHAGE TREE BOARD
TUESDAY, JANUARY 11, 2022
4:00 P.M.
CARTHAGE PARK DEPARTMENT
521 Robert Ellis Young Dr. Carthage, MO 64836

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation

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

New Business

1. Consider and Discuss Arbor Day Event for 2022.

2. Consider and Discuss Tree Board Events for 2022.

Staff Reports

Other Business

Adjournment

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

POSTED:

BY:

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 11, 2022 5:15 p.m.

Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA
Roll Call of Members

Minutes from the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

- Building Committee
- Budget Committee
- Community Relations
- By-Laws
- Library Gardens
- ADA Compliance
- Communications
- New Business
- Payment of Bills
- Adjournment

CORRESPONDENCE

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.

"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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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

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.