1. City Council Agenda Feb. 22, 2022

   Documents:

   CITY COUNCIL AGENDA 02 22 22.PDF

   1.I. City Council Packet Feb. 22, 2022

      Documents:

      CITY COUNCIL PACKET 02 22 22.PDF

      1.I.i. City Council Minutes February 22, 2022

         Documents:

         CITY COUNCIL MINUTES 02 22 22.PDF

COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, FEBRUARY 22, 2022
CITY HALL COUNCIL CHAMBERS
6:30 P.M.

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments
   (Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of 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. 22-05** – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects. (Budget Ways & Means)
16. New Business
    1. **C.B. 22-06** – An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri. (Public Services)

2. **C.B. 22-07** – An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy. (Insurance, Audit and Claims)
3. **C.B. 22-08** – An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy. (Insurance, Audit and Claims)

17. Mayor's Appointments
    - Carthage Tree Board
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
February 8, 2022

The Carthage City Council met in regular session on the above date via Zoom video conference at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Ryan Huntley gave the invocation and Police Chief Bill Hawkins led the flag salute.

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

Mr. Daugherty made a motion, seconded by Mr. Topete, to approve the minutes of the January 27, 2022 Special Council Meeting. Motion carried unanimously.

Mr. Snow made a motion, seconded by Mr. Topete, to amend the agenda to add Resolution 1953. Motion carried.

No citizens were present during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met on February 7. Modules for Civic Plus were discussed and approved. This appears in Resolution 1953. A Council Bill authorizing the Mayor to apply for federal financial assistance for the Taxi program was approved and appears as C.B. 22-05. Mr. Snow made a motion, seconded by Ms. Otero, to approve the budget goals for FY 2023 Budget. Motion carried. Mr. Snow made a motion, seconded by Ms. Otero, to commit to supporting the Battle of Carthage, Inc. for Civil War Re-enactment by appropriating $25,000 to be funded as additional information is obtained. Motion carried. Sales and use tax revenues were reviewed.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Ms. Otero made a motion, seconded by Mrs. Harrison, to approve an Agreement for tuition and uniform reimbursement for Kendra Tackett. Motion carried.

Mr. Barlow reported the Public Safety Committee is between meetings with the next meeting scheduled for February 28.

Mr. Topete reported that the Public Services Committee is between meetings with the next meeting scheduled for February 15.

Mr. Armstrong reported the Public Works Committee met on February 1. The committee had ongoing discussions regarding McGregor St. bridge, Baker Blvd., Garrison Street bridges, parking lot improvements, and the Comprehensive Plan. The committee also approved to proceed with the purchase of a dump truck for $155,930. Mr. Armstrong made a motion, seconded by Mr. Snow, to purchase a traffic counter for $5,034 with funds used from another project. Motion carried.

Special Committee and Board Liaison reports were given by Mr. Armstrong for the Civil War Museum.

Mayor Rife reported on a conference call to begin the process of exploring funding options for repairing the Garrison Street bridges through state or federal funding.

Police Chief Bill Hawkins reported on the compilation of the parking Committee for downtown parking.

Fire Chief Ryan Huntley reported on interviews being conducted to fill vacant positions.

Public Works Director Zeb Carney reported on the recent snow event.

Parks & Recreation Director Mark Peterson is looking forward to working with the Battle of Carthage Committee.

Assistant City Administrator Greg Dagnan reported on employees working from home during the recent snow event and the passing of Chief Ellefsen.

City Administrator Tom Short reported on the following: a lodging tax committee meeting, the Fair Acres lease and release of lien, a conference call with Paul Mouton regarding infrastructure funds, sales and use tax revenues, financial reports and the budget process.

The Committee on Claims filed a report in the amount of $563,806.35 against the following funds: General Revenue $44,724.84, Public Health $138,643.00, Parks/Stormwater $5,803.50, Fire Protection $664.05, Golf $436.76, Myers Park $1,414.50, Library $25,000.00, and Payroll $347,119.70. Ms. Otero made a motion, seconded by Mrs. Harrison, to accept the report and allow the claims. Motion carried.

Under old business, 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 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-04

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 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, and Topete. The Council Bill was approved and numbered Ordinance 22-05.

Under new business, C.B. 22-05 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve Resolution 1953 – A Resolution of the Council of the City of Carthage, Missouri, stating its intent to fund through the American Rescue Plan Act ("ARPA") Civic Plus Software and authorizing the Mayor to sign Statements of Work for CivicReady, CivicRec, CivicClerk/CivicMedia and CivicSend modules (not to exceed $18,292.80). Resolution 1953 was adopted by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson, and Topete.

Mr. Topete made a motion, seconded by Mr. Snow 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 9 yeas and no nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson and Topete. Motion carried at 7:21 p.m.

CLOSED SESSION

Mr. Armstrong made a motion, seconded by Mr. Daugherty, to return to the regular session of the Council Meeting at 7:32 p.m. followed by a roll call vote of 9 yeas and no nays. Ayes: Armstrong, Barlow, Daugherty, Diggs, Harrison, Otero, Snow, Thompson and Topete. Motion carried.

Mr. Daugherty made a motion, seconded by Mr. Topete to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:33 p.m.

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Dan Rife, Mayor

____

Traci Cox, City Clerk

PRESENTATIONS/ PROCLAMATIONS

PUBLIC HEARINGS

OLD BUSINESS

COUNCIL BILL NO. 22-05 **ORDINANCE NO. _______________**

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

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

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

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

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

PASSED AND APPROVED THIS ______ DAY OF ___________ 2022.

____
Dan Rife, Mayor

ATTEST:

____
Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

NEW BUSINESS

COUNCIL BILL NO. 22-06 **ORDINANCE NO. ________**

An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF ______________, 2022.

____

Dan Rife, Mayor

ATTEST:

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Traci Cox, City Clerk

Sponsored by: Public Services Committee

COUNCIL BILL NO. 22-07 **ORDINANCE NO. __________**

An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy.

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

SECTION I: Section **800 – Miscellaneous Policies** of the Personnel Policy Manual is hereby amended by adding subsection 806 – Remote Work Policy.

806. Remote Work Policy:

01. At times, emergencies such as severe weather, natural disasters, or other unforeseen emergencies can disrupt city operations. In some cases, these circumstances may require the closing of a work facility. The Mayor must approve such closures. When one or more city operations are officially closed due to emergency conditions, departments must plan for remote (work-from-home) work to ensure that city operations can continue during these conditions.

02. Department Heads are responsible for deciding who from their department will be required to work remotely, and who will be required to continue to report to work as normal. Typically, emergency operations of the city (police, fire, street-clearing crews) are not applicable to work remotely. Employees who are not part of emergency operations but whose work is essential to the daily operations of the city should be designated as a remote worker if applicable.

03. If an employee is designated as a remote worker, the Information Technology department must work to ensure that the employee has the proper equipment to perform their daily functions remotely. Equipment such as a mobile phone that can receive transferred calls from a city business line, a mobile laptop computer with remote access to the employee's work-related software and applications, and IT security equipment and/or software shall be provided by the Information Technology department for remote work.

04. Emergency operations workers and remote workers will be compensated at their normal hourly rate for the hours they normally would have worked. If a situation arises that causes an employee to work outside of their scheduled hours, that employee will be compensated at a rate of time and one half in accordance to the city's overtime and compensatory time policies. If an employee is not required by their Department Head to report to work or to work remotely, or is required to report to work and cannot due to the inclement weather or unforeseen circumstances, that employee will not receive regular pay, but may utilize accrued leave such as personal leave, vacation leave, or compensatory leave.

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

PASSED AND APPROVED THIS __________ DAY OF _______________, 2022.

____

Dan Rife, Mayor

ATTEST:

____

Traci Cox, City Clerk

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. 22-08 **ORDINANCE NO. ___________**

An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy.

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

SECTION I: Section 207 of the Personnel Policy Manual of the City of Carthage is hereby amended to read as follows:

207. Resignation and Retirement:

01. **Notice of Resignation**: In order to terminate employment in good standing, regular full-time employees are required to give at least two (2) weeks notice, and part-time employees, at least one (1) week notice prior to the effective date of resignation.
02. **Advanced Notice of Resignation**: It is the responsibility of an employee who plans to resign from employment with the City to notify their immediate supervisor in advance as follows:
    1. A written resignation will be submitted to the supervisor at least two weeks before the effective date. Accrued vacation does not count as notice.
    2. Failure to give adequate notice will be recorded in the resigning employee's personnel file and may be cause for denying re-employment with the City and forfeiture of any vacation paid upon separation pursuant to Section 502.08.
03. **Notice of Retirement**: In order to retire from employment in good standing, regular full-time employees are required to give at least three (3) months notice, and department heads or employees in exempt positions are required to give at least six (6) months notice prior to the effective date of retirement.
04. **Advanced Notice of Retirement**: It is the responsibility of an employee who plans to retire from employment with the City to notify their immediate supervisor in advance as follows:
    1. A written retirement letter will be submitted to the supervisor at least three months before the retirement date for all regular full-time employees and at least six months before the retirement date for department heads or employees in exempt positions.
    2. Failure to give adequate notice will result in the forfeiture of the employee's sick leave payout upon separation pursuant to Section 501.04.
05. **Emergency Exception Clause**: An exception to this policy may be made for emergency or extenuating circumstances that were unforeseen by the employee if so approved by the City Administrator or Mayor. Emergency and/or extenuating circumstances can be defined as an illness, accident, serious family problem, involuntary termination, or a non-recurring event that was beyond the employee's control.

SECTION II: Section 2-160 of the Code of the City of Carthage is hereby amended to read as follows:

Sec. 2-160.

(a) 1. **Applicable at the time of passage**: The city administrator shall serve at the pleasure of the mayor and council. He shall continue to serve so long as his performance meets with the approval of the mayor and of a majority of the members of the council. He may terminate his employment at any time by giving the mayor and council thirty (30) days' written notice. At such time as he terminates his employment with the city he will be entitled to only accrued benefits, such as vacation time, sick leave, etc.

2. **Applicable to all future hires**: The Administrator shall serve at the pleasure of the mayor and council. The Administrator shall continue to serve so long as their performance meets with the approval of the mayor and of a majority of the members of the council. The City Administrator may terminate their employment at any time by giving the mayor and council thirty (30) days' written notice. In order to retire in good standing, the Administrator is required to give at least six (6) months notice prior to the effective date of retirement in accordance with Sec. 207 of the personnel manual.

(b) The city may terminate the employment of the City Administrator by providing thirty (30) days notice. The thirty-day notice is to begin from either the first or second council meeting of each month, depending upon which meeting the majority of the members of the council voted and the mayor concurred that his employment should be terminated. A termination payment equal to one-half a month's salary will be allowed, plus any other benefits which may have accrued. In the event the termination is the result of an act of dishonesty or acts involving moral turpitude such termination payment shall not be paid.

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: ____________________

MAYOR'S APPOINTMENTS

Mayor's Appointments

February 2022

Carthage Tree Board

3 Year Term - 5 Members - Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Brandon Scott	417-332-2333	1202 W Macon	02/22/22	May 23

RESOLUTIONS

MINUTES STANDING COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, FEBRUARY 7, 2022 5:30 P.M.
Zoom

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, Police Chief Bill Hawkins and Parks & Recreation Director Mark Peterson

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

Mr. Barlow moved to amend the agenda to add consider and discuss Civil War Re-Enactment request under New Business. Motion carried.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:**

   Mr. Barlow made a motion to approve the minutes for the January 10, 2022 Budget Meeting. Motion carried 4-0.

2. **Consider and discuss ARPA project budgeting:**

   Mr. Short discussed final rules and noted this item would remain on the agenda for a few months. ARPA requests are separate from regular budget requests.

3. **Consider and discuss Bond financing alternatives for various City projects:**

   Mr. Short 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 and this is a viable option. No action was taken at this time.

NEW BUSINESS:

1. **Consider and discuss Civic Plus 'modules' and statements of work (SOW)**

   Mr. Peterson discussed the Civic Plus modules that he is interested in implementing as soon as possible, which include Civic Rec, Civic Clerk, Civic Ready and Civic Send. Civic Optimize may overlap future financial software and will not be implemented until additional information is received. Mr. Topete moved to forward a Resolution to Council to authorize the Mayor to sign the SOW to proceed with the requested modules and allocate funds. Motion carried.

2. **Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.**

   Mr. Short discussed the annual grant need to proceed with the application. Mr. Topete made the motion to forward the Council Bill authorizing the Mayor to apply for federal financial assistance for the Taxi program to Council. Motion carried 4-0.

3. **Consider and discuss Overall Goals and Priorities for Fiscal 2023 Budget**

   Mr. Topete moved to approve the budget goals and forward to Council. Motion carried 4-0.

4. Consider and discuss request from Civil War Re-Enactment Committee.

   Mr. Peterson explained the request of $25,000 from the Civil War Re-Enactment Committee to help with marketing, insurance, security and other expenses with associated with the Battle of Carthage re-enactment. Future ideas would be creating a Trail of Stops for visitors including the CWM, creating additional events that work alongside the re-enactment and work with the Missouri Civil War Reenactors Association. Mr. Topete moved to forward the request from the Civil War Re-Enactment Committee to Council for approval. Motion carried.

5. **Staff Reports.**

   Mr. Short reported on sales and use tax revenues and reviewed the monthly financial reports.

6. **Other Business.** None.

ADJOURNMENT: The meeting adjourned at 6:30 PM on motion by Mr. Topete.

Respectfully submitted,
Traci Cox

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, FEBRUARY 8, 2022
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: City Administrator Tom Short, 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 January 25, 2022 meeting were approved 4-0.

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 4-0.

NEW BUSINESS:

1. **Staff Reports:** Ms. Cox reported on staff participating in viewing OpenGov financial software. Mr. Dagnan reported on future policy changes including a Work from Home Policy and changing the holiday schedule to add Martin Luther King Jr. Day. The Retirement Policy has been updated and will go back to staff before presenting to committee.

2. **Other Reports:** None

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:07 PM. Motion carried 4-0.

Traci Cox

PUBLIC SERVICES COMMITTEE MINUTES

February 15th, 2022
Zoom Video Conference
5:30 pm

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

Members Absent: Seth Thompson

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 January minutes.
   Motion Passed.

NEW BUSINESS:

1. **Consider and Discuss Scooter Rental RFP**

   Mr. Peterson presented an RFP for Electric Scooter rentals. The RFP outlined information needed from providers, proposed revenue, and timelines. The RFP will be released on 2/18 with a proposal due date of 3/10.
   No action was needed.

2. **Consider and Discuss Addendum #2 for Dick Horton Consulting Services**

   Mr. Peterson proposed addendum #2 to the Dick Horton Consulting Services Parks & Recreation Master Plan contract. This addendum is for administrative services that include document creation of Special Events Guidelines, Pricing Policy, Cost Recovery Policy, Public Engagement, Programming, Organizational Changes, Staff Development, Cost Tracking, and Research.

   The contract will have a cap of $30,000. Fees will be paid in a combination of options. Some jobs will be by the hour, and some will be by the job.

   Ceri Otero motioned to accept the contract and forward it to the council.
   Motion Passed.

3. **Consider and Discuss Carthage Youth Baseball Agreement.**

Information for agenda items 3 and 4 is below.

4. **Consider and Discuss Carthage Youth Softball Agreement.**

   Mr. Peterson informed the committee that these two agreements need further evaluation before approval. These will be brought forward at the March 15th PSC meeting. The primary reason is recent developments related to determining the best way to proceed with utility needs for baseball and softball. Language for the agreements will be developed addressing the utility arrangements and added to the agreements.

Staff Reports

Mr. Peterson shared information on the following.

- Recently hired Preston Ryser as the Assistant Golf Operations Supervisor.
- We are currently interviewing candidates for the Administrative Assistant opening.
- Currently taking applications for Park Maintenance I position.
- We are transitioning from Teesnap Point of Sale (POS) software to Lightspeed POS at the golf course. We Teesnap through the end of March. Lightspeed should be implemented by 3/15, allowing a 2-week buffer for any issues.
- Capital requests will be submitted to Mr. Short on 2/18.
- I met with CVB representatives on 2/10 to discuss various details in determining the best path for Tourism if the City of Carthage chooses to take on a Tourism role for the city. We outlined how to move forward with FTF while a path is determined for Tourism. More details and a presentation will happen on 2/28 at the scheduled Lodging Tax Committee meeting.

Mike Daugherty made a motion to adjourn.
Motion Passed.

Meeting adjourned at 6:32 pm.

MINUTES SPECIAL COMMITTEES AND BOARDS

The Carthage Public Library Board of Trustees Meeting Minutes – January 2022 DRAFT

The Carthage Public Library Board of Trustees met Tuesday, January 11, 2022, 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 5:16 pm by Sandy Swingle, President.

APPROVED

Roll Call
Board Members present: Gary Cole, Sandy Swingle, Kevin Johnson, Carrie Campbell, Justin Baucom and Miriam Putnam. Board members Donna Thomason, Peggy Ralston and Eric Putnam 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 December 14, 2021. A motion to approve the regular meeting minutes was made by Gary Cole and seconded by Carrie Campbell. Motion passed unanimously.

Financial Report
Attached. The December 2021 financial report was presented. Discussion Included: (1) Parks and Storm Water check received was $39K. Julie inquired about the recently passed online use tax and the Library does NOT receive proceeds from this tax. (2) Property tax revenue has not been received yet. (3) Legal fees is at budget with 6 months remaining in the fiscal year, however no additional expenses are expected. A motion to approve the December 2021 financial report was made by Justin Baucom and seconded by Gary Cole. Motion passed unanimously.

Director's Progress and Service Report
Attached. Discussion included: (1) The Library will be closed for the next four days because schools are closed until Tuesday (1/18) due to COVID. There are seven staff members absent from the Library – three with COVID and four who have children now out of school due to COVID. It takes at least seven employees to operate the Library when open. Julie assured the board the Library would be open Monday, January 17 regardless. (2) Received $27K grant from the Marsh Family trust (Thelma Stanley trust) for the High School Diploma program. (3) Schmidt has requested an increase in monthly fees from $50 to $300. The current amount was put in place years ago when the Library was experiencing funding issues. Those funding issues have largely been resolved and the proposed amount is very reasonable considering all that Schmidt does for the Library such as bookkeeping, reports, payroll, tax filings, audit preparation, workers comp audit, financials, W4 and W9s. They agreed to wait until the next budget year to start (July 22). Gary Cole moved to approve the increase. Miriam Putnam seconded. Motion passed unanimously. (4) Julie reported the library paid $20K in sick leave in 2021. She is still working on getting an accrued (accumulated) amount.

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) No update from the HVAC engineering firm. We did receive $100K from the Steadley Trust to apply towards the cost of the replacement. (2) Randy Dubry came and fixed a problem with the flu for the laser etcher and with the backsplash in the Steadley Family Legacy Center.

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) Gary Cole moved to form a Compensation and Benefits committee for the purpose of reviewing rates of pay and benefits such as the vacation and sick leave policy. Justin Baucom seconded. Motion passed unanimously. Julie will send an email asking for volunteers.

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

Other New Business
No report.

Closed Session
None.

Adjournment
Gary Cole made a motion to adjourn. Justin Baucom seconded. Motion passed unanimously. Meeting was adjourned at 6:17 pm.

Respectfully submitted,

Kevin Johnson
Secretary-Treasurer

LODGING TAX APPROPRIATION COMMITTEE
MONDAY, JANUARY 31, 2022
Zoom Meeting
4:30 p.m.

COMMITTEE MEMBERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, Ceri Otero, Alan Snow, and Juan Topete

OTHER COUNCIL MEMBERS:

STAFF PRESENT: Assistant City Administrator Greg Dagnan and Police Chief Bill Hawkins

Mayor Rife called the meeting to order at 4:30 P.M.

OLD BUSINESS:

1. **Approval of minutes from the previous meeting:** Mr. Topete moved to approve the minutes of the January 24 meeting. Motion carried.

2. **Consider and Discuss lodging tax appropriations:** The committee has received a summary of proposed guidelines for an RFP for outside organizations. It was decided for Parks & Recreation Director Mark Peterson to present a proposal for making tourism a city function including information about total costs, staffing projections, and supervision structure at the next meeting.

3. **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.

   Mr. Snow moved to go into closed session. Motion carried unanimously.
   A motion was made by Ms. Otero to accept the audit as is, asking that the auditor do no further work even though the exam was not considered complete by the committee. Motion carried unanimously.
   As a result of the audit findings, Ms. Otero moved to not contract with CVB for the remainder of the current fiscal year but allow them to submit a proposal if RFPs are requested for the next fiscal year. Motion carried with all members voting aye with the exception of Mr. Short who did not cast a vote.
   Mayor Rife moved to allow CVB to request funding in the current fiscal year for financial match for DMO projects with each proposal considered by the Budget Committee. Motion passed unanimously.
   Mr. Short moved to go into open session. Motion carried unanimously.

NEW BUSINESS: None

ADJOURNMENT: Mr. Topete made a motion to adjourn at 5:24 PM. Motion carried.

Respectfully submitted,

Greg Dagnan, Assistant City Administrator

Tree Board Meeting

February 1, 2022

Parks and Recreation Office

4:00 pm

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

Members Absent: Jory Mertens

Staff Present: Brian Bradley

Non-Members: Brandon Scott

Meeting was called to order at 4:15 pm

Old Business:

1. Consider and approve minutes from previous meeting.
   Bryan Stringer made a motion to approve minutes from last meeting. Motion Passed.

New Business:

1. **Consider and discuss Arbor Day 2022.**
   Mr. Smith provided an update of conversations with the Early Childhood Center. The Childhood Center has agreed to plant two trees and have 2 separate presentations. One at 9:00 am and another at 1:00 pm. Mr. Smith and Mr. Bradley are to meet with the Principal to find location of plantings, so the board can make a decision on what trees to plant.
2. **Consider and discuss other events for 2022.**
   Mr. Smith asked for ideas for other events for the Tree Board in the upcoming year, and recommended mulching trees again this summer. Ms. Brownfield recommended getting her class involved with some projects.

Other Business:

1. Mr. Smith introduced Mr. Scott as a prospective new member of the Tree Board, to fill a vacancy. He informed Mr. Scott of what the role of the Tree Board is, and what type of activities it performs. Mr. Scott expressed he would be interested filling the vacancy.
2. The Tree Board would like to request funding for purchase of seedlings, fliers, and other items that may be given away during events to assist with raising awareness of the Carthage Tree Board and the importance of trees in the community.

Staff Reports.

Meeting adjourned at 5:00 pm.

CWEP
BOARD MEETING MINUTES

February 17, 2022

The Carthage Water & Electric Plant Board met in regular session February 17, 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

President Beimdiek called the meeting to order at 4:04 p.m.

ADDITIONS/CHANGES TO THE AGENDA:

General Manager Bryant introduced the following new employees to the Board: Calee Haslip- Customer Service Representative; Taylor Turner- Customer Service Representative; Jim Willis- Inventory Control Coordinator; Keagan Kell- SCADA Technician; Jacob Smith- Field Service Rep.

APPROVAL OF MINUTES:

A motion by Collier and seconded by Goff to approve the minutes of the regular meeting of January 20, 2021, as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Goff and seconded by Beimdiek to approve disbursements for January in the amount of $3,517,452.45, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for January, she noted the net income for the month reflected a loss of $152,953 compared to a budgeted loss of $142,629. She reported the purchase power energy is being negatively affected by natural gas prices and transmission congestion charges. Year to date, the net income is $2,308,361 with a budgeted year-to-date net income of $1,042,363.

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

COMMITTEE REPORTS: None.

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF BIDS FOR CWEP PROPERTY MOWING SERVICES

General Manager Bryant reported formal proposals were requested seeking qualified mowing services for CWEP properties. Proposals were based on a weekly cost and were received from All American Lawn Maintenance in the amount of $2,352.55, The Lawn Specialist for $2,644.00, and from Zipper Lawn Care in the amount of $1,585.00.

GM Bryant recommends awarding the mowing services contract to Zipper Lawn Care and noted this company has previously provided CWEP with quality and professional services.

A motion by Collier and seconded by Beimdiek to award the mowing services to Zipper Lawn Care in the amount of $1,585.00, passed unanimously.

CONSIDERATION OF BIDS FOR WASTEWATER GATE AND ACCESS CONTROL

General Manager Bryant noted a formal request was advertised and issued to multiple contractors seeking proposals to install fencing and three motorized slide gates at the wastewater plant. The project also includes the installation and configuration of access control that would integrate into CWEP's existing system. CWEP received a sole proposal from Dubry Construction in the amount of $86,839.00.

GM Bryant recommends that CWEP awards this project to Dubry Construction as this company has provided superior construction services previously to CWEP with effective results.

A motion by Goff and seconded by Beimdiek to award this project to Dubry Construction in the amount of $86,839.00, passed unanimously.

STAFF REPORTS:

General Manager Bryant gave an update on the Fiber Project noting procurement issues still limits CWEP at times. He reported he met with a surveyor in reference to the drainage ditch located at the Centennial Property. He noted plans to make the lobby more COVID friendly and secure. GM Bryant updated the Board on economic development. He reported COVID in the workplace seems to be decreasing.

CFO Nugent noted Stinebrook appreciates the approval to temporarily suspend the purchasing policy but she is still conscientious and diligent in making purchases. Nugent reported Curtis Maxwell will be retiring at the end of March with Jim Willis taking over and acknowledged that Curtis has done a great job of training.

General Counsel and Director of Customer Relations Ludwig reported CWEP has been working with BKD to figure out what grant opportunities are available for all departments.

Director IT & Broadband Peterson announced almost all materials has been ordered for the fiber deployment and noted that materials are starting to arrive.

Director of Power Services Emery reported the Street light project in front of the high school have been completed and noted crews will be starting the streetlight project on Garrison next.

BOARD MEMBER COMMENTS:

City Liaison Snow noted they are looking for ways to fund the North Garrison Street bridges and improvement to Baker Street. He reported the City's budget calendar has been made.

At 5:25 p.m. the meeting adjourned.

President – Steve Beimdiek

Secretary – Ron Ross

AGENDAS STANDING COMMITTEES

-NOTICE OF MEETING-

PUBLIC SERVICES COMMITTEE
TUESDAY FEBRUARY, 15th 2022

5:30 P.M.
BY VIDEO CONFERENCE

AGENDA

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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 Rental RFP.
2. Consider and Discuss Addendum #2 for Dick Horton Consulting Services.
3. Consider and Discuss Carthage Youth Baseball Agreement.
4. Consider and Discuss Carthage Youth Softball Agreement.

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: ________________________

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

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BOARD MEMBER COMMENTS:

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President – Steve Beimdiek

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Posted: ______________

By: _________________________

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
February 22, 2022
City Hall Council Chambers
5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report
3. Consider and discuss changes to Resignation Notice Policy.

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

New Business

1. Consider and discuss Remote Work Policy.
2. Staff Reports
3. Other Reports

Adjournment

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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
FEBRUARY 8, 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-Request to Purchase AED Devices**
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 FEBRUARY 4, 2022, AT 4:00 P.M. (RSMO 610.020)

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

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President – Steve Beimdiek

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Secretary – Ron Ross

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By: _________________________

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OLD BUSINESS: None.

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February 22, 2022
City Hall Council Chambers
5:00 PM

Old Business

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Citizens Participation

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JASPER COUNTY COMMISSION

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

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   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-Request to Purchase AED Devices**
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 FEBRUARY 4, 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
FEBRUARY 15, 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-Consideration of Jail Treatment Program**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   - **Steve Willis-Present LEST Grant Award Proposals**
   - **Discuss Microfilming Bid for the Recorder of Deeds**
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 FEBRUARY 10, 2022, AT 4:00 P.M. (RSMO 610.020)

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet February 17, 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: January 2022

APPROVAL OF DISBURSEMENTS: January $3,517,452.45

FINANCIAL STATEMENT: January

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of bids for CWEP Property Mowing Services
2. Consideration of bids for Wastewater Gate and Access Control

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

CORRESPONDENCE

DRAFT APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JANUARY 31, 2022

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Public Library
612 S Garrison
Carthage, MO 64836

The accompanying financial statements of Carthage Public Library as of and for the month ended January 31, 2022 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
February 04, 2022

Carthage Public Library
Balance Sheet - Cash basis
January 31, 2022
Assets

Current Assets	
Cash in bank - treasurer's cash	$ 602,188.72
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	5,838.80
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	19,707.70
Total Current Assets	1,279,546.12
Total Assets	$ 1,279,546.12

Liabilities and Net Assets

Current Liabilities	
Insurance proceeds payable	$ 29,295.33
Total Current Liabilities	29,295.33
Total Liabilities	29,295.33
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	193,821.90
Total Net Assets	1,250,250.79
Total Liabilities and Net Assets	$ 1,279,546.12

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 seven months ended January 31, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	$ 122.60	$ 250.00	$ (127.40)	$ 1,081.40	$ 3,000.00	$ (1,918.60)
Copier income	319.75	416.67	(96.92)	2,227.60	5,000.00	(2,772.40)
Donations	67.80	0.00	67.80	11,287.30	0.00	11,287.30
Donations-restricted	127,400.00	0.00	127,400.00	349,525.26	0.00	349,525.26
Fax income	46.20	83.34	(37.14)	505.20	1,000.00	(494.80)
Fine income	342.75	416.67	(73.92)	2,744.67	5,000.00	(2,255.33)
Interest income	(29.08)	250.00	(279.08)	1,498.92	3,000.00	(1,501.08)
Non-resident fee income	480.00	583.34	(103.34)	3,420.00	7,000.00	(3,580.00)
Payment for lost books	37.99	0.00	37.99	272.00	0.00	272.00
Postage income	2.00	0.00	2.00	7.00	0.00	7.00
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	38,799.41	17,500.00	21,299.41	80,215.76	210,000.00	(129,784.24)
Tax income - Park and storm water	39,540.67	38,916.67	624.00	319,619.39	467,000.00	(147,380.61)
Miscellaneous income	0.00	500.00	(500.00)	1.13	6,000.00	(5,998.87)
Other income	34.66	0.00	34.66	315.72	0.00	315.72
Total revenue	207,164.75	62,625.03	144,539.72	777,481.39	751,500.00	25,981.39

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 seven months ended January 31, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	38,873.31	42,250.00	3,376.69	312,450.37	507,000.00	194,549.63
Lagers	2,023.17	2,083.33	60.16	15,903.69	25,000.00	9,096.31
Insurance - health	1,063.00	1,250.00	187.00	11,532.33	15,000.00	3,467.67
Payroll taxes - FICA	2,974.34	3,166.66	192.32	23,906.01	38,000.00	14,093.99
Total payroll expenses	44,933.82	48,749.99	3,816.17	363,792.40	585,000.00	221,207.60
Employee goodwill	81.17	333.33	252.16	2,103.69	4,000.00	1,896.31
Advertising	174.95	125.00	(49.95)	398.95	1,500.00	1,101.05
Audio-visuals	77.00	125.00	48.00	287.49	1,500.00	1,212.51
Books	896.38	2,083.33	1,186.95	10,704.61	25,000.00	14,295.39
Books - children's	960.96	1,083.33	122.37	9,139.80	13,000.00	3,860.20
Contract fees	3,894.31	3,083.33	(810.98)	30,022.01	37,000.00	6,977.99
Dues and travel	341.47	583.33	241.86	2,142.92	7,000.00	4,857.08
Ebooks	0.00	291.66	291.66	3,800.00	3,500.00	(300.00)
Furniture and equipment	0.00	250.00	250.00	668.34	3,000.00	2,331.66
Information technology (IT)	14.99	583.33	568.34	2,862.69	7,000.00	4,137.31
Insurance	1,887.90	2,666.66	778.76	37,686.23	32,000.00	(5,686.23)
Interest expense	0.00	0.00	0.00	1,789.27	0.00	(1,789.27)
Legal and professional	0.00	500.00	500.00	6,700.00	6,000.00	(700.00)
Periodicals	420.33	291.66	(128.67)	3,470.57	3,500.00	29.43
Postage	74.99	125.00	50.01	524.93	1,500.00	975.07
Programs - adult	434.31	416.66	(17.65)	2,489.50	5,000.00	2,510.50
Programs - children	573.43	666.66	93.23	3,004.80	8,000.00	4,995.20
Programs, teens	0.00	41.66	41.66	368.10	500.00	131.90
Repairs and maintenance	4,584.47	2,916.66	(1,667.81)	36,969.27	35,000.00	(1,969.27)
Supplies	1,124.34	1,666.66	542.32	11,023.95	20,000.00	8,976.05
Supplies - multi purpose building	469.98	1,250.00	780.02	25,299.93	15,000.00	(10,299.93)
Telephone	453.64	500.00	46.36	2,724.34	6,000.00	3,275.66
Utilities	3,842.96	3,333.33	(509.63)	25,685.70	40,000.00	14,314.30
	20,307.58	22,916.59	2,609.01	219,867.09	275,000.00	55,132.91
Total expenses and losses	65,241.40	71,666.58	6,425.18	583,659.49	860,000.00	276,340.51

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 seven months ended January 31, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	141,923.35	(9,041.55)	150,964.90	193,821.90	(108,500.00)	302,321.90
Transfers from temporary restricted	6,499.83	9,041.67	(2,541.84)	42,489.63	108,500.00	(66,010.37)
Transfers to temporary restricted	(100,000.00)	0.00	(100,000.00)	(322,125.26)	0.00	(322,125.26)
Increase/(Decrease) in unrestricted net assets	48,423.18	0.12	48,423.06	(85,813.73)	0.00	(85,813.73)

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 seven months ended January 31, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 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		
Steadley Trust	100,000.00			100,000.00		
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	0.00			6,000.00		
Author Visit MOSL Grant -10015	0.00			753.00		
CLSP Grant -2022	(203.90)			(203.90)		
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	(2,077.50)			(7,775.00)		
Spotlight on Literacy LOCAL Funds - SLT21-076	(434.31)			(5,799.38)		
Steadley Trust	(2,250.00)			(2,250.00)		
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	(505.96)			(21,393.67)		
Anne Elliff - Children's Dept	(1,028.16)			(1,028.16)		
Author Visit MOSL Grant - 10015	0.00			125.90		
Increase/(Decrease) in temporarily restricted net assets	93,500.17			279,635.63		
Change in net assets	$ 141,923.35			$ 193,821.90		

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 seven months ended January 31, 2022

	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
CLSP Grant -2022	0.00	0.00	(203.90)	(203.90)
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	(7,775.00)	(1,992.50)
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	(5,799.38)	4,200.62
Steadley Trust	926.16	100,000.00	(2,250.00)	98,676.16
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	(21,393.67)	157,051.81
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	(1,028.16)	7,481.60
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	$ 322,125.26	$ (42,489.63)	$ 540,050.39

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

Director's Progress and Service Report

February 2022, Julie Yockey, Director

Where did January go? In a blink of an eye, it has flown by and it is time for our Board meeting again. It has been a good month, except for dealing with staff absences due to COVID. As hard as we try to keep staff members healthy, we are still experiencing long term, (over a week's period), absences for those with COVID. We are doing our best to cover the desks of those who are gone. In fact, the Library was closed four days in January to give those who were ill a chance to recover, and to help parents who had to stay at home due to the school district closing for three days. We have also had to close the Reference department on two occasions due to lack of staff. In-house Story Times will be in person on Wednesday's starting this week. We continue to watch the COIVD case numbers on a weekly basis which help us make the decision on whether or not to hold in-house programming or virtual programming.

February began with a big cold storm and the Library was again closed for three days, as it was impossible to get our parking lot cleared due to the reoccurring snow and cold temperatures. Our quarterly check has been completed on our sprinkler system, and sadly I will report that the Genealogy Dept. has two new water leaks. We believe it is due to the roof drainage pipes being frozen. Randy Dubry is looking into the problem.

We have had two people inquire about the position to replace Pat Wakefield when she retires in May. Interviews will be done this week, and hopefully a decision will be made by the end of the month. We are excited and moving ahead using our grant funding to be able to offer our "Excel High School Diploma Program." There is a lot of behind the scenes work and preparation that must be worked out before we can actually begin to offer the program to the public. It is an exciting time at the Library.

March will be here before you know it and we hope to report no more closures due to illness of weather. Have a great rest of your month.

Respectfully submitted,

Julie Yockey

Julie Yockey, Director

Children's Progress Report
January 2022, Sherri Luce

Online Story Times have been accepted well by our community, but we are very excited to host in-library programming again! We will be extremely cautious with recommending handwashing, mask wearing and social distancing, but I can't wait to see our children again. We will continue to offer an online version for families not able to attend. The craft will still be in the take-and-make format.

Statistics for January included four online Story Times, with an approximate attendance of 44 families. We shared 167 craft kits in-house. We usually make 50 each week. The one week they didn't all get passed out, we donated the extras to Maple Leaf Daycare and Preschool. They were so excited!

We've scheduled a Sixth Grade STEAM program for Feb. 15^{th}. This age group is targeted simply because of their proximity to the Library. Usually children this age are becoming more active in a variety of things, gaining a bit more independence and responsibility in the process. We plan to provide a snack and work together in an engineering design. If needed, we will open this up to a bigger audience, and hope to host a different program each month. Because of the teamwork in this type of program, we are limiting participants to 12 with masks required.

Statistics for January 2022

New Items Added

Adult	170
Young Adult	4
Juvenile	86
Total	260

New Library Cards

Adult	29
Juvenile	26
Total	55

Computer Use

Wireless	325
Makerspace	2
Adult	257
Laptops	2
Adult Subtotal	259
Reference/Genealogy	102
Microfilm	1
Reference Subtotal	103
Juvenile	5
Tablets	3
AWE	N/A
AWE (Bilingual)	N/A
Juvenile Subtotal	8
Total	697

Patrons

Curbside Pickup	21
In-House Patrons	1,615

Circulation

	Adult	Young Adult	Juvenile	Total
Books	1,092	129	1,492	2,713
Periodicals	37	1	8	46
Audio	23	0	35	58
Visual	295			295
Circulating Electronics	0			0
eBooks	1,201	190	220	1,611
Total	2,648	320	0	2,968
In House Use	142			142

	Borrowing	Lending	Total
Courier	342	367	709

	ILL Made	ILL Rec'd	Total
Interlibrary Loan	1	1	2

Steadley Family Legacy Center

Door Count	Assistance	Checkout	Makerspace Use
19	3	1	17

Technical Services

	Adult	Young Adult	Juvenile	Total
Mending	34	6	28	68
Corrective Processing	89	8	108	205
Discards	69	6	135	210
Total	192	20	0	212

Digital Resources

Learning Express	2	Brainfuse	1
Ebscohost	23	Facebook Likes	2,110
Heritage Quest	0	Biggest Post	Job posting (Pat)
Tumblebooks	43	Pages / Hosts	13,419 / 2,737

Programming

English Language

	In-Person				Online					
	Onsite		Offsite		Live		Recorded			
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	Craft Kits Distributed	Total
General Interest										0
Seniors										0
Adults										0
Young Adults										0
Juvenile										0
Early Literacy							4	44	167	215
Total	0	0	0	0	0	0	4	44	167	215

Spanish Language / Bilingual

	In-Person				Online					
	Onsite		Offsite		Live		Recorded			
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	Craft Kits Distributed	Total
General Interest										0
Seniors										0
Adults	16	42								58
Young Adults										0
Juvenile										0
Early Literacy										0
Total	16	42	0	0	0	0	0	0	0	58

City of Carthage, MO

Economic Development Strategic Plan

Final Presentation

January 12, 2022

STRATEGY MATTERS

AdyAdvantage™

Today's Agenda

- About Ady Advantage
- Site Selection Overview
- Project Overview
- Report Highlights
- Economic Development Strategic Plan
- Thank You/Q&A

About Ady Advantage

Strategic challenges are our areas of expertise.

With a mix of research, competitive positioning and marketing/communications we help clients:

- Establish priorities and implementation plans
- Develop industrial sites, from feasibility through marketing of the sites
- Create strategies for locations based on quality of place
- Proactively go after prospects
- Identify and address talent issues
- Improve success rate with RFIs

Ady Advantage

About Ady Advantage

Strategic challenges are our areas of expertise.

Research

Gathering and analyzing data to support decision making

- Talent-led target industry analyses
- Economic development strategic plans
- Research among site location decision makers

Competitive Positioning

Zeroing in on your strongest positioning and expressing it

- Asset mapping
- Positioning platforms for talent and industry
- Logo and brand standards

Marketing/ Communications

Communicating with decision makers about your area

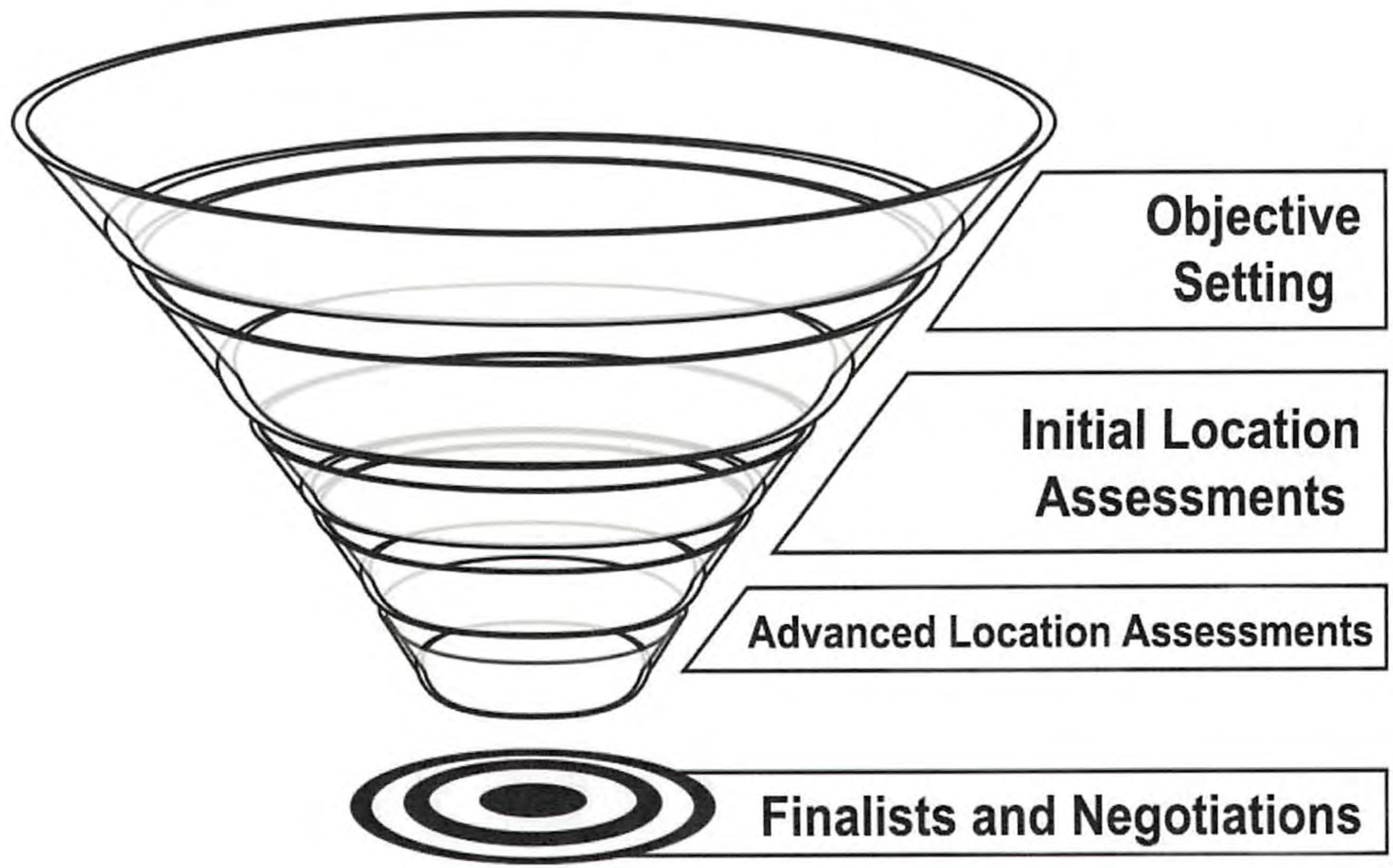
- Marketing plans
- Websites, social media, and public relations
- Marketing campaigns and lead generation

SITE SELECTION OVERVIEW

Drivers of Location Decisions

1 2 3 4

The Site Selection Process



IMPLICATIONS

Pillars of Success for EDOs

DRIVERS	PILLARS OF SUCCESS		
	Alignment/ Regionalism	Readiness	Differentiation
Minimizing Risk	✓	✓	
Regionalism	✓		✓
Increasing Competitiveness		✓	✓

ALIGNMENT/REGIONALISM

STATE

REGIONAL

LOCAL

ALIGNMENT/REGIONALISM

- Roles and Responsibilities of organizations in this room – staffing, budgeting, funding, partnerships

- Communication between organizations

LOCAL KEY ROLES

- Readiness, of product
- Business-friendly development process
- Education and alignment of local stakeholders
- Local knowledge
- Identification of clear points of difference within context of the region
- Local incentives

REGIONAL KEY ROLES

- Capacity building of LEDOs
- Regional tools (Sites & Buildings database, Labor info, BRE Software)
- Coordination of EDOs
- Alignment of local stakeholders to one another
- Regional assets and business case
- Target industries

UTILITIES KEY ROLES

- Knowledge about utility capacity, redundancy to serve each major available site
- Knowledge about how to serve new sites – the engineering as well as how much it will cost, how long it will take, who will pay for it
- Knowledge of available incentives
- Capacity building of LEDOs especially related to property readiness
- Marketing and recruitment

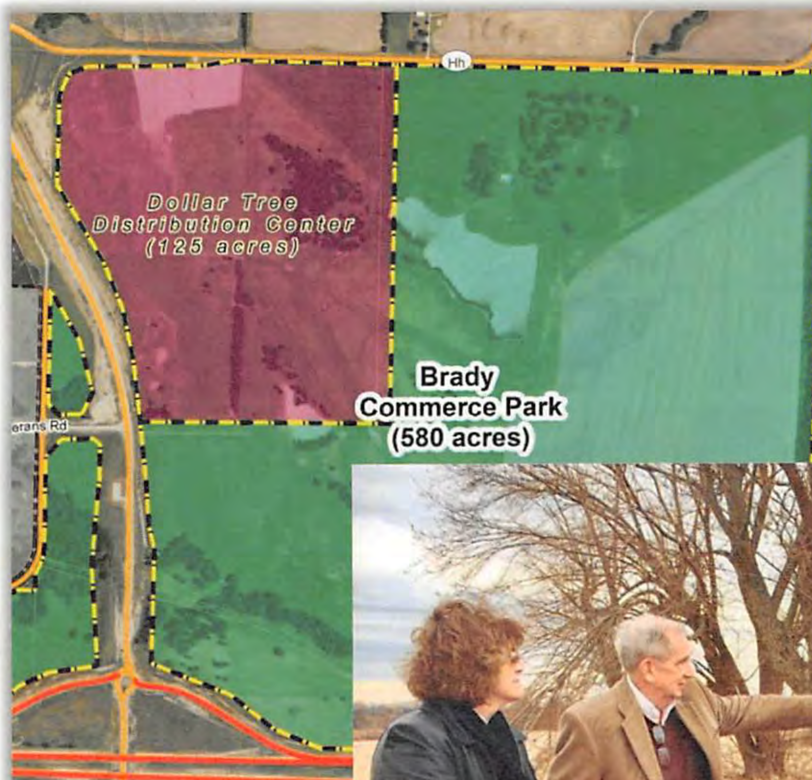
STATE KEY ROLES

- Capacity building of LEDOs
- Statewide business climate, including tax policy and incentives
- Awareness and perception of ease of doing business in the state
- Statewide data
- Statewide tools (Site Certifications, etc.)

www.AdyAdvantage.com/See-Value-Strong-Economic-Development-Ecosystem/

READINESS

- Product readiness – sites and buildings
- Talent readiness
- Existing business growth
- Entrepreneurship
- Incentives



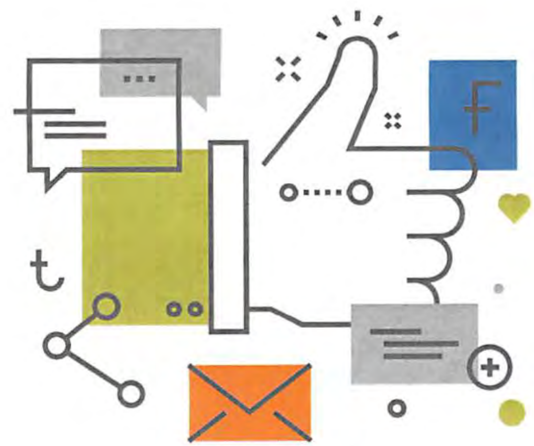
"Dirt is not a site."

Janet Ady

MARKETING/DIFFERENTIATION

- Markets: Audiences
- Messaging: Positioning
- Media: Distribution channels

Traditional



Reimagined

PROJECT OVERVIEW

Project Overview

PHASE
DISCOVER

PROJECT KICK-OFF
- *Engagement of the steering committee and key project team members*
- *Establishment of common understanding of the key project deliverables and outcomes*

MARKET ASSESSMENT
- *Understanding of the economic base of the region and key driving industries, as well as economic vulnerability*
- *Understanding of industry and occupational diversity of the region*
- *Understanding of the current state of the region and identification of major economic assets*

COMPREHENSIVE STAKEHOLDER ENGAGEMENT
- *Identification of challenges employers are experiencing in the region at a local level and at an industry level, including those related to ongoing economic disruptions*
- *Identification of opportunities local stakeholders see in terms of growth, diversification, resiliency and sustainability for the region and its communities*

PHASE
DISTILL

OPPORTUNITY AND BARRIER ASSESSMENT
- *Development of a SWOT analysis for the region, identifying key opportunities and barriers*
- *Organization of stakeholder engagement to capture areas of focus and identify key themes*

TARGET INDUSTRY ANALYSIS AND POSITIONING
- *Identification of industry clusters and specific sub-sectors with growth potential for the region*
- *Development of asset maps and positioning points for each recommended industry cluster*

PEER COMMUNITY ED ORGANIZATIONAL RESEARCH
- *Identification of peer community economic development entities and understanding of their mission, portfolio, and programming*
- *Understanding and insights of the ED organizational structure and overall capacity of peer communities*

GOALS AND PRIORITIES WORKSHOP
- *Facilitate consensus around the region's goals as it relates to economic development, and what gaps exist in achieving those goals*
- *Prioritization of activities that can help the region bridge the gap between these goals and existing gaps/barriers*

PHASE
DO

STRATEGY DEVELOPMENT AND IMPLEMENTATION MAP
- *Development of strategies to address the gaps identified, and determination of the most efficient and effective ways to prioritize them (e.g., short-term, medium-term, long-term)*
- *Determination of ways to measure the success of these programs and evaluate the return-on-investment from them*

FINAL PRESENTATION
- *Delivery of final plan and provide recommendations to steering committee and project team*
- *Drive momentum and stakeholder buy-in for implementation of plan*

IMPLEMENTATION SUPPORT
- *Support implementation activities and effort, including dashboard tracking tools and regular consultation touchpoints*

REPORT HIGHLIGHTS

Ady Advantage™

Report Highlights

LOCATION CRITERIA

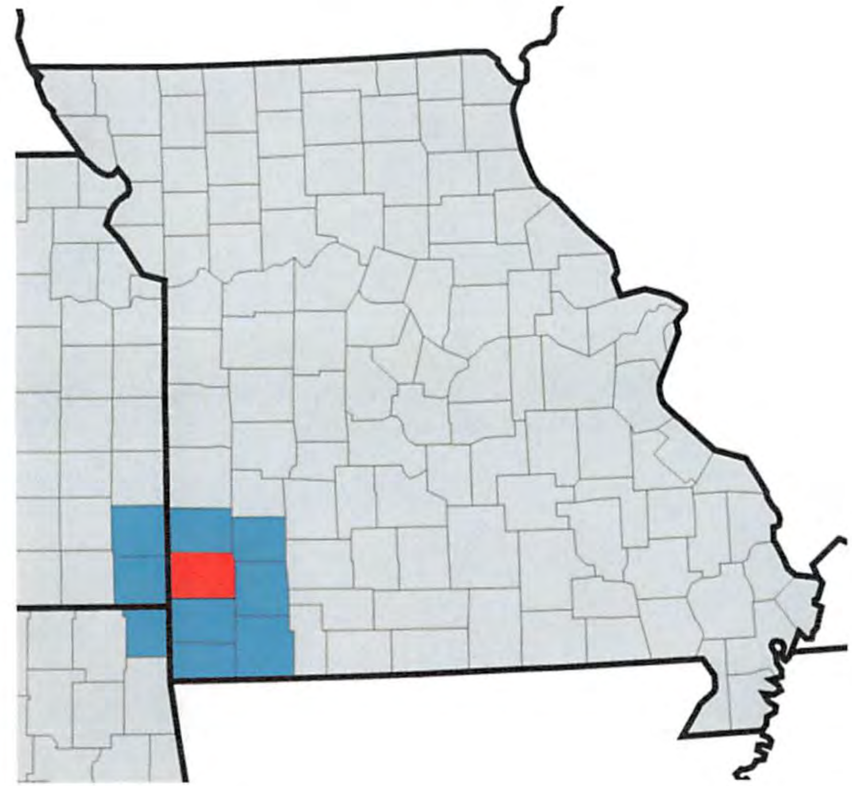
GEOGRAPHIC PARAMETERS

Red = Core Region

- Jasper County

Shaded Blue = Greater Region (The portion that is part of the immediate Jasper County labor shed)

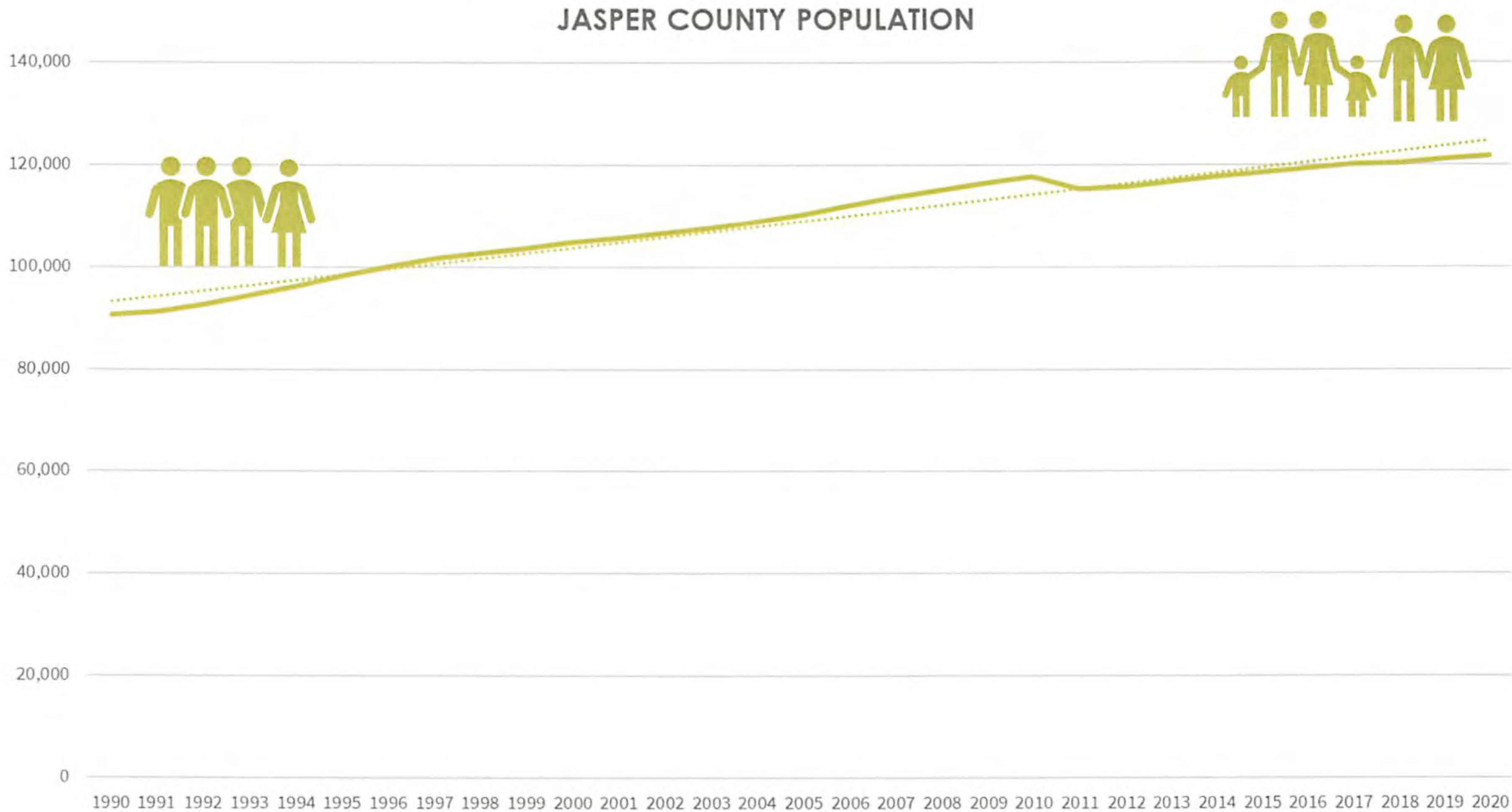
- Barton County
- Dade County
- Lawrence County
- Barry County
- McDonald County
- Newton County
- Ottawa County (OK)
- Cherokee County (KS)
- Crawford County (KS)



Created with Mapchart.net

For purposes of data analysis in this section, all the counties colored on the map are included in the target industry analysis, to better capture value-add and supply chain opportunities.

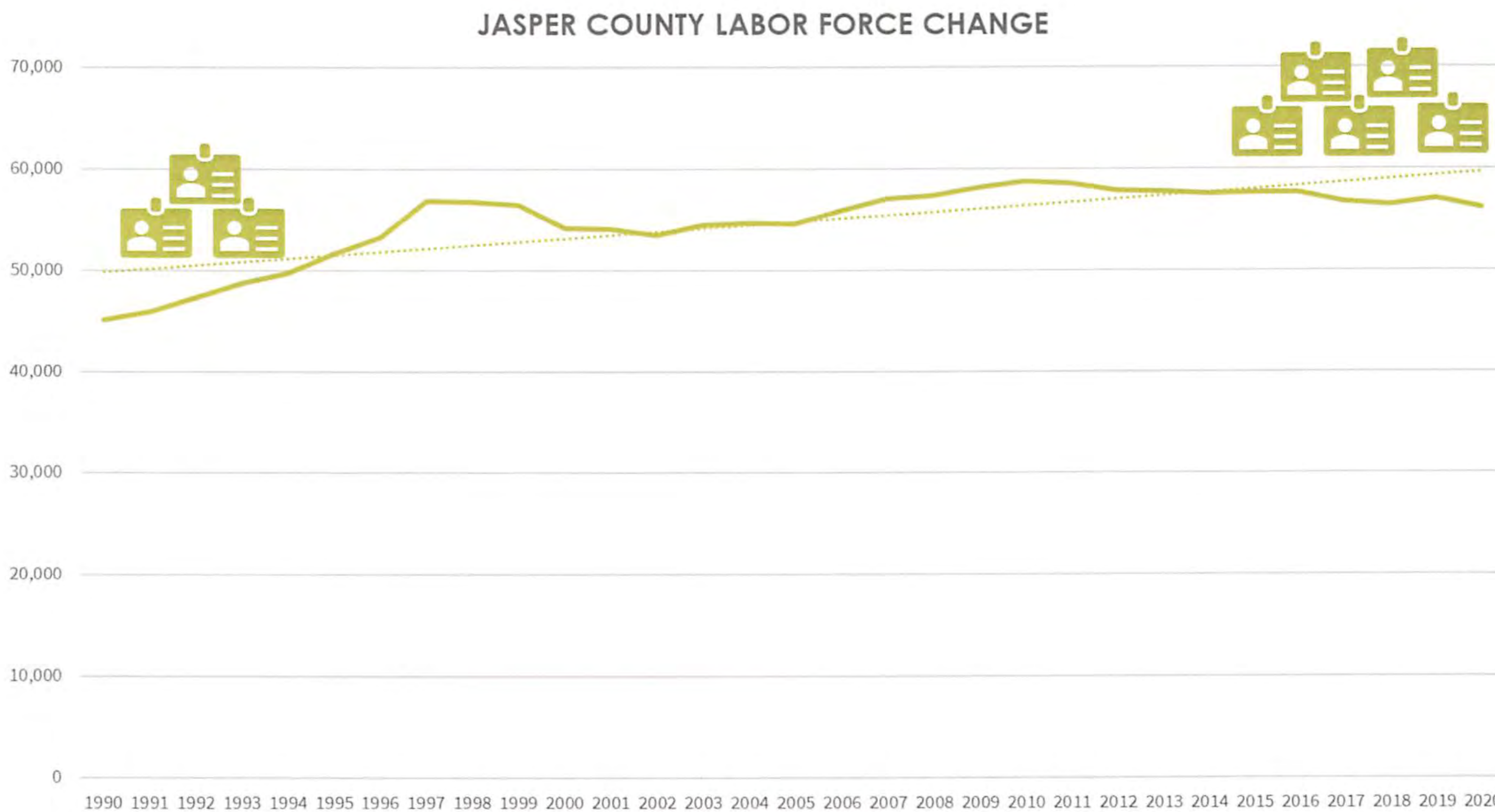
LOCATION CRITERIA



Source: U.S. Census Bureau, 2021

Green Line = Actual change over time
Dotted Line = Average trend over time

LOCATION CRITERIA



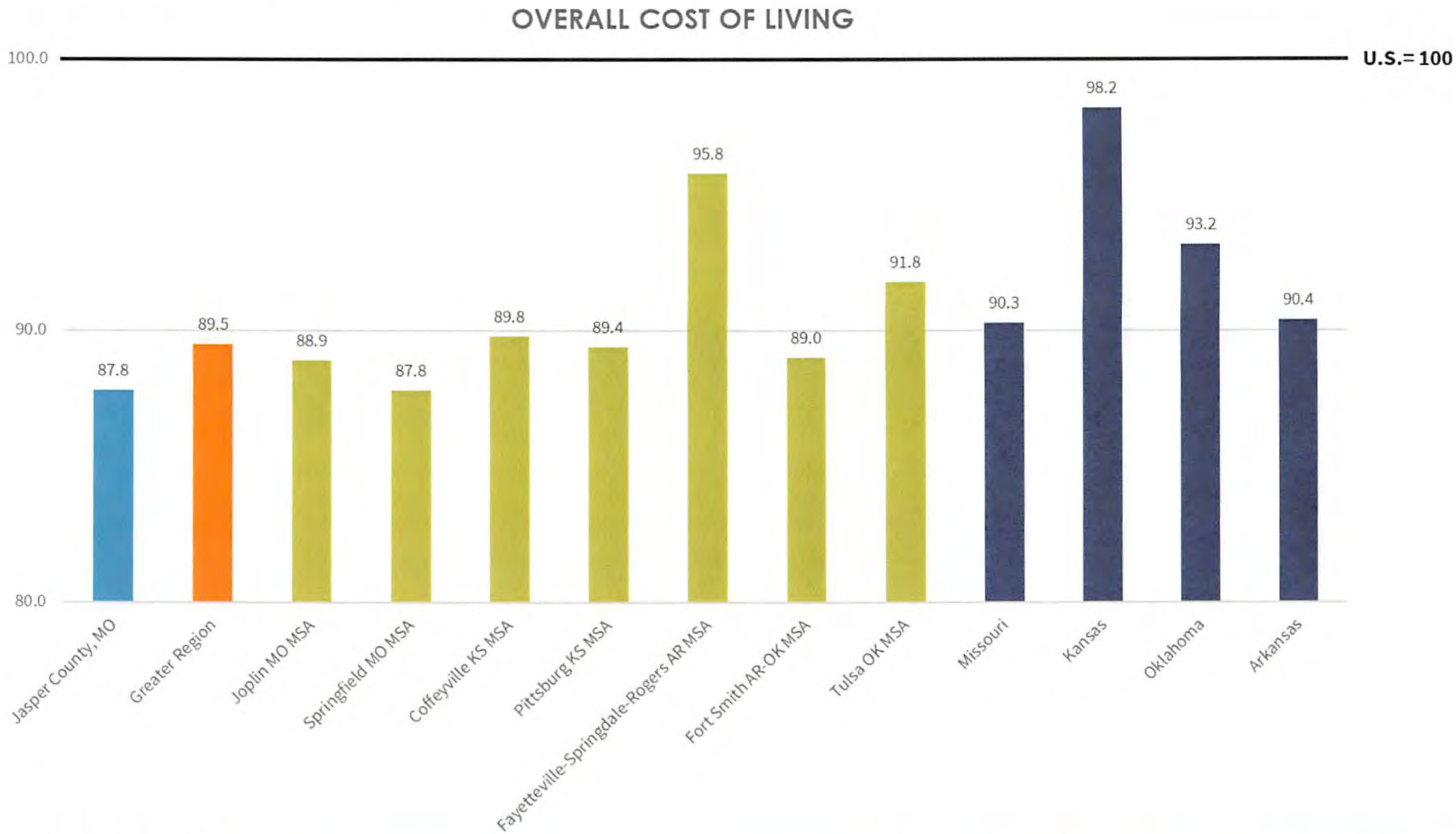
Source: U.S. Census Bureau, 2021

Green Line = Actual change over time
Dotted Line = Average trend over time

Report Highlights

LOCATION CRITERIA

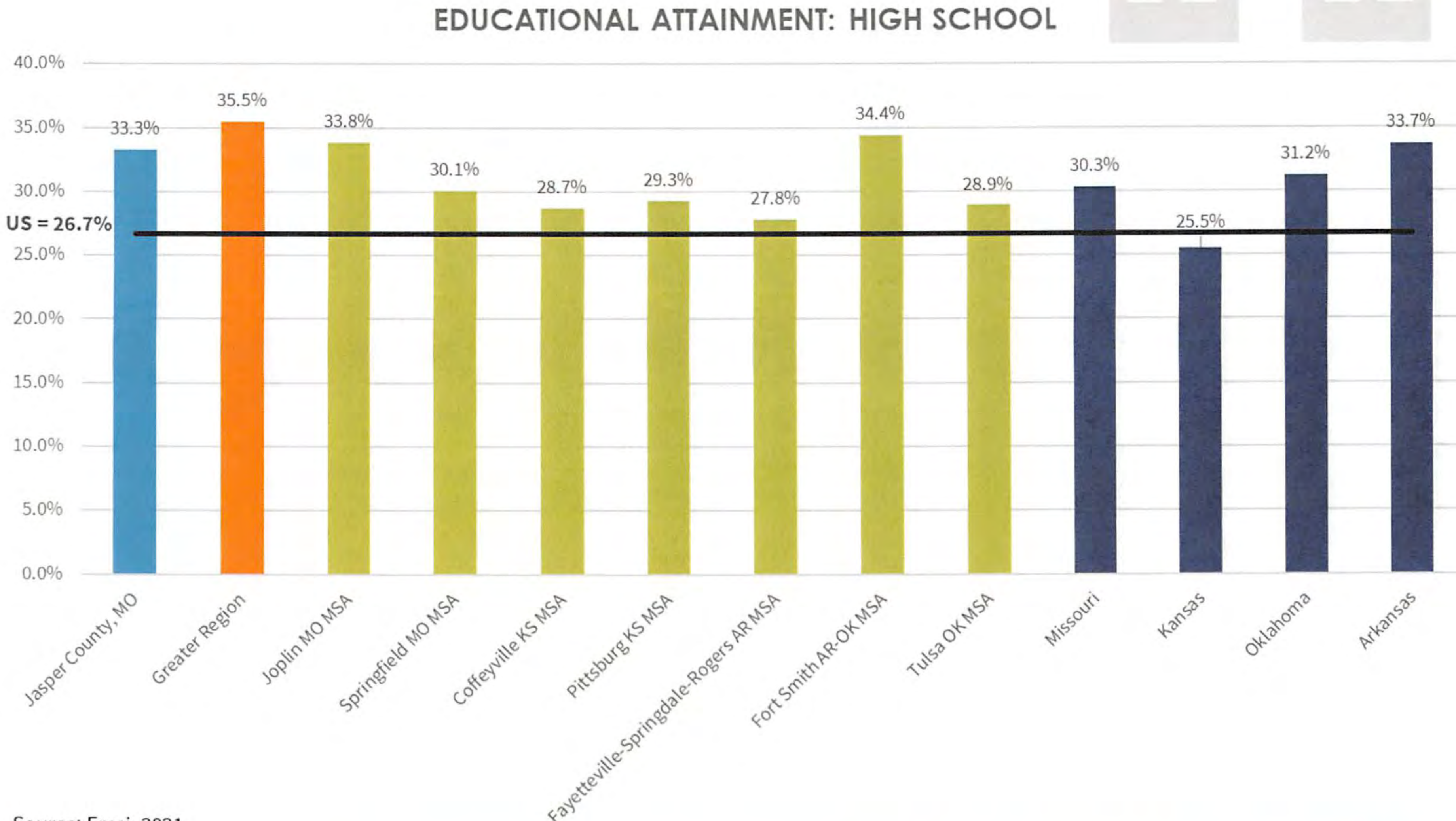
COST OF LIVING



Source: Emsi, 2021

Report Highlights

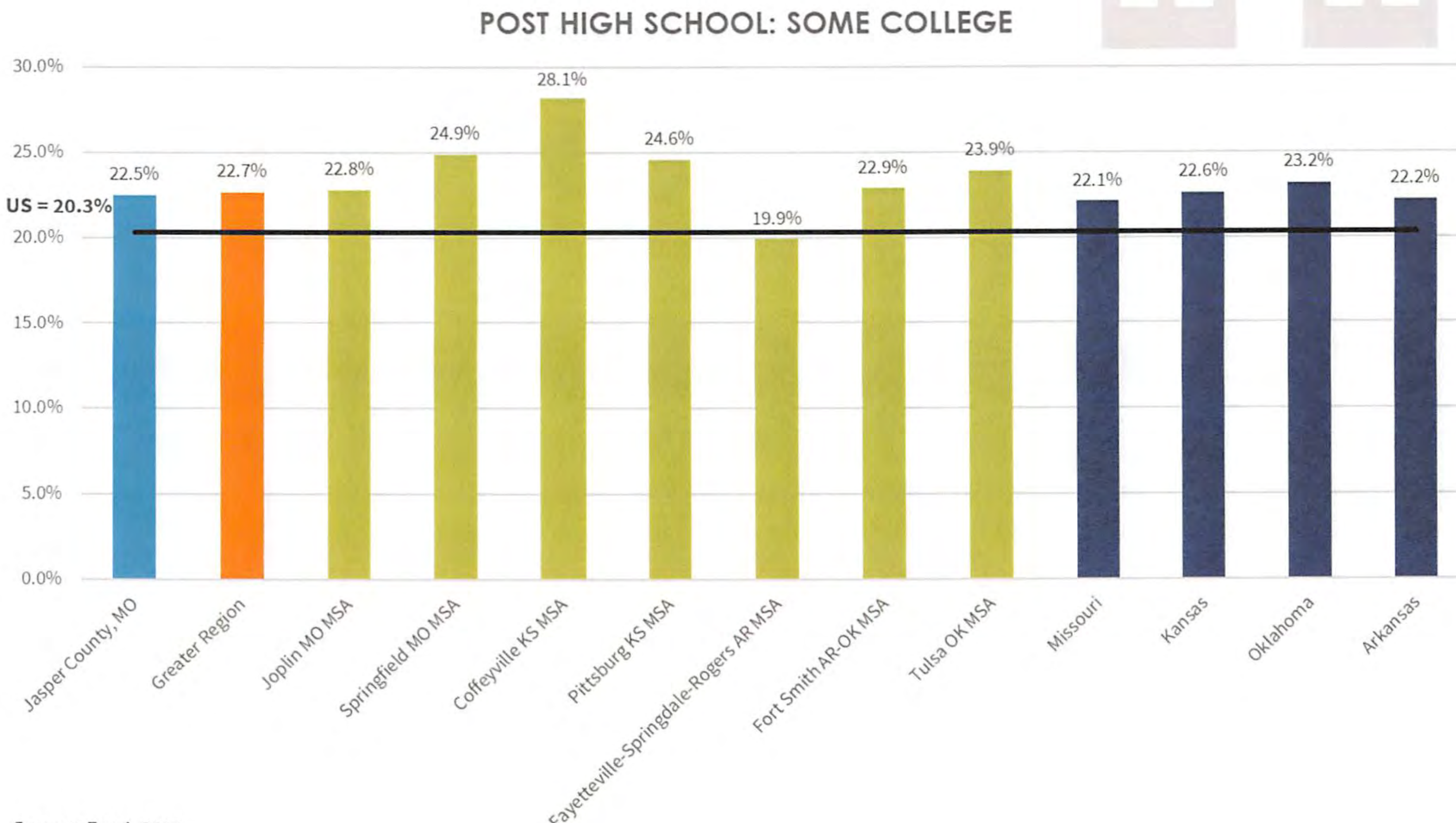
LOCATION CRITERIA



Source: Emsi, 2021

Report Highlights

LOCATION CRITERIA



Source: Emsi, 2021

LOCATION CRITERIA

MISSOURI STATE BUSINESS CLIMATE

TAX RANKINGS – 2021 STATE BUSINESS TAX CLIMATE

	Missouri	Kansas	Oklahoma	Arkansas
Corporate Income Tax Rank (out of 50)	3	31	11	34
Individual Income Tax Rank (out of 50)	23	24	33	41
Sales Tax Ranking (out of 50)	24	37	34	46
Property Tax Rank (out of 50)	8	30	29	25
Unemployment Insurance Tax Rank (out of 50)	7	13	1	23
Overall Tax Ranking (out of 50)	12	35	30	45
State Sales Tax Rate	7.00%	6.50%	4.50%	6.50%
Individual Income Tax Rate	5.40%	5.70%	5.00%	5.90%
Corporate Income Tax Rate	4.00%	7.00%	6.00%	6.20%

Source: Tax Foundation, 2021
The color scale for each row goes from highest (dark red) to lowest (dark green)
Note: Tax rankings only factor in state sales tax rates, local sales tax rates not included in state level comparison.

Report Highlights

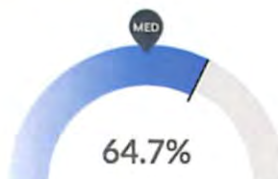
LOCATION CRITERIA

BUSINESS CHARACTERISTICS

Jasper County Industry Diversity vs Missouri Industry Diversity

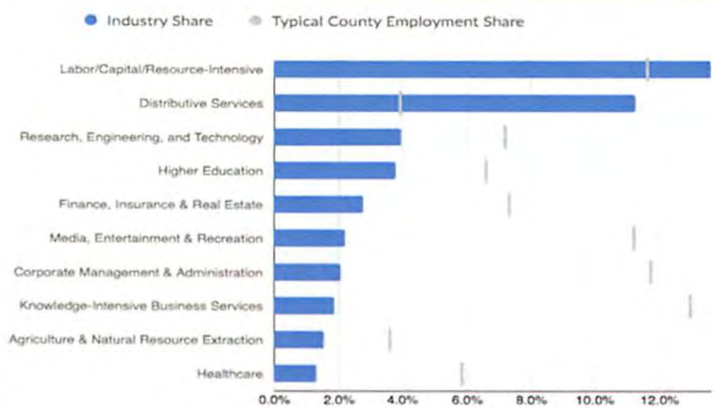
Jasper County Industry Diversity

Rank: 1112
(out of 3142 Counties)



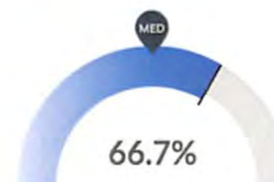
Industry Diversity

Industry diversity is high for Jasper. This means that employment is distributed more evenly between the 11 industry clusters compared to the typical county. A region with high diversity can signal economic stability and more easily withstand economic pressures, while a region with low diversity can signal economic instability.



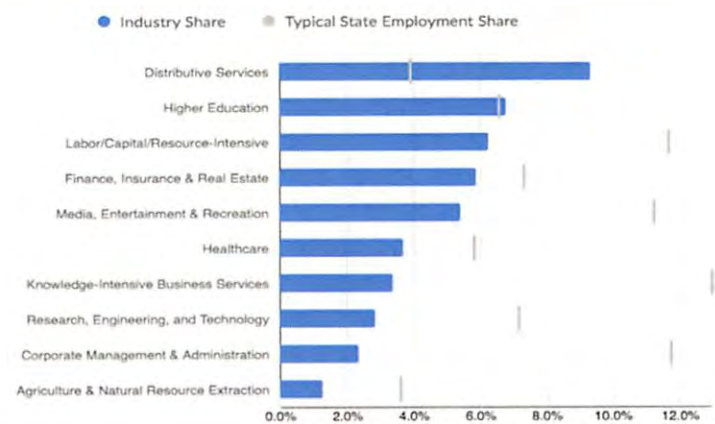
Missouri Industry Diversity

Rank: 18
(out of 51 States)



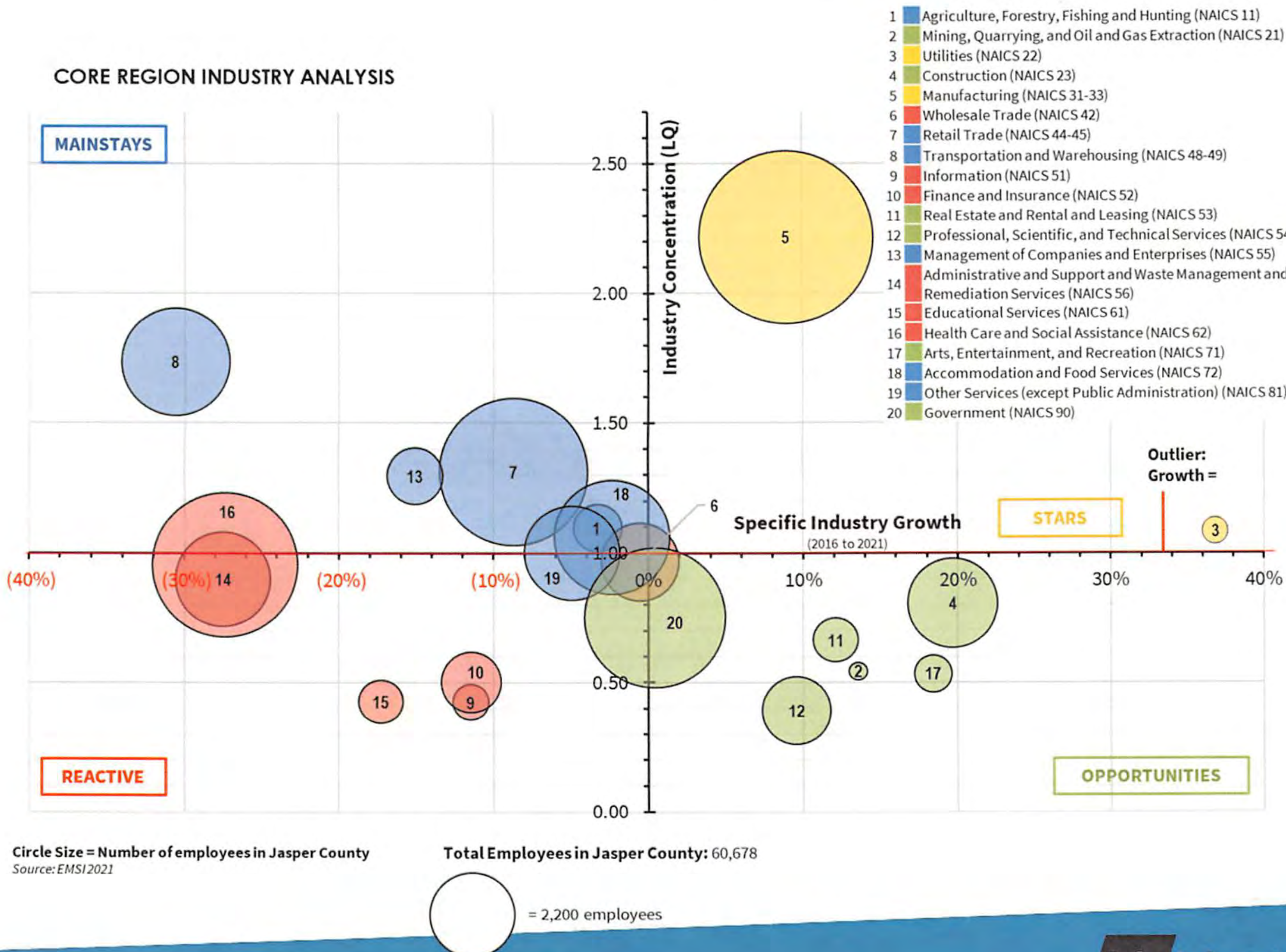
Industry Diversity

Industry diversity is high for Missouri. This means that employment is distributed more evenly between the 11 industry clusters compared to the typical state. A region with high diversity can signal economic stability and more easily withstand economic pressures, while a region with low diversity can signal economic instability.



Source: Emsi, 2021

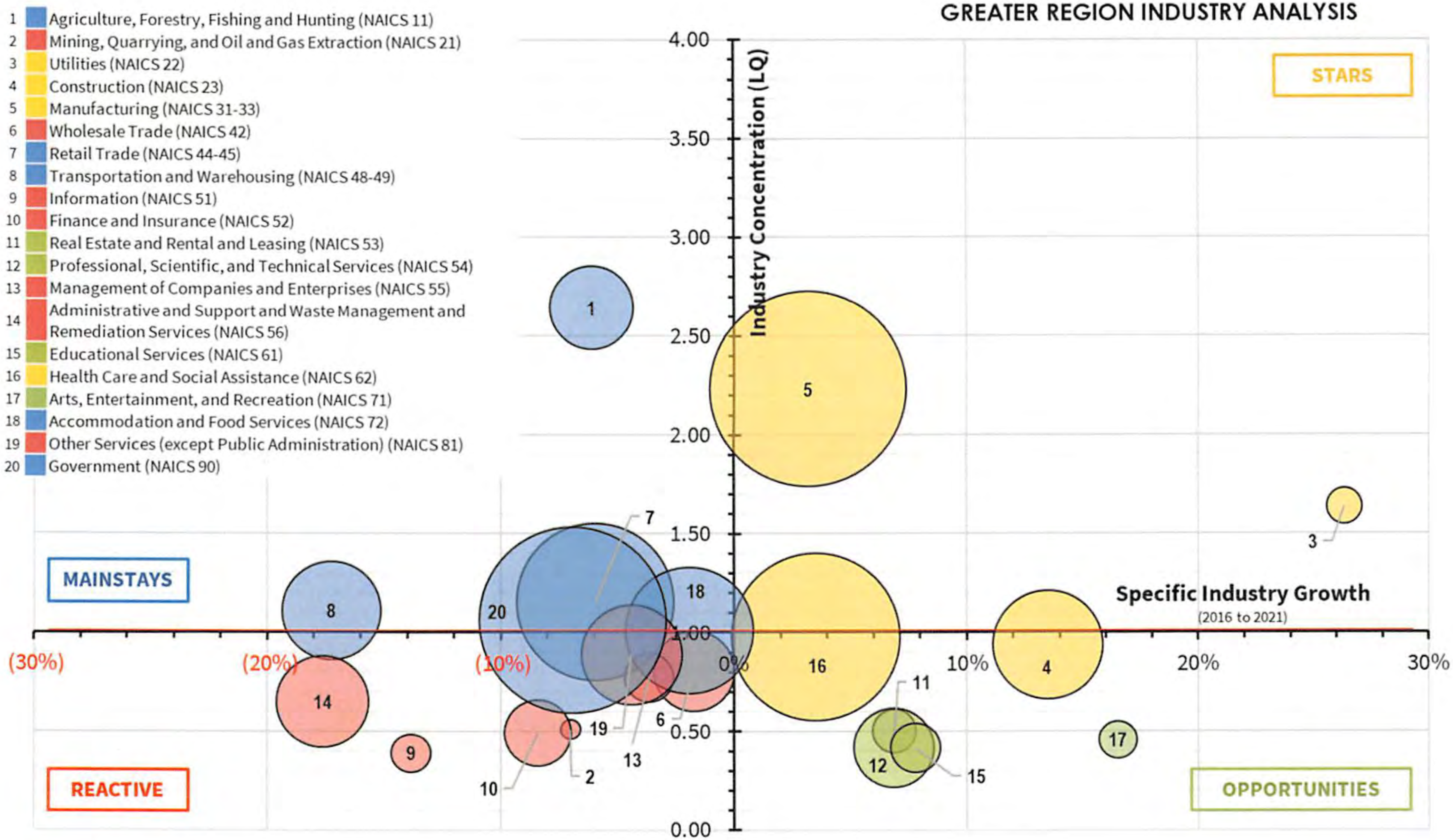
CORE REGION INDUSTRY ANALYSIS



Circle Size = Number of employees in Jasper County
Source: EMSI 2021

Total Employees in Jasper County: 60,678

GREATER REGION INDUSTRY ANALYSIS



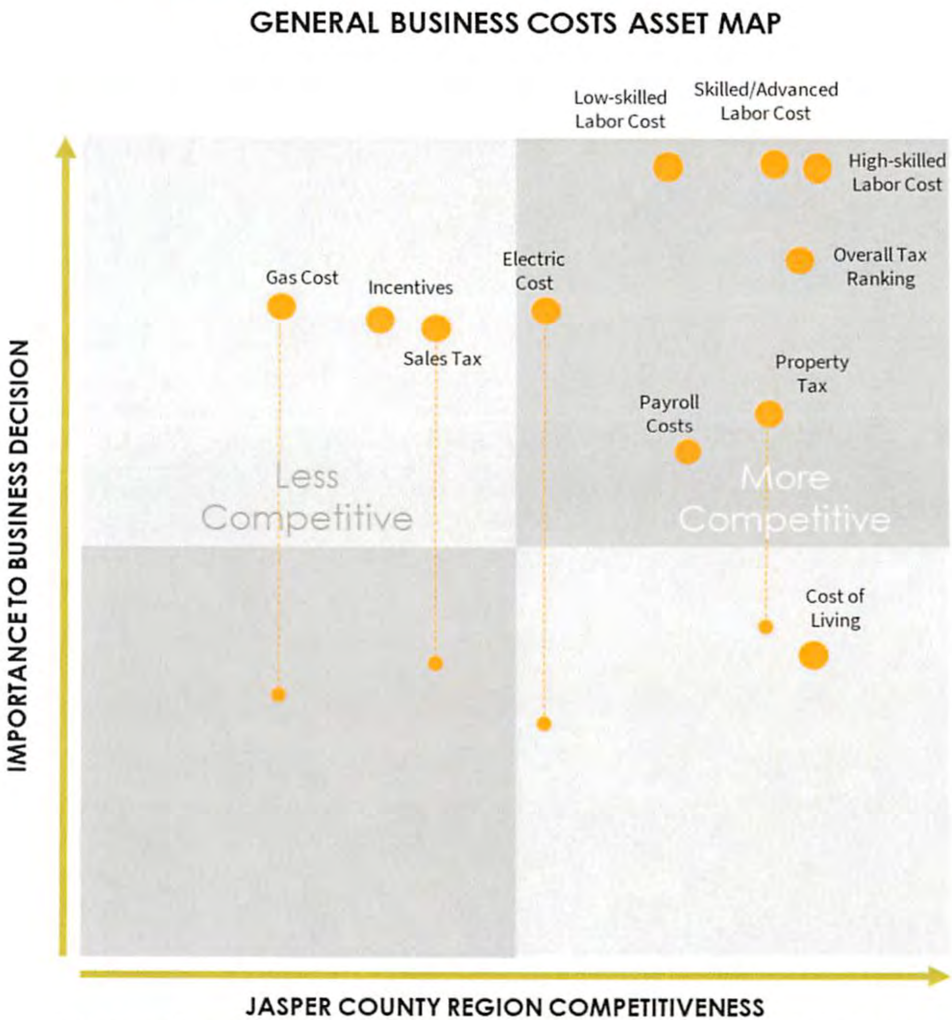
Circle Size = Number of employees in Greater Region
Source: EMSI 2021

Total Employees in Greater Region: 164,740

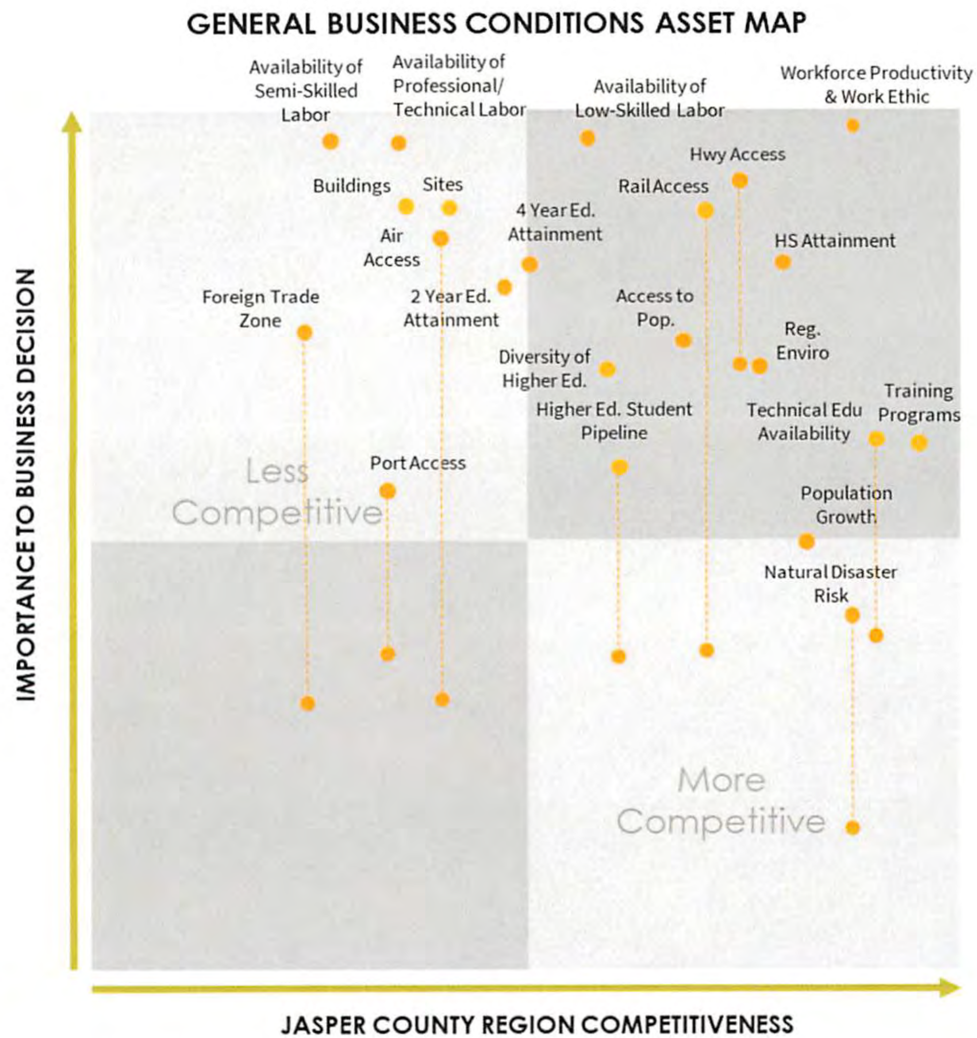
= 6,300 employees

Report Highlights

ASSET MAPPING



Note: Dotted lines down represent the variability of importance of each factor depending on the industry.



Note: Dotted lines down represent the variability of each factor depending on the industry.

Report Highlights

TARGET INDUSTRIES

Agribusiness

Materials Processing

Automotive and Equipment Manufacturing and Supply Chain

Distribution

Scientific and Technical Services

Report Highlights

STAKEHOLDER INPUT

HOW HAVE YOU SEEN THE REGION EVOLVE IN THE PAST FIVE TO TEN YEARS?

Report Highlights

STAKEHOLDER INPUT

WHAT ARE THE REGION'S GREATEST ECONOMIC ASSETS?

Report Highlights

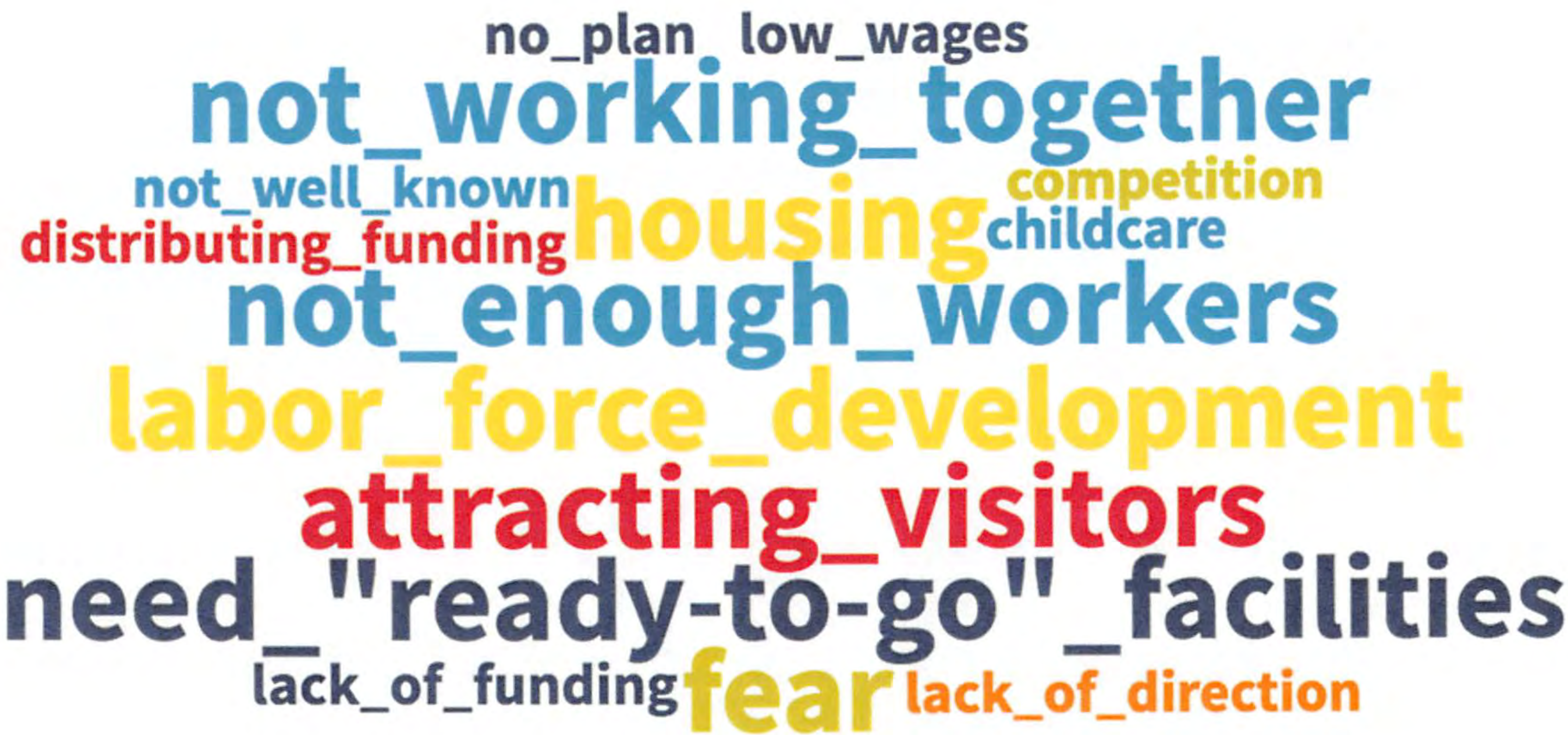
STAKEHOLDER INPUT

THINKING ABOUT THE REGION PRE-COVID, WHAT DO YOU SEE AS THE SINGLE GREATEST CHALLENGE INHIBITING ECONOMIC GROWTH IN THE REGION?

Report Highlights

STAKEHOLDER INPUT

POST-COVID, WHAT DO YOU SEE AS THE GREATEST CHALLENGE INHIBITING ECONOMIC GROWTH IN THE REGION?



Ady Advantage

Report Highlights

STAKEHOLDER INPUT

WHAT OPPORTUNITIES DO YOU SEE FOR THE REGION MOVING FORWARD?

Report Highlights

STAKEHOLDER INPUT

WHAT INDUSTRIES OR CLUSTERS DO YOU THINK CARTHAGE IS OR COULD BE COMPETITIVE IN?

Report Highlights

STAKEHOLDER INPUT

WHAT IS ONE PROGRAM, PRIORITY, OR IMPROVEMENT THAT THE REGION CURRENTLY DOES NOT HAVE THAT YOU THINK IT SHOULD?

Report Highlights

KEY THEMES

ECONOMIC BASE

1. The Carthage region has an **exceptionally strong economic base for a community its size, with a high concentration of manufacturing employers of varying sizes.** As a whole, the manufacturing sector has generally weathered the economic disruptions of the pandemic fairly well. **Many employers have actually experienced growth throughout the duration of the pandemic, with the major constraint to growth being the lack of available workforce.**

WORKFORCE CHALLENGES

2. As noted in the previous theme, **lack of available workforce is the primary constraint to growth** in the Carthage region. Many employers repeatedly noted that they have the potential for additional growth if they could find the workers to fill their open positions. **Some employers expressed caution about the possibility of attraction additional new businesses to the region because of the stress it would potentially put on the existing employer base and workforce.**

TALENT PIPELINE

3. **The Carthage region has access to a strong talent pipeline, particularly for the skilled trades and manufacturing sector. This is in large part due to the presence of the Carthage Technical Center**, in which the **community has approved and supported investments in facility and training expansions.** The Carthage region also has access to universities and training institutions in the nearby Joplin metropolitan area, including 4-year degree programming.

KEY THEMES

ED LEADERSHIP

4. The Carthage region **currently lacks clear leadership for economic development activities and priorities in the region**. With the recent discontinuation of the ED grant for the Chamber, there is a **lack of consensus on what entity should be leading economic development efforts.** This has direct consequences on how effectively the region can handle activities like engaging in BRE (business retention & expansion) visits with existing employers, ability to respond to RFIs (requests for information) of prospective new businesses looking to relocate or expand, and capacity to engage in outbound recruitment and marketing efforts.

HOUSING

5. **Housing is significant challenge for the Carthage region,** as it is for nearly all communities across the country. While there has been some development of apartments and other housing units in recent years, there is still an **overall scarcity and a significant need for housing that is suitable and affordable for the workforce.** High costs of construction and building out infrastructure outside of City limits were noted as some of the barriers to new housing development occurring.

CHILDCARE

6. The **availability and affordability of childcare in the Carthage region is a challenge**. Stakeholders noted the difficulty for working families to find quality and affordable childcare in the region and how the pandemic has exacerbated those existing challenges. The state of childcare options is currently **contributing to the overall talent retention and workforce challenges** experienced by employers in the region, **particularly those that operate second shifts into the evening and weekend shifts** that are especially difficult for families to find childcare service coverage.

KEY THEMES

SITES AND BUILDINGS

7. **Lack of available buildings and shovel-ready sites are a barrier** to businesses that may be looking to relocate or expand in the area. While shovel-ready sites may not be available, there is **an abundance of privately held land that is flat and prime for potential development.** There are opportunities to work with these private landowners and **ensure that there is a product pipeline being proactively developed.**

HISPANIC/GUATEMALAN POPULATION

8. The Carthage region has a **concentration of Hispanic population, particularly Guatemalans, that has helped to contribute to the population and business growth** that has occurred in the region. There is a strong entrepreneurial spirit among this community, and many have engaged in small business start up and development. However, there is currently a **disconnection between Carthage economic development leadership and the Hispanic community**, due to communication barriers and a misunderstanding of the varying different ethnicities and cultures that make up the broader Hispanic population. There are opportunities to conduct tailored outreach to better engage and leverage the different groups of the Hispanic population in economic development efforts in the region.

QUALITY OF LIFE

9. **The Carthage region features an exceptional quality of life** and offers number of amenity, tourism and recreation assets. Stakeholders highlighted the **school system as a major asset** to the community and draw to families, as well as **the Route 66 corridor as a major tourism attraction. The downtown has experienced significant revitalization** in recent years and a façade program has recently been approved, although there is still progress to be made in filling out vacant storefronts. There are opportunities to expand and add connectivity to the trails system to better support outdoor recreation in the region, as well as to make other investments in **quality-of-life features that help to attract and retain talent.**

ECONOMIC DEVELOPMENT STRATEGIC PLAN

AdyAdvantage™

ALIGNMENT

Determine and empower an entity to lead economic develop efforts in the community and foster greater alignment among stakeholders and diverse populations around shared economic development priorities.

POSITIONING

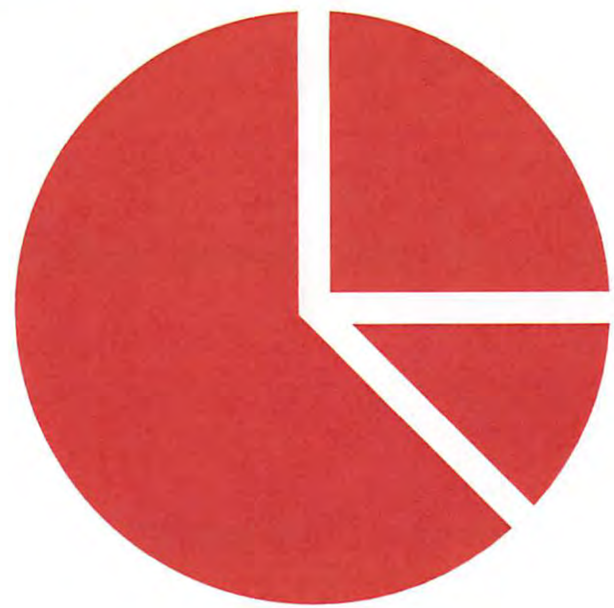
Position Carthage as an inclusive and welcoming community of choice that attracts and supports a diverse workforce and economy.

FOUNDATIONAL INFRASTRUCTURE

Advocate for and support the development of foundational infrastructure that serve to diminish the barriers to the attraction and retention of both talent and industry.

ECONOMIC GROWTH

Retain, expand, and attract businesses that contribute to the overall economic growth, diversification, and resiliency of the region.



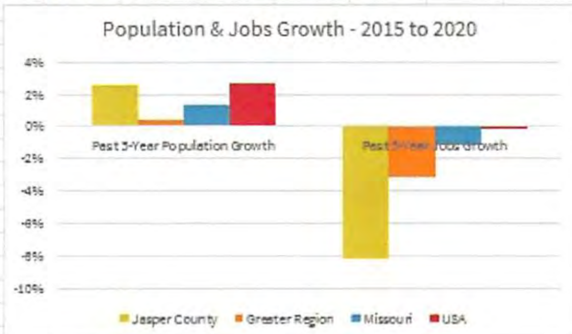
Economic Development Strategic Plan

FRAMEWORK

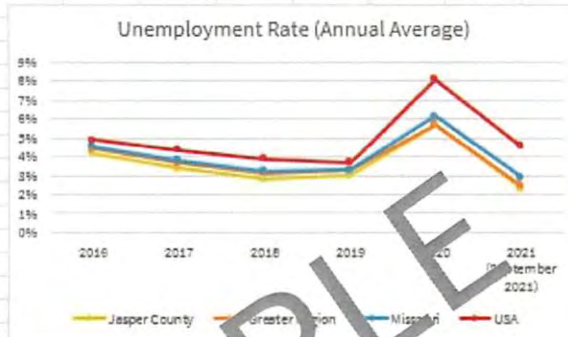
- Goals, Strategies, and Tactics
- Dashboard
- Implementation Map

Alignment/Regionalism					
Roles and Responsibilities	**Responsible Party**	**Priority**	**Timeline**	**Budget**	**Key Performance Indicators**
Share and confirm the developed goals and priorities with community members and stakeholders and update them regularly on the progress of the strategic plan.					
Share and confirm the goals with leadership and ensure there is unity and continued buy-in from leadership throughout the implementation of the strategic plan.	CEDC CW&EP	High	Q1 2022	Staff Time	Unity of leadership Plan rollout completed Participation by public Overall buy-in of the public
Continue to engage stakeholders, including residents and business owners, to launch the economic development strategic plan and share the goals and priorities. Leverage local media and other channels (press releases, news articles, City of Carthage and partner websites, etc.) to share the summary. Consider creating a website to track progress publicly.	CEDC	High	Q1 2022	Staff Time/Low	
Hold a public rollout of the economic development strategic plan to generate public interest and awareness of the plan, placing emphasis on the shared vision and common goals for all partners. This should be conducted after the roles of each partner organization are determined, so that information about how it will be implemented can be shared as well.	CEDC	M[illegible]m	[illegible] 2022	Staff Time/Low	
Hold a bi-annual or annual public input meeting to update all community members on the status of the economic development strategic plan, share economic development successes, and ensure continued buy-in from community members. Be open for ways in which additional groups or individuals can support the initiative.	CEDC	High	2022/Ongoing	Staff Time/Low	
Determine roles of each partner organization in implementation of the economic development strategic plan.					
Starting with the organizations that have been involved throughout this process, hold a work session to define the role that each organization or group will have in the support and implementation of the plan. Use the implementation map as a starting point, as it suggests both those groups who are already participating in some way as well as who should lead and/or support each tactic. Based on the research and findings of this report, it is Ady Advantage's assessment that [illegible] is the entity best positioned to lead economic development efforts within Carthage. The decision to empower CEDC [illegible]o so should be affirmed during the work session.	CEDC R[illegible]artners	High	Q1 2022	Staff Time	Entity leading alignment efforts determined Sign offs on roles MOUs in place Essence of the MOU maintained
Establish Memorandums of Understanding (MOU) to ensure each of the partner organizations are working in conjunction to implement and support the economic development strategic plan. Outcomes might include formalized meetings, staff liaisons within board meetings or other operational meetings, accountability charts, designating clearly defined roles and support expectations. Consider making the signing ceremony a highly visibly and public event to create media impressions, showing alignment, collaboration, and a regional approach to economic development.	CEDC	Low	Q2 2022	Staff Time	
Determine the degree to which there are gaps in terms of staffing or resources to successfully implement the plan and develop a plan to address them. This likely may include forming committees, fundraising, hiring additional staff, etc. Based on the recommendations laid out in this plan, it can be anticipated that an additional FTE will likely be necessitated for implementation capacity.	CEDC	High	Q2 2022	Staff Time	
Hold regular meetings (recommended monthly or bi-monthly) to discuss the status of the plan and specific initiatives. This will help ensure accountability, mitigate the risk of redundant or competing efforts, and promote forward progress.	CEDC Relevant Partners	High	Q2 2022/Ongoing	Staff Time	

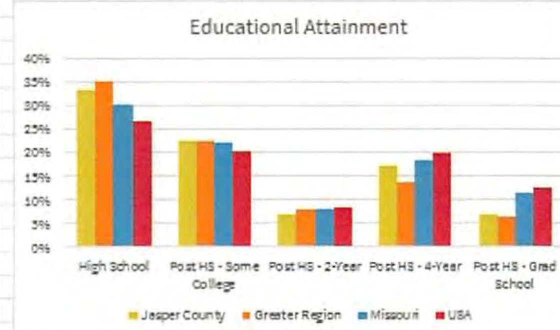
Carthage Dashboard: Current Data Perspective



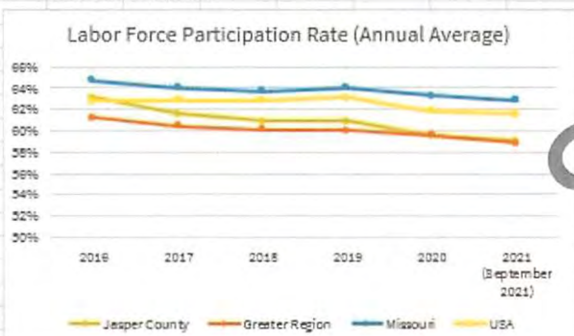
Source Emsi, 2021



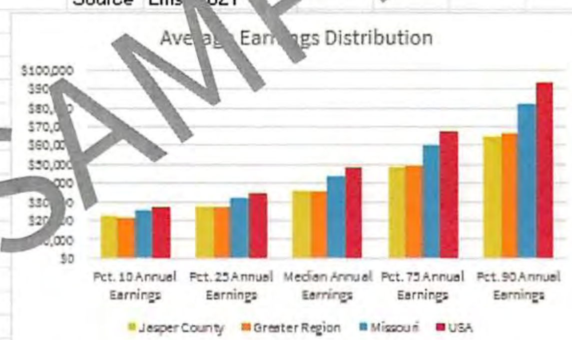
Source Emsi, 2021



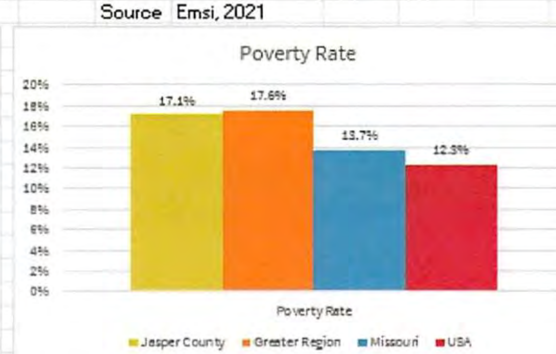
Source Emsi, 2021



Source Emsi, 2021



Source Emsi, 2021



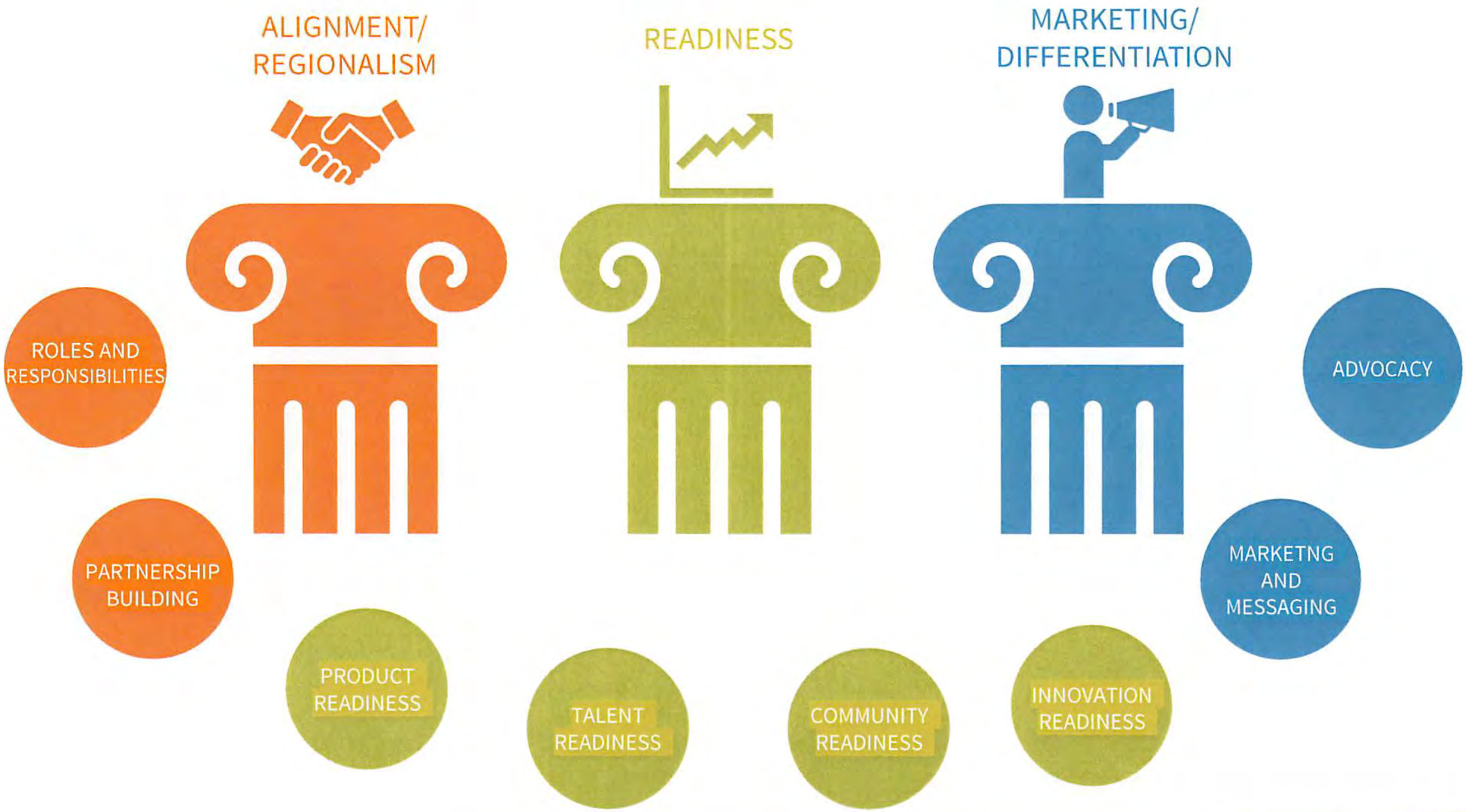
Source Data USA, 2019

PARTNERS AND PROGRAMS MATRIX

PARTNERS AND PROGRAMS MATRIX			
Partner/Program	**Program/Strategy Description**	**Goal Addressed**	**Area of Focus Impacted**
Carthage Water and Electric Plant	Carthage Water & Electric Plant (CW&EP) is a municipally-owned, locally controlled, not for profit electric utility company responsible for operating and maintaining the municipal electric, water, and communication systems of Carthage, Missouri. CW&EP has made it a priority since 1898 to provide the most reliable, efficient, and cost effective utilities to our families and friends in the Carthage community, and will continue to do so.	Foundational Infrastructure Economic Growth	Product Readiness Community Readiness Partnership Building
Child Care Aware of Missouri	Child Care Aware is a statewide early childhood leader driving change through partnerships to build an equitable, high-quality early care and education system that meets the needs of Missouri's families and children.	Foundational Infrastructure	Community Readiness Talent Readiness
GRO Carthage	Growth In The Rural Ozarks (GRO) program launched in 2016 in an effort to help Missouri towns design and launch community and economic development initiatives that can bring sustainable local prosperity. The GRO program has grown over the years to include more communities and tap into the knowledge of more local leaders. Carthage is proud to be part of GRO, which launched in 2016 to help Missouri towns design and launch community and economic development initiatives to bring sustainable local prosperity. As a locally-led program, Carthage leaders develop projects that address community pain points and contribute to the continued resiliency of our community. The GRO Carthage vision is to connect people and resources to engage citizens to improve the quality of life for all while creating a thriving, vibrant community.	Economic Growth Alignment Positioning Foundational Infrastructure	Community Readiness Product Readiness Innovation Readiness Roles and Responsibilities Partnership Building Advocacy Marketing and Messaging

Economic Development Strategic Plan

CORE PILLARS & AREA OF FOCUS



PILLAR #1: ALIGNMENT/REGIONALISM

Area of Focus: Roles and Responsibilities

- **Strategy 1:** Share and confirm the developed goals and priorities with community members and stakeholders and update them regularly on the progress of the strategic plan.
- **Strategy 2:** Determine roles of each partner organization in implementation of the economic development strategic plan.

Area of Focus: Partnership Building

- **Strategy 1:** Strengthen relationships with existing companies in Carthage to ensure they have the resources to grow and expand.
- **Strategy 2:** Build relationships with the major suppliers of existing businesses in Carthage.
- **Strategy 3:** Maintain and deepen existing partnerships to enhance and cultivate further collaboration.

Economic Development Strategic Plan

PILLAR #2: READINESS

Area of Focus: Product Readiness

- **Strategy 1:** Maintain an inventory of all sites and buildings available, working with relevant stakeholders to ensure information is up-to-date.
- **Strategy 2:** Prioritize sites and buildings based on priority projects and best business case.
- **Strategy 3:** Understand and develop the product pipeline.
- **Strategy 4:** Identify and develop key assets needed for targeted industries.

Area of Focus: Talent Readiness

- **Strategy 1:** Facilitate coordination between the supply and demand sides of talent and determine how to address gaps.
- **Strategy 2:** Help to educate students, parents and guidance counselors on the opportunities available at companies in Carthage.

PILLAR #2: READINESS

Area of Focus: Community Readiness

- **Strategy 1:** Support and facilitate placemaking efforts within Carthage.
- **Strategy 2:** Determine the feasibility of developing new quality of life amenities within Carthage.
- **Strategy 3:** Work with the community and other partners to identify and define current housing stock, as well as determine future housing needs to support talent attraction/retention.
- **Strategy 4:** Work with the community and other partners to remove other barriers to talent attraction/retention, including broadband, childcare, and transportation.

Area of Focus: Innovation Readiness

- **Strategy 1:** Identify and define current resources available for start-ups and address any gaps.
- **Strategy 2:** Cultivate the innovation economy within Carthage.

PILLAR #3: MARKETING/DIFFERENTIATION

Area of Focus: Advocacy

- **Strategy 1:** Promote a unified message that communicates the positive economic and community development news in Carthage.
- **Strategy 2:** Advocate at a state and national level for the interests of Carthage.

Area of Focus: Marketing and Messaging

- **Strategy 1:** Review all existing marketing tools, including website and print and digital marketing collaterals, and, as needed, revise them to ensure messaging and positioning resonates with Carthage's target audiences based off the research in this report.
- **Strategy 2:** Research, plan and execute relationship marketing strategies with decision makers.
- **Strategy 3:** Identify companies for recruitment within target industries.

Q&A

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"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.

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
February 22, 2022

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

The following Council Members answered roll call: Robin Harrison, David Armstrong, Mike Daugherty, Ceri Otero, Alan Snow, Seth Thompson and Ed Barlow. Council Members Craig Diggs and Juan Topete 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, Fire Chief Ryan Huntley, Public Works Director Zeb Carney and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve the minutes of the February 8, 2022 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Scott Brauburger, 1400 Kimberly Lane, protested trees that are being cut down in the easement area which has created problems with the apartment complex directly behind his residence. They are dumping trash into his yard. He was requesting the trees be trimmed instead of cut off to help maintain a barrier between his property and the apartments.

Chuck Bryant, General Manager CWEP, discussed ongoing economic development efforts, including GRO survey results, the Town Plan for future projects and the Ady Advantage contract that addressed economic development needs and the best way to handle going forward. Ady Advantage has recommended restructuring the CEDC to handle future economic development. Carolyn Krisman has been contracted to re-evaluate the CEDC including bylaws and future role in best handling of economic development. Mr. Bryant encouraged council members to support the ongoing efforts and support the partnership with Ms. Krisman. Mr. Armstrong made a motion, seconded by Mr. Snow, to add the appropriation of funds for the Krisman contract to the March 14 Budget Ways & Means agenda for consideration. Motion carried.

Gene Griffith, 1050 James, reported the school has voted to allow use of 4 safe rooms at the school during severe weather but the website needs updated to spread this information. He also requested the city focus on getting the McGregor Street bridge, Walnut Street bridge, and the Sycamore Street bridge repaired. Mr. Griffith then discussed the need to focus on addressing childhood obesity problems instead of building a Performing Arts Center.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for March 14.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Council Bills 22-07 and 22-08 were approved and forwarded to Council.

Mr. Barlow reported the Public Safety Committee is between meetings with the next meeting scheduled for February 28.

Mr. Daugherty reported that the Public Services Committee met on February 15. An RFP for electric scooter rentals will be released soon with proposals due back by March 10. An addendum to the contract with Dick Horton Consulting was approved and appears in C.B. 22-06.

Mr. Armstrong reported the Public Works Committee is between meetings with the next meeting scheduled for March 1.

Mayor Rife reported on his attendance at Steve Fierro's memorial service.

Fire Chief Ryan Huntley reported on the annual memorial service for Steve Fierro and promotions within the department.

City Administrator Tom Short reported on the following: an update on the Boots Court project, a Lodging Tax Appropriations Committee meeting scheduled for February 28, operating budget requests for FY 23 have been sent out, discussions with Baker Tilly regarding ARPA funding, and updated letters sent to MBL.

The Committee on Claims filed a report in the amount of $625,251.01 against the following funds: General Revenue $149,333.09, Public Health $158,112.22, Public Safety $3,336.01, Parks/Stormwater $54,904.54, Golf $1,941.59, Parks & Recreation $7,606.89, Myers Park $889.50, Public Facilities $4,598.00, and Payroll $244,529.17. Ms. Otero made a motion, seconded by Mrs. Harrison, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 22-05 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects 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 Thompson. The Council Bill was approved and numbered Ordinance 22-06.

Under new business, C.B. 22-06 – An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 22-07 – An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy was placed on first reading with no action taken.

C.B. 22-08 – An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve the Mayor's appointment of Brandon Scott to the Carthage Tree Board until May 2023. Motion carried.

Mr. Barlow made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:47 p.m.

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Dan Rife, Mayor

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Traci Cox, City Clerk