

1. City Council Agenda June 28, 2022

Documents:

[CITY COUNCIL AGENDA 06 28 22.PDF](#)

2. City Council Packet June 28, 2022

Documents:

[CITY COUNCIL PACKET 06 28 22.PDF](#)

3. City Council Minutes June 28, 2022

Documents:

[CITY COUNCIL MINUTES 06 28 22.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JUNE 28, 2022
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meetings
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

1. The City of Carthage will hold a Public Hearing for approval of the City of Carthage budget for the 2022-2023 Fiscal Year on Tuesday, June 28, 2022 at 6:30 pm during the City Council meeting

15. Old Business

1. **C. B. 22-28** – An Ordinance authorizing the Mayor to enter into a contract with OpenGov for budgeting and financial accounting software for the City of Carthage, Missouri (Budget Ways & Means)
2. **C. B. 22-29** – An Ordinance authorizing the Mayor to enter into a contract with Bennett Construction Inc. of Lamar, Missouri for stormwater improvements between Macon St. and Case St. in the amount of \$258,687.00. (Public Works)
3. **C. B. 22-30** – An Ordinance authorizing the Mayor to execute a contract between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$36,163.00 (Budget Ways & Means)

4. **C. B. 22-31** – An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2022-2023 (Budget Ways & Means)

16. New Business

1. **C. B. 22-32** – An Ordinance to add Section 16-25 Parks and Recreation Pricing and Cost Recovery Policy to the City Code of the City of Carthage, Missouri. (Public Services)

17. Mayor's Appointments

1. Carthage Municipal Court Judge
2. Library Board
3. Economic Development Committee
4. Police & Fire Pension Committee

18. Resolutions

1. **Resolution 1968** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an agreement with Forte Payment Systems for credit card transactions associated with CivicRec for the Carthage Park Department. (Public Services)

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
June 14, 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 Captain James Woody led the flag salute.

The following Council Members answered roll call: Ceri Otero, Robin Blair, Alan Snow, Ed Hardesty, Ed Barlow, Mark Elliff, Robin Harrison, Brandi Ensor, David Armstrong, and Trudy Blankenship. Council Member Alan Snow was absent. City Administrator Greg Dagnan and City Attorney Nate Dally were also present.

The following Department Heads were present: Police Caption James Woody, Fire Chief Ryan Huntley, Parks & Recreation Director Mark Peterson, Assistant City Administrator Traci Cox, and City Clerk Miranda Deal. Police Chief Bill Hawkins was absent. Public Works Director Zeb Carney was absent.

Mr. Elliff made a motion, seconded by Ms. Otero, to approve the amended minutes of the May 24, 2022 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period, Abi Almandinger with Vision Carthage spoke to the Council about some people from America In-Bloom that are visiting Carthage this week. The will be providing a report towards the end of the year that Abi will share with the Council.

Ms. Otero reported the Budget Ways & Means Committee met on June 1 and discussed outside agency contracts and other budget cuts that were made. The committee approved cutting the Mobile Command Truck for the Police Department and using that money for the Police Department Vehicle Replacement Project. The committee also approved adjusting the agency contracts back to the previous year's amounts and adding an agreement with the Chamber of Commerce. Ms. Otero made a motion, seconded by Mr. Barlow, to amend the Humane Society agreement in C.B. 22-26 from \$38,000 to \$36,000. Motion carried by a vote of 7-2 with Blair and Otero casting the nay votes. Ms. Otero made a motion, seconded by Mr. Elliff to amend the Vision Carthage agreement in C.B. 22-27 from \$37,500 to \$25,600. Motion carried by a vote of 5-4 with Blair, Hardesty, Harrison, and Otero casting the nay votes. The Committee also met on June 13 and approved the contract for the budgeting and financial software from OpenGov, which appears in C.B. 22-28. The Chamber of Commerce contract was approved, \$12,500 of that contract will be for the Tourism Director's office space. That contract appears in C.B. 22-30. The budget for fiscal year 2023 was also discussed and approved, that appears in C.B. 22-31. Ms. Otero commended staff for their work on the budget this year. She also stated that with all the cuts that have happened, the budget will still dip into the fund balance by about \$781,000.00. Should revenues come in higher than projected, it will help the fund balance overall. The next meeting will be July 11 at 5:30.

Mrs. Harrison reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. They also approved adding Miranda Deal as a signer to the City's bank accounts. Mrs. Harrison made a motion, seconded by Mr. Armstrong to add Miranda Deal as a signer for the City's bank accounts. Motion carried. Traci also updated the Committee on the GFOA conference she attended.

Mr. Barlow reported that the Public Safety Committee is in between meetings with the next meeting scheduled for June 27.

Ms. Otero reported that the Public Services Committee is in between meetings with the next meeting scheduled for June 21.

Ms. Ensor reported the Public Works Committee met on June 7 via Zoom video conference and approved the bid for the stormwater improvements between Macon St. and Case St. in the amount of \$258,687.00. Ms. Ensor also stated that Zeb gave the committee a staffing update and the street department is down 3 employees, Blevins Asphalt is running behind due to rain and Carthage projects will be pushed to July, and Public Works issued 96 permits in the month of May, which is the most permits issued in one month. The next meeting will be July 5 at 5:30.

Special Committee and Board Liaison Reports were given by Mr. Elliff for the Jasper County Commission, Ms. Otero for the Carthage Humane Society, Mr. Barlow for the Planning, Zoning and Historic Preservation District, Ms. Ensor for the Carthage Public Library, Ms. Blair for the Carthage Tree Board, and Mr. Hardesty for the Harry S. Truman Coordinating Council.

Mayor Rife reported on wrapping up the budget process, and his Food Truck Friday and Kid's Fishing Day attendance.

During reports from Council Members, Mr. Armstrong thanked the budget committee and staff for their work on the budget. He also stated his thoughts on the Chamber of Commerce contract that he would be making a motion to amend the contract amount later in the meeting.

Fire Chief Ryan Huntley reported that the storm siren on Marigold that was damaged by lightning has been fixed and is fully working. The damage was not as bad as initially thought. He also reported that the Fire Department will be out at Sudstock 2022 on June 25.

Parks & Recreation Director Mark Peterson reported on various events at the City parks over the weekend. The Rodeo was in town at Municipal Park, Food Truck Friday at Central Park, and Kid's Fishing Day at Kellogg Lake. He thanked the other departments that helped out with the various events. He also reported on his meeting with Abi and the visitor's from America In-Bloom.

City Administrator Greg Dagnan reported on the following: Railroad lawsuit, Tourism Director interviews, CEDC meeting, 911 Board meeting, an MML meeting this week with David Armstrong, budget meetings, sales and use tax revenues, potential upstairs City Hall HVAC replacement, and the Municipal court judge and clerk resignations. He stated that at June 27 Public Safety meeting, the municipal court will be discussed.

The Committee on Claims filed a report in the amount of \$920,993.46 against the following funds: General Revenue \$202,282.59, Public Health \$1,077.92, Civic Enhancement \$1,629.00, Public Safety \$1,754.68, Parks/Stormwater \$59,561.30, Fire Protection \$69.12, Golf \$21,239.79, Capital Improvements \$72,146.75, Parks & Recreation \$20.70, Myers Park \$159,830.60, Library \$25,000.00, and Payroll \$376,381.01. Mrs. Harrison made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C. B. 22-23 – An Ordinance authorizing the Mayor to sign an amended and restated City of Carthage, Missouri, Policemen's and Firemen's Pension Plan Document that renames the Plan the "City of Carthage, Missouri, Police and Fire Pension Plan" and that otherwise makes the Plan gender neutral. Such Amendment and Restatement of the Plan is as recommended by the Policemen's and Firemen's Pension Committee, which shall forthwith be renamed the Police and Fire Pension Plan Committee was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, and Otero. The Council Bill was approved and numbered Ordinance 22-24.

C. B. 22-24 – An Ordinance authorizing the Mayor to execute a contract between the City of Carthage and the Carthage Over 60 Center, Inc. for services in the amount not to exceed \$23,000.00 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, and Otero. The Council Bill was approved and numbered Ordinance 22-25.

C. B. 22-25 – An Ordinance authorizing utility rate adjustments for electric, water, and wastewater services as recommended by the Carthage Water & Electric Plant Board was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, and Otero. The Council Bill was approved and numbered Ordinance 22-26.

C. B. 22-26 – As Amended – An Ordinance authorizing the Mayor to sign an Agreement with the Carthage Humane Society for animal control services for the City of Carthage was placed on second reading followed by a roll call vote of 6 yeas and 3 nays. Ayes: Armstrong, Barlow, Blankenship, Elliff, Ensor, and Harrison. Nays: Blair, Hardesty, and Otero. The Council Bill was approved and numbered Ordinance 22-27.

Mr. Armstrong stated that he would like to revisit this contract in 6 months and reevaluate the budget at that time. Should the budget be healthy and can sustain the extra cost, he would like to see this contract fully funded for the \$38,000.00.

C. B. 22-27 – As Amended – An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Vision Carthage providing for

mutual undertakings and benefits from the services providing: Carthage-in-Bloom; Restoration Carthage; Sidewalk Project; Hometown Holidays; and a Main Street Program; for the residents of the City of Carthage was placed on second reading followed by a roll call vote of 6 yeas and 3 nays. Ayes: Armstrong, Barlow, Blankenship, Elliff, Ensor, and Otero. Nays: Blair, Hardesty, and Harrison. The Council Bill was approved and numbered Ordinance 22-28.

Mr. Armstrong stated that he would also like to revisit this contract in 6 months and reevaluate the budget at that time. Should the budget be healthy and can sustain the extra cost, he would like to see this contract fully funded for the \$37,500.00

Under new business, C. B. 22-28 – An Ordinance authorizing the Mayor to enter into a contract with OpenGov for budgeting and financial accounting software for the City of Carthage, Missouri was placed on first reading with no action taken.

Ms. Otero stated that this software is long overdue and hopes to see it help tremendously with the whole budget process next year.

C. B. 22-29 – An Ordinance authorizing the Mayor to enter into a contract with Bennett Construction Inc. of Lamar, Missouri for stormwater improvements between Macon St. and Case St. in the amount of \$258,687.00 was placed on first reading with no action taken.

C. B. 22-30 – An Ordinance authorizing the Mayor to execute a contract between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$36,163.00 was placed on first reading. Mr. Armstrong made a motion to amend the contract to \$25,000.00. Motion dies due to lack of second. No further action was taken.

C. B. 22-31 – An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2022-2023 was placed on first reading with no action taken.

Mr. Barlow expressed his gratitude for those who worked on the budget and the department heads for making tough decisions for this year's budget. Mr. Hardesty thanked those who worked on the budget, but said that he could not support the Tourism Director position within the budget.

Mr. Elliff made a motion, seconded by Ms. Otero, to approve the re-appointment of Linda Lawson and Jim Hunter to the Carthage Affordable Housing Task Force until June 2026. Motion carried with a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison and Otero.

During closing comments, Ms. Blair, Mr. Hardesty, and Ms. Ensor thanked everyone for the information and the hard work regarding the budget.

Ms. Blankenship made a motion, seconded by Mr. Barlow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:37 p.m.

Dan Rife, Mayor

Miranda Deal, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

NOTICE OF PUBLIC HEARING
FOR APPROVAL OF CITY OF CARTHAGE BUDGET

The City of Carthage will hold a Public Hearing for approval of the City of Carthage budget for the 2022-2023 Fiscal Year on Tuesday, June 28, 2022 at 6:30 pm during the City Council meeting. For questions, contact City Clerk Miranda Deal (417) 237-7000.

Miranda Deal
City Clerk
City of Carthage, Missouri

***OLD
BUSINESS***

COUNCIL BILL NO. 22-28

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an agreement between the City of Carthage and OpenGov, Inc for Software and Professional Services from July 1, 2022 to June 30, 2027 for \$620,000.00 , in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute an agreement between the City of Carthage and OpenGov, Inc for Software and Professional Services in the amount of Six-Hundred Twenty Thousand and 00/100 a copy of which agreement, Order Form, Statement of Work and Billing Table are 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.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: Budget Ways & Means

Statement of Work

City of Carthage, MO

Created by: Adam J. Weems
Creation Date: 05/23/2022
Document Number: DD-02526
Version Number: 2

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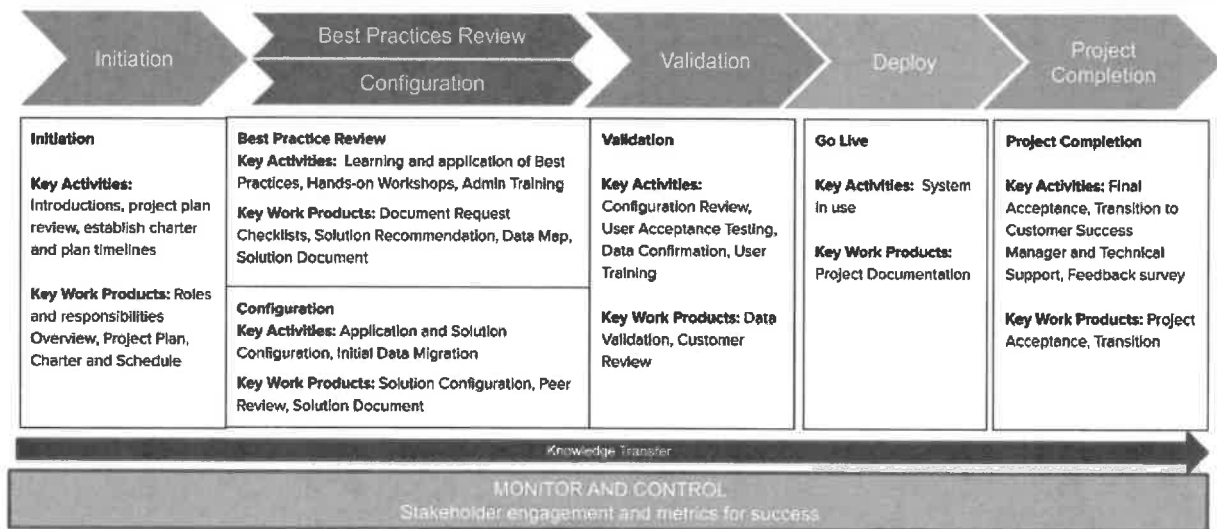
1. Overview

1.1. Preamble

This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for City of Carthage, MO ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Software Services Agreement or other applicable agreement entered into by the parties (the "Agreement").

- Customer's use of the Professional Services are governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- openGov will be deployed as is, Customer has access to all functionality available in the current release.

OpenGov Implementation Methodology



2. Methodology

OpenGov's deployment methodology, often referred to as the OpenGov Way ("OG Way"), delivers on OpenGov's mission to power more effective and accountable governments. It is an innovative, modern, and iterative approach that leads our customers to successfully deploy our products and help them successfully achieve their vision. The OG Way differentiates itself in the market by its foundation of customer empowerment. We rely on our years of experience working with governments, leading in governments, and leveraging best practices from the public and private sector in order to coach our customers through the change management needed to leverage our best practices and quality software. This methodology requires a degree of focus and engagement to ensure collaboration between both parties to produce the desired results in a timely manner. We look forward to our partnership and can't wait to show you how The OG Way will improve the way you do business and the services you're able to provide to your citizens!

Project Initiation

During project initiation, we will introduce project resources, review the products and services purchased, finalize project timelines, and conduct the kickoff meeting. Both OpenGov and Customer are responsible for assigning their Project Managers for the project. We will hold a planning meeting to review all project documents OpenGov has received to date. We'll also provide additional worksheets that need to be included. We'll set-up meetings to finalize the project plan and ensure there is a centralized location for

these documents to be stored for collaboration. Lastly, we'll determine the date for the larger kickoff meeting and discuss the agenda for this critical meeting.

Best Practice Review

- OpenGov will provide your team with access to OG University and OpenGov's Resource Center so that you can start learning.
- Provided checklists with samples of data and information that we'll need completed. We will obtain all data and integration information at this time in our standard format.
- We will review your agency-specific documents to validate your business requirements.
- We will then coach you on our best practices by showing you how our tool works in the most effective manner.
- Based on our best practices review, we'll make solution recommendations based on our domain expertise.
- We'll align with your team based on our understanding of your operating processes based on technical requirements and product functionality.
- We'll review all data and integration requirements. A data map will be mutually agreed upon and signed off on by Customer.
- We'll present a solution document to be mutually agreed upon prior to starting the configuration.

Configuration

- We will set-up the base configuration based on the mutually agreed upon solution document.
- We will mutually configure the use cases based on the mutually agreed upon solution document.
- We will migrate your data based on our mutually agreed upon data map.

Validation

- Review the completed work performed during configuration.
- The appropriate members of the Customer project team will confirm that the solution has been configured correctly based on the solution and data mapping documents by testing the use of the solution.
- Training will be provided based on the selected package, or as set forth herein.
- Any items that were configured or migrated incorrectly based on the data map and solution document will be tracked via an issue log. We will work with your team to identify deployment critical issues that will be worked out prior to launch. If the item is not included in the mutually agreed upon data map and solution document, a

mutually agreed upon change order will be discussed as defined in Section 10 Change Management of this SOW.

- The exit criteria for this phase is the sign off by the Customer's Project Manager of the configuration based on the mutually agreed upon solution and data map as defined in Section 9 Acceptance of this SOW.

Deploy

- The solution is usable by Customer.

Project Completion

- Customer is sent a project acceptance form to sign as defined in Section 9 Acceptance of this SOW.
- Customer will be asked to respond to a brief survey to provide feedback about the experience.
- Customer is introduced to Customer Support and educated on how to engage with customer support based on Customer's procured package.

3. Project Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the "OpenGov Project Manager") will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

4. Roles and Responsibilities

4.1. Roles and Responsibilities Matrix

OpenGov	
Role	Role Description
Executive Sponsor ("ES")	Responsible for ensuring alignment on project value proposition and vision. Escalation point for Customer Executive Sponsor to mitigate any risks that the project team cannot resolve. Executive

	Sponsor attends monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary.
Project Manager (“PM”)	Responsible for the delivery of the professional services based upon the agreed upon contract and SOW within the budgeted hours and timeframe. Ensures the project is properly forecasted, assigns tasks/resources, and tracks toward project completion. Holds executive steering committee meetings and/or quarterly business reviews as appropriate to ensure project issues are properly escalated and success is achieved. Facilitates the transition to support.
Analyst (“IA”)	Responsible for helping Customer configure OpenGov’s product suites as assigned. The Analyst is the primary consultant, guiding Customer through configuration working sessions to put together successful workflows.
Subject Matter Expert (“SME”)	OpenGov Subject Matter Experts (“SMEs”) will engage in strategy, design, and execution discussions internally and with Customer during the deployment. The SME has a specific area of expertise, and depending on the scope of the project more than one SME may engage. The SME will not be on all working sessions, but will be involved per the direction of the OpenGov Project Manager.
Integration Engineer (“IE”)	Responsible for migrations, conversions, and integrations as assigned. Responsible for providing clear direction on specifications to ensure proper delivery of migration, conversions, and integrations. Clear data mapping and data validation to be provided with customer sign-offs obtained by the OpenGov Project Manager.
Account Executive (“AE”)	The Account Executive is responsible for the sales cycle. Aligning on program vision, value proposition, and contract terms. The Account Executive will facilitate project kickoff along with the OpenGov Project Manager. The Account Executive will be engaged with the customer throughout their journey with OpenGov, post-deployment and beyond.
Customer Manager (“CM”)	The Customer Manager (“CM”) is the primary customer relationship holder post-Deploy. The “Air Traffic Controller” or “Quarterback” of OpenGov resources with focus on long term success of Customer’s partnership with OpenGov. The CM will engage with Customer to discuss adoption strategy and conduct periodic reviews to ensure Customer’s key stakeholders

	understand all OpenGov offerings and how they align to key Customer priorities. The CM will be introduced at deployment kick-off, but will not be an active participant in deployment working sessions. As the deployment approaches closure, the CM's engagement will ramp-up, and the OpenGov Project Manager to CM meeting with Customer will occur prior to Project Completion.
Customer	
Role	Role Description
Budget Owner ("BO")	The Customer Budget Owner commits the funds to the project deployment, assesses the value to the cost (ROI), and approves changes orders. In some cases, the Budget Owner and Executive Sponsor are the same person.
Executive Sponsor ("ES")	Responsible for ensuring Customer team is aligned to core project value proposition and goals. Able to intervene if the project goes off track, and has ability to make decisions on timeline and budget when decisions are stalled. The Executive Sponsor is not expected to regularly attend deployment working sessions. Executive Sponsors, attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary.
Project Manager ("PM")	Serves as the primary contact for OpenGov Project Initiation, Best Practice Review, Configuration, Validation, Deploy, Project Completion. Coordinates meetings and schedules. Controls communication between the Customer and OpenGov project teams.
Project Lead ("PL")	Is an internal SME in the functional area of deployment. Attends working sessions, trainings, and responsible for reviewing configurations. Primary OpenGov counterpart will be the Analyst.
Data and SystemsLead ("DSL")	Responsible for mapping out data infrastructure and validating migration, conversion, integration requirements. Someone who is able to connect OpenGov team with any of Customer's third-party data sources and vendors as needed to fulfill SOW requirements.

5. Governance

Project Governance provides the foundation and framework to manage deployments by assessing progress and addressing questions and challenges during the course of deployment. OpenGov follows three guiding principles for governance to maximize the deployment value with our customers:

- **Regular communication** aligned to the agreed upon project plan and timing will occur. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, as we can only address items when known.
- **Executive involvement** is expected from both OpenGov and Customer. Not only may Executives be called upon to clarify expectations and/or confusion, but also to steer strategic items to maximize the value through the deployment.
- **Commitment to the direction** outlined in this SOW and critical assessment change orders to ensure they drive value.

5.1. Regular Communication Components

Meeting		Frequency	Purpose	Participants	
				OpenGov	Customer
Quarterly Management Review ("QMR")	Engagement Review	Quarterly	Overview of Program Status, Value Realization, trends, savings reports, program improvement, technology, and discuss program adjustments	PM, ES, others as necessary	PM, PL, ES, others as necessary
	Statement Committee	Bi-Annually	Review of milestones per commercial agreement, review budget and fiscal matters. Discuss strategic	PM, ES, AE, CM	PM, BO. ES

			direction from deployment, alignment of OpenGov with Customer's 3-year roadmap, evaluate potential shift in strategy and impact to relationship		
Executive Sponsor Meeting	Monthly / Bi-Monthly	Discuss deployment: - Strategic impacts: timing, scope, process - Value prop changes, confusion - Project specific: items that need guidance, support and/or clarity	PM, ES, plus others as necessary	PM, ES, plus others as necessary	
Weekly Deployment Updates	Weekly	Summary of project actions against project plan. Risks and achievements highlighted in addition to asks of leadership.	Project Team + ES(s)	Project Team + ES(s)	

5.2. Commitment to Project Direction and Goals

This SOW is the direction agreed upon by Customer and OpenGov. Transparency of the plan is paramount for our Customers to attain the value the SOW or any subsequent change order outlines.

Should direction of the deployment become disconnected, OpenGov and Customer Project Managers will outline the gaps as they understand them and communicate the gaps to their respective Executive Sponsor(s) (or Project Teams) for discussion and resolution.

The communication path for this engagement will be outlined in the kick off meeting, documenting both phone numbers and email. The general path is:

OpenGov Project Manager → Professional Services Sr. Manager / SVP → Executive Sponsor

6. Escalation Process

The purpose of this section is to define the escalation process, should it be needed, to support closing issues that are raised, discussed to move forward with the deployment. OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation.

6.1. Process

- Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
- Customer or OpenGov Project Manager summarizes the problem statement and impasse.
- Customer and OpenGov Project Managers will outline solution, acceptance or schedule Executive review in accordance with SLA as defined in Section 7 General Project Assumptions.
- Resolution will be documented and signed off following Executive review in accordance with SLA as defined in Section 7 General Project Assumptions.

6.2. Escalation Requirements

- OpenGov and Customer Project Managers will summarize the impasse and recommendation to present at scheduled or ad hoc executive meetings. Unless otherwise noted in this SOW, Customer Project Manager can approve how hours are used, but not where funding is required.
- Executive Sponsors attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status, and closure summary.
- Steering Committees, where applicable, will be the arbitrator to direction and issue closure. Unless otherwise noted in this SOW, the Customer Executive Sponsor must approve change orders that result in additional cost.
- Customer or OpenGov Subject Matter Experts may be requested to provide input to the issue and assist in closure. Both Customer and OpenGov will make best effort to enable those Subject Matter Experts to be available and participate.

6.3. Documentation

- Issue Escalation: Problem Statement with clear impact to the deployment and/or engagement.
- Acceptance Document: Which will include any change order(s) or other process adjustments required and summary of the resolution.
- Notes from Project Meetings, Executive Reviews, and Steering Committee meetings, as appropriate.

7. General Project Commitments

OpenGov is excited to work with Customer on the implementation of our OpenGov ERP Cloud. In order to ensure we are able to meet the project timeline and ensure Customer is successful in this implementation, OpenGov asks that Customer abide by the General Assumptions detailed in this SOW.

- This SOW is limited to the Implementation of the OpenGov Cloud as defined in the Project Scope. Any additional services or support will be considered out of scope.
- Customer will commit and provide access to all necessary stakeholders and subject matter experts, and other key parties whose roles are defined in Section 4.1, necessary to the successful implementation of the OpenGov ERP Cloud as defined in this SOW.
- Customer is responsible for internal change management associated with the purchase of new software.
- Response Protocol
 - OpenGov and Customer commit to responding to inquiries, updates, or any other project-related matters in no more than 10 business days throughout the course of this project. If Customer is delayed in its response, Customer acknowledges that: a) the delay may impact the project schedule; and b) any fees for Professional Services due to OpenGov after such delay shall become due and OpenGov may invoice Customer for such prepayment.
 - As set forth in Section 6.1(e) of the Agreement, if extended delays in Customer responsiveness are encountered, OpenGov may opt to put the project into an "On Hold" status, which includes causing OpenGov to stop or cause to be stopped the Professional Services to be provided to the Customer, until the Customer has fulfilled its obligations set forth in the On Hold Notice as described in the Agreement.

- The Professional Services will be provided during regular business hours (8am to 6pm Central Time) Monday through Friday (holidays excluded).
- SOW Expiration:
 - This SOW is valid for up to 90 days from the Creation Date, or as agreed to in writing by OpenGov and Customer.

8. Project Scope

8.1. General

Description	OpenGov Responsibilities	Customer Responsibilities
Project Plan	OpenGov will deliver a project plan outlining milestones, deliverables and the timeframes in which they will be completed.	Customer to confirm resources and commitment to meet the proposed date. In conjunction with OpenGov Project Manager, review and sign off on the proposed plan.
Document Discovery	Review information and confirm sample data received from Customer Provide list of documents and data necessary for the project. (Additional information available)	Based on the project requirements, the Customer will supply documents and data requested by OpenGov
Solution Blueprint	OpenGov will: ● Catalog legacy systems ● Present the solution blueprint to be mutually agreed upon prior to beginning configuration.	Sign off on Solution Blueprint

8.2. Financial Suite

8.2.1. Chart of Accounts

Description	OpenGov Responsibilities	Customer Responsibilities
Chart of Accounts Configuration	Based on the OpenGov technical requirements for the Chart of Accounts in the system, OpenGov will: ● Create a Proof of Concept for the Chart of Accounts	Customer will: ● Provide current Chart of Accounts (CSV or Excel format) ● Validate and provide written

	- Gain Sign Off from Customer on Proof of Concept - Build Chart of Accounts in OpenGov	acceptance Proof of Concept for Chart of Accounts
Validate COA	Present Chart of Accounts in OpenGov Financials	Customer will: Validate Chart of Accounts in OpenGov Financials
Sign Off COA	Send COA Sign off Form	Sign off on format in OGF

8.2.2. Configuration of Core Financials

Description	OpenGov Responsibilities	Customer Responsibilities
Core Financials Data Migrations	OpenGov will: - Create an SFTP site for data transfer purposes - Upload the following data to Reporting and Transparency Platform 3 - 5 years of transaction detail into the Reporting & Transparency platform in a non-COA linked grid report. (Based on the number of years Customer uses for budgeting) - Upload the following data into OpenGov Financials Suite: - Current Fiscal YTD Data (Detailed Transactions) - Vendor List - Current Year Budget - POs, Open Invoices, Uncleared Checks, Calendar YTD 1099's (if applicable)	Customer will: - Provide copy of Database/files - Provide specified reports - Upload data to SFTP - Review Master Data
General Ledger	After initial data load, schedule configuration working session for: - Data Review - Improved Procedural Processes - Build recurring templates (if applicable)	Customer will: - Attend scheduled working sessions - Validate Data - Validate Reports - Validate Module Configuration

	• Validate Reporting • Review configuration with Customer	
Procure to Pay	OpenGov will schedule no less than 3 working session to work with Customer to set up: • Banks • ACH • Positive Pay • Check format and printers • Current year budget • Vendors • 1099 Processing • Misc Vendors • Purchase controls • Encumbrances/Requisitions • Departmental purchasing • Approval routing • Approval limits	Customer will: • Attend scheduled working sessions • Test ACH files • Print Test Check • Order new equipment (as needed) • Test Positive Pay file
Cash Receipts	OpenGov will schedule working session to work with Customer to set up: • Cash Receipt types • Receipts format and printers • Journal entry controls • Credit card processing interfaces/processors (as defined in presales process) • Utility Billing batches • Collection agencies	Customer will: • Attend scheduled working sessions • Validate processes
Reporting	OpenGov will configure two base financial reports in OpenGov Financials: • Budget Report • Revenue & Expense OpenGov will provide access to standard inapplication reports. • <i>Note: Inapplication reports are not customizable</i> OpenGov will train Customer on: • Import and Export Data into the system • How to build Reports and Dashboards in the Reporting and Transparency Platform.	Customer will: • Attend scheduled working sessions • Validate reports

	- Using Saved Views and Masks. After Core Financials Go-Live, OpenGov will configure 2 standard datasets: - GL - AP	
Core Financial Solution Working Sessions	Per the agreed upon Project Plan, OpenGov will schedule weekly working session with Customer's system Administrators to: - Review Configurations - Provide insight and training on system functionality - Gain feedback and answer questions regarding configured system functionality	

8.2.3. Configuration of Extended Financials

Description	OpenGov Responsibilities	Customer Responsibilities
Purchase Card	OpenGov will schedule working session to work with Customer to set up: - Bank interface (for downloading and uploading statements) - Purchase card users - Journal entry OpenGov will train Customer on functionality of Purchase Cards Module	Customer will: - Attend scheduled working sessions and trainings. - Validate processes
Bank Reconciliation	OpenGov will schedule working session to work with Customer to set up: - Bank interfaces (for downloading and uploading statements) - Unmatched items process OpenGov will train Customer on functionality of Bank Reconciliation Module	Customer will: - Attend scheduled working sessions and trainings. - Validate processes
Fixed Assets	OpenGov will schedule working	Customer will:

	session to work with Customer to set up: • Asset groups • Fleet groups • Useful life and Depreciation Method OpenGov will train Customer on functionality of Fixed Asset Modules	• Attend scheduled working sessions and trainings. • Validate processes
Accounts Receivable	OpenGov will schedule working session to work with Customer to set up: • Recurring and Miscellaneous Customer • Invoice formats • Billing Cycles OpenGov will train Customer on functionality of Accounts Receivable Modules	Customer will: • Attend scheduled working sessions and trainings. • Validate processes
Extended Financial Solution Working Sessions	Per the agreed upon Project Plan, OpenGov will schedule weekly working session with Customer's system Administrators to: • Review Configurations • Provide insight and training on system functionality • Gain feedback and answer questions regarding configured system functionality	
Budgeting & Planning Rebuild	OpenGov will work with Customer on updating their existing Budgeting & Planning platform: • OpenGov will upload new Chart of Accounts into Budgeting & Planning Platform • OpenGov will update standard financial reports • OpenGov will build a new Operating budget instance referencing the new Chart of Accounts • OpenGov will update budget reports based the new budget OpenGov will work with Customer on updating their existing Online Budget	

	Book Reports: - Rebuilding the 2 Online Budget Book Reports and Report views based on New Fincials COA - Training customer how to update report tables in Year 2 Budget Book.	
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8.2.4. Interfaces and Security

Description	OpenGov Responsibilities	Customer Responsibilities
Interfaces	OpenGov will work with Customer to assess Interface requirements. <i>Further discovery may be required to establish Customer's needs and could result in additional hours added to the project.</i>	Provide data exports and file formats required for interfaces. - Format change in source file may be required if format does not fit OG requirements. - Purchase and setup new equipment as applicable.
Security	OpenGov will: Schedule security session after Master Data Load. Set up authentication: - Users and Group (may or may not include SSO) Set up Authorization: - Module/application access controls - COA based - Separation of duties Evaluate and configure Security controls and log in requirements with assistance from Customer.	Customer will: Attend scheduled working sessions and trainings. Complete security user documentation Provide user list

8.3. Budgeting and Planning Suite

Description	OpenGov Responsibilities	Customer Responsibilities
Chart of Accounts Configuration	Based on the OpenGov technical requirements for the Chart of Accounts in the system, OpenGov will: - Create a Proof of Concept for the Chart of Accounts - Gain Sign Off from Customer	Customer will: - Provide current Chart of Accounts (CSV or Excel format) - Validate and provide written acceptance Proof of Concept for Chart of Accounts

	- on Proof of Concept - Build Chart of Accounts in OpenGov	
Operating Budget Configuration	OpenGov will: Configure and upload Customer's base budget files into OpenGov budget instances. OpenGov will configure: 2 Proofs of Concept 1 Final Budget instance - Proposals and worksheets for each department included in the base budget file and based on the agreed upon structure The OpenGov Project Manager will confirm with Customer's Budget Owner that all budget proposals are configured properly based on the agreed upon format.	Customer will: - Provide current budget in the format of .csv or .xlsx - Validate Proof of Concept prior to OpenGov building out proposals and worksheets Customer's Budget Owner will confirm with the OpenGov Project Manager and Analyst that all budget proposals are configured properly based on the agreed upon format.
Workforce Planning Configuration	OpenGov will provide: 4 standard cost elements - Training and guidance on how to set up cost elements - Training and Guidance on how to populate Workforce Template	Customer will: Build out remaining cost elements Populate position template Upload position template into OpenGov Validate Workforce calculations
Capital Improvement Plan Budget Configuration	OpenGov will configure: 1 Proof of Concept 1 Final Budget instance - Proposals and worksheets for each project based included in the base budget file and on the agreed upon structure	Customer will: Validate Proof of Concept prior to OpenGov building out proposals and worksheets
Budget and Planning Suite Reporting	- OpenGov will set up 1 export and dataset view to enable budget reports - OpenGov will set up 3 standard reports using the customer's integrated data. - Annual - Budget to Actuals - Transactions - OpenGov will configure up to 4 reports using OpenGov budget data:	Customer System Administrator will validate that OpenGov system reports have been configured. Once trained, Customer will map OpenGov budget export to Customer ERP import format.

	○ Operating Budget ■ Milestones ■ Development ■ Budget Details ■ Categories* *Budget Categories report is only available to customers using a zero-based budget. The OpenGov Project Manager will verify that all OpenGov Reports have been configured and shared with Customer	
Budgeting and Planning Solution Working Sessions	Per the agreed upon Project Plan, OpenGov will schedule weekly working session with Customer's system Administrators to: ● Review Configurations ● Provide insight and training on system functionality ● Gain feedback and answer questions regarding configured system functionality	Per the agreed upon Project Plan Customer's System Administrators will attend weekly working sessions to: ● Review Configurations ● Gain insight and training on system functionality ● Give feedback and ask questions regarding configured system functionality

8.4. Online Budget Book

Description	OpenGov Responsibilities	Customer Responsibilities
Standard Online Budget Book	Based on Best practices OpenGov will build out: ● Look and feel of Online Budget Book ● Templates for: ○ Home Page ○ Generic (multi-use) ○ Operating ○ Department Once templates are finalized, OpenGov will: ● Create one Story shell for each department and fund from templates. (Department	Customer will: ● Provide logo and branding colors to OpenGov Once trained, Customer will: ● Build out remaining Stories required for Online Budget Book to include: ○ Narrative ○ OpenGov Report Views ○ Images ○ Data not in OpenGov ● Set up additional Online Budget Book stories. ● Create views in Online Budget

	or fund can be substituted for another template listed above) • Create up to 2 reports for use in the Online Budget Book • Create OpenGov report views and add report tiles to created templates.	Book Report(s) • Add report views to online budget book stories • Add narrative content to Online Budget Book Stories • Add any additional content to Online Budget Book Stories • Make Stories public and Publish Online Budget Book
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9. Acceptance

9.1. Acceptance Process

All Deliverables require acceptance from the Customer Project Manager(s) following the completion of Deliverables and upon Project Closure. Customer is responsible for conducting any additional review or testing of such Deliverable pursuant to any applicable mutually agreed upon acceptance criteria agreed upon by the parties for such Deliverable. Upon completion of these phases, the OpenGov Project Manager shall notify the Customer Project Manager(s) and provide the necessary documents for review and sign off.

The following process will be used for accepting or acknowledging Deliverables and Project Closure:

- OpenGov shall submit the completed Deliverables to Customer to review or test against the applicable acceptance criteria. Customer shall notify OpenGov promptly of its acceptance or rejection in accordance with the agreed upon acceptance criteria.
- Customer must accept all Deliverables that meet the applicable acceptance criteria. OpenGov Project Manager will provide the Customer Project Manager with the OpenGov Acceptance form to sign off on the Deliverable and project. Once all Deliverables required to meet a particular phase have been accepted or are deemed accepted, the phase shall be deemed complete.
- Upon completion of the phase or project, OpenGov allows Customer 10 business days to communicate that the particular Deliverable(s) does not meet Customer's requirements. Failure to communicate that the particular Deliverable(s) does not meet Customer's requirements will be deemed as acceptance and any further work provided to remedy Customer's complaint might incur additional cost.
- Customer shall provide to OpenGov a written notice detailing the reasons for rejection and the nature of the failure to meet the acceptance criteria. OpenGov shall make best effort to revise the non-conforming Deliverable(s) to meet the acceptance criteria and re-submit it to Customer for further review and testing.

- If the acceptance form is not received in accordance with Section 7 General Project Assumptions, the project phase and/or project will be considered accepted and automatically closed.

9.2. Acceptance Requirements

- All acceptance milestones and associated review periods will be tracked on the project plan.
- The Customer Project Manager will have decision authority to approve/reject all project Deliverables, Phase Acceptance and Project Acceptance.
- Any open issues shall receive a response in accordance with Section 7 General Assumptions of this SOW following the Validation Acceptance review, or as mutually agreed upon between the parties, for resolution prior to advancing on in the project.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.

10. Change Management

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Signed by OpenGov and Customer Executives approving funds.

Change documentation will be mutually agreed upon as defined in Section 7 General Assumptions of this SOW. Should that not occur, the change will be added to the next Executive Sponsor agenda for closure.

Example of changes that might arise during a deployment:

- Amending the SOW to correct an error.
- Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- Change in type of OpenGov resources to support the SOW.



OpenGov Inc.
PO Box 41340
San Jose, CA 95160
United States

Quote Number: OG-Q003697
Created On: 6/3/2022
Order Form Expiration: 6/30/2022
Subscription Start Date: 7/1/2022
Subscription End Date: 6/30/2027

Prepared By: Julian Jackson
Email: Jjackson@opengov.com
Contract Term: 60 Months

Customer Information			
Customer:	City of Carthage, MO	Contact Name:	Traci Cox
Bill To/Ship To:	326 Grant, 2nd Floor	Email:	staff@carthagemo.gov
	Carthage, Missouri 64836	Phone:	417-237-7003
	United States		

Order Details	
Billing Frequency:	Annually in Advance
Payment Terms:	Net Thirty (30) Days

SOFTWARE SERVICES:

Product / Service	Start Date	End Date	Total Amount
ERP Cloud	7/1/2022	6/30/2027	\$240,600.00
UKG	7/1/2023	6/30/2027	\$134,400.00
Annual Subscription Total:			See Billing Table

PROFESSIONAL SERVICES:

Product / Service	Description	
OpenGov Deployment — One Time Fee (Prepaid Hours)	Product configuration, setup, and training described in the attached SOW.	\$229,500.00
UKG Professional Services		\$15,500.00
Professional Services Total:		\$245,000.00

Billing Table:

Billing Date	Amount Due	
July 1, 2022	\$620,000.00	(Annual Software Fee + Professional Services + UKG Billed Upfront)
July 1, 2027	\$86,025.00	(Optional 1 Year Renewal)

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at PO Box 41340, San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") executed by the parties and attached, or if no such SSA is executed or attached, the SSA at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

City of Carthage, MO

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:

COUNCIL BILL NO. 22-29

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with Bennett Construction in the amount of \$258,687.00 for Storm Water improvements between Macon and Case, in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Bennett Construction in the amount of \$258,687.00 for the Macon and Case Storm Water Improvement project, a copy of which contract 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.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: The Public Works Committee

BID TABULATION**CASE ST. TO MACON ST. STORMWATER IMPROVEMENTS**

Bid Opening: May 17, 2022 @ 2 p.m.

Item No.	Description	No. Units	Unit	BENNETT, INC.		SPOUL'S CONST., INC.	
				Unit Price	Extended Total	Unit Price	Extended Total
1	MOBILIZATION	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00
2	SEEDING & MULCH	0.10	AC	\$ 20,000.00	\$ 2,000.00	\$ 50,000.00	\$ 5,000.00
3	REMOVAL OF IMPROVEMENTS	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00
4	REMOVAL OF TREE	3	EA	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	\$ 6,000.00
5	CONCRETE BLOCK CHANNEL	280	LF	\$ 465.00	\$ 130,200.00	\$ 690.00	\$ 193,200.00
6	CONCRETE DITCH	203	LF	\$ 249.00	\$ 50,547.00	\$ 400.00	\$ 81,200.00
7	EROSION CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
8	EARTHWORK	332	CY	\$ 45.00	\$ 14,940.00	\$ 100.00	\$ 33,200.00
TOTAL BID AMOUNT				\$ 258,687.00		\$ 396,600.00	

This is to certify that at 2:00 P.M. on May 17, 2022, at the office of the City of Carthage City Hall, Carthage, Missouri, the bids tabulated herein were publicly opened, read aloud and checked. The totals are correct as to additions and extensions.



Jason Eckhart, P.E.
Zanevan Engineering, LLC



May 18, 2022

CIVIL

ENGINEERING

Project Management

Construction Plans

Permitting

Right of Way Negotiation

Utility Coordination

Project Specifications

Contract Documents

Agency Coordination

CONSTRUCTION

ENGINEERING

Bidding Services

Construction Inspection

Contract Administration

Project Documentation

STRUCTURAL

ENGINEERING

Forensic Investigations

Building Inspections

Residential Structures

Commercial Structures

Structure Rehabilitation

Zeb Carney

Director of Public Works

623 E. 7th Street

Carthage, MO 64836

RE: Case Street to Macon Street Stormwater Improvements
City of Carthage, Missouri

Dear Mr. Carney,

The bids for the above referenced project have been reviewed and tabulated. It is the recommendation of this office to accept the low bid from Bennet, Inc. in the amount of \$258,687.00.

A copy of the bid tabulation is attached for your review and approval.

Sincerely,

Zanevan Engineering

Jason Eckhart, PE

President

Enclosure

1221 Oak Street

Carthage, MO 64836

jason@zanevan.com

417.540.1107

www.zanevan.com

AGREEMENT FORM..... 00500

THIS AGREEMENT, made this _____ day of _____, 2022, by and between the City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and Bennett, Inc doing business as (~~an individual~~), or (~~a partnership~~) or (a corporation) hereinafter called "CONTRACTOR".

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

1. The CONTRACTOR will commence and complete the construction of Case Street to Macon Street Stormwater Improvements, Carthage, Missouri.
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within 60 calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.
5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Two Hundred Fifty-Eight Thousand Six Hundred Eighty Seven and xx/100 Dollars (\$ 258,687.00).
6. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) Invitation to Bid
 - (B) Instructions to Bidders
 - (C) Bid
 - (D) Bid Bond
 - (E) Agreement Form
 - (F) Notice of Award
 - (G) Notice to Proceed
 - (H) Performance Bond
 - (I) Payment bond
 - (J) General Conditions of Contract
 - (K) Supplementary Conditions
 - (L) Specifications prepared by Zanevan Engineering, LLC and dated April, 2022.
 - (M) Drawings prepared by Zanevan Engineering, LLC and dated April, 2022.
 - (N) Addenda

No. <u>1</u>	dated <u>May 12</u>	<u>20 22</u>
No. _____	dated _____	<u>20__</u>
No. _____	dated _____	<u>20__</u>
No. _____	dated _____	<u>20__</u>
No. _____	dated _____	<u>20__</u>

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

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

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

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name _____
(Please Type or Print)

Name _____

Title _____

NOTICE OF AWARD00501

TO: Bennett, Inc.
103 NE 15th Lane
Lamar, MO 64759

PROJECT Description: Case Street to Macon Street Stormwater Improvements, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Invitation to Bid dated April 25, 2022 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Two Hundred Fifty-Eight Thousand Six Hundred Eighty-Seven and no/100 Dollars (\$258,687.00).

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

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

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

Dated this _____ day of _____, 20____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the _____ day of _____ 20____.

By _____

Title _____

COUNCIL BILL NO. 22-30

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with the Carthage Chamber of Commerce for Services from July 1, 2022 to June 30, 2023 in the amount of \$36,163.00, in the City of Carthage Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Contract for Services with the Carthage Chamber of Commerce for Servies from July 1, 2022 to June 30, 2023 in the amount of Thirty-Six Thousand One Hundred Sixty-three dollars and 00/100, a copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

MAYOR

ATTEST:

CITY CLERK

Sponsored by:

AGREEMENT
by and between
THE CITY OF CARTHAGE, MISSOURI
and
THE CARTHAGE CHAMBER OF COMMERCE

This Agreement, made and entered into this _____ day of _____, 2022, is by and between Carthage Chamber of Commerce, (“Chamber”), and the City of Carthage, Missouri (“City”).

WITNESSETH:

WHEREAS, the Carthage Chamber of Commerce has undertaken many projects for the benefit of the City of Carthage, its businesses, and its citizens; and

WHEREAS, the City has determined that it is in the best interests of the City, and important to the promotion of commerce within and surrounding the City, to compensate the Chamber for the performance of services pursuant to this Agreement.

NOW, THEREFORE, in consideration of mutual undertakings and mutual benefits from the services set forth herein, the City and Chamber agree as follows:

I. SCOPE OF SERVICES

The Chamber will provide the following services:

- a. \$2,500 – This city will be a Presenting Sponsor at the Carthage Chamber of Commerce Annual Banquet. This includes the presentation of the City of Carthage, “Industry of the Year award” and 10 tickets to the Annual Banquet.
- b. \$400 – Booth Representation at the Annual Biz Expo, may be used for any department the City of Carthage deems necessary, i.e. parks, tourism, etc.
- c. \$450 – Golf Team Registration to the Annual Golf Scramble. This includes one, four person team.
- d. \$1,500 – Premier Sponsor Chamber Coffee Series, with the opportunity to host a Chamber Coffee. The city logo will displayed at all Chamber Coffee events.
- e. \$1,500- The City will be a presenting Sponsor Carthage Emerging Business Leaders & Leadership Carthage.
- f. \$4,000 – The city will be a Presenting Sponsor Maple Leaf Festival. This includes the city logo present on all signage affiliated with Maple Leaf and the opportunity to have a float in the annual parade.

- g.. \$2,500 – City of Carthage Relocation Guide, (brochures printed yearly to be distributed to new residents and potential new residents. Available online, and key locations, approx. 4,000 printed) the City logo to appear on all publications.
- h. \$5,000 – Media outreach, and appearances promoting businesses in Carthage and the City of Carthage, includes, TV, radio, newspaper print and any other media outlets.
- i. \$4,663 – Administrating business enhancement & enrichment classes for businesses to attend to keep their businesses successful while driving business into their doors. Creation of Chamber Gift Certificates to keep dollars local that supports the local sales tax base. Collaborating with other groups & organizations to promote Carthage and attract visitors while providing value to our current residents. Writing letters of support for business expansions, along with new business prospects to secure funding to invest in Carthage.
- j. \$1,150 – Successful social medial, website, and other outside media avenues to promote Carthage and the business community, i.e., MAKO, US Chamber, Missouri Chamber, Chamber Institute, and all legislative events both locally, state, and nationally
- k. Will provide office Space for the newly hired city tourism director. This agreement for office space includes:
 - Rent** - \$750 monthly (\$9,000 yr.)
Rent includes access to a private office, a copier, telephone, fax machine, internet, kitchen, restroom, billboard display, use of the conference room, utilities, parking, and janitorial services.
 - Personnel**- \$292 monthly (\$3,504 yr.), ¼ time use of office assistant who will answer designated tourism phone lines, greet tourism visitors and assist with tourism needs when Tourism Director is unavailable.

II. TERM AND TIME OF PERFORMANCE

The term of this Agreement shall be from July 1, 2022 to June 30, 2023.

III. COMPENSATION AND METHOD OF PAYMENT

The City hereby agrees to compensate Carthage Chamber of Commerce for the Services as outlined in Section I in twelve (12) equal, monthly installments for a total of \$36,163 for FY22-23, payable beginning July 1.

IV. UPDATES AND REVIEW PROCESS

Carthage Chamber of Commerce will meet with the City Council quarterly to review the progress of the efforts of Carthage Chamber of Commerce. They will review the scope of work, goals for next quarter, and review any reports Carthage Chamber of Commerce may provide. The City Council may request information or a report at any time. Carthage Chamber of Commerce shall provide the requested information or report within thirty (30) days.

V. REPRESENTATION ON BOARD

Carthage Chamber of Commerce's Board of Directors oversee the operation of Carthage Chamber of Commerce, and the City will possess one non-voting liaison position on the Board.

VI. INDEPENDENT CONTRACTOR

Carthage Chamber of Commerce is not authorized or empowered to make any commitments or incur any obligation on behalf of the City, but merely to provide the Services provided for herein as an independent contractor.

VII. TERMINATION OF CONTRACT

This Agreement may be terminated at any time by written, mutual agreement of the parties. The City shall have the right to terminate this Agreement in the event that Carthage Chamber of Commerce is in default or violation of the terms or provisions of this Agreement and fails to cure such default or violation within thirty (30) working days after receipt of a written Notice of Default, unless a longer time is agreed upon by both parties in writing. In case the default is not cured or remedied within thirty (30) working days or a longer period of time if agreed upon, the City may exercise its option to terminate this Agreement upon five (5) days written notice thereafter. In the event of termination, Carthage Chamber of Commerce shall refund to the City a pro-rated portion of the compensation paid pursuant to section III above. The pro-rated amount shall be determined by dividing the annual payment recited in section III by 365, and multiplying this daily amount by the number of days remaining in the year from and after the effective date of termination. Carthage Chamber of Commerce shall refund the pro-rated amount to the City within 30 days of the effective date of termination.

VIII. NOTICE

Any notice required by this contract is deemed to be given if it is mailed by United States certified mail, postage prepaid, and addressed as hereinafter specified.

Notice to the City shall be addressed to:

City Administrator
City of Carthage, Missouri
326 Grant Street
Carthage, Missouri 64836

Notice to Carthage Chamber of Commerce shall be addressed to:

Executive Director
Carthage Chamber of Commerce
402 S. Garrison
Carthage, MO 64836

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CITY OF CARTHAGE, MISSOURI

CARTHAGE CHAMBER OF COMMERCE INC.

Dan Rife, Mayor

Elizabeth Simmons, Board President

ATTEST:

ATTEST:

Miranda Deal, *City Clerk*

Secretary

An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the year ending June 30, 2023.

WHEREAS, Article VII of the Charter of the City of Carthage states the budget shall provide a complete financial plan for City funds and activities for the ensuing fiscal year and, except as required by law or the Charter, shall be in such form as the City Administrator deems desirable or the Council may require; and

WHEREAS, the Council has held public hearings on the proposed budget, after appropriate public notice; and

WHEREAS, the budget shall be adopted by the affirmative vote of a majority of the members of the Council; and

WHEREAS, the Council may by ordinance make supplemental appropriations if funds will be available for such expenditures; and

WHEREAS, no payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds there from are or will be available to cover the claim or meet the obligation when it becomes due and payable;

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

SECTION I: The budget of the City of Carthage for Fiscal Year 2022-2023 (year ending June 30, 2023, a copy of which is attached hereto and incorporated herein, is hereby adopted.

SECTION II: All amounts specified in said budget are hereby appropriated for said use.

SECTION III: Adoption of the budget by the City Council constitutes approximations of the expenditures for the fiscal year. To ensure adherence to the adopted budget and its associated goals, a budgetary control system is hereby adopted with the legal level for expenditure control established at the Fund level. Each Department Head is responsible for the budget in their respective departments. In order to enhance the ability to successfully execute the budget, to achieve long-range goals, facilitate achievement of programmatic, financial goals, and promote budgetary compliance, the Level of-Control for administration of the Budget is established at the category level. Within the General Fund, Public Health Fund and the Golf Fund, the Budget Officer is authorized to transfer budgeted amounts between categories and departments within operating funds provided such transfers do not alter total expenditures approved by the City Council for the Fund. Any increase in appropriation at the fund level, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the City Council. Such amendment shall be provided by formal action of the City Council.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: **Budget Ways & Means Committee**

***NEW
BUSINESS***

COUNCIL BILL NO. 22-32

ORDINANCE NO. _____

An Ordinance to add Section 16-25 Parks and Recreation Pricing and Cost Recovery Policy to the City Code of the City of Carthage, Missouri.

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

SECTION I: Section 16 of the Carthage Code is hereby amended to add Section 16-25 Parks and Recreation Pricing and Cost Recovery Policy:

The attached Parks and Recreation Pricing and Cost Recovery Policy is hereby adopted in full and incorporated herein as if set out in full. The policy shall be codified in accordance with Muni Code codification.

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:

Miranda Deal, City Clerk

Sponsored by: Public Services Committee

City of Carthage

Parks and Recreation Pricing and Cost Recovery Policy

SECTION I. INTRODUCTION

Carthage Parks and Recreation offers a wide range of facilities and partners with others to ensure that recreation programs and special events are available for all age groups. Carthage Parks and Recreation collects a variety of program and facility use fees but is still primarily supported by the City of Carthage's General Fund, Parks and Storm water Tax, and Capital Improvement Funds from local foundations.

Historically, there have not been established program fees; however, the suggested new Pricing and Cost Recovery Policy recommends giving the Director of Parks and Recreation authority to set all user fees and pricing strategies working with the Public Services Committee. This will enable the Department to quickly respond to market trends and community needs by implementing pricing methods as appropriate to meet financial sustainability.

To identify recommended cost recovery rates for Carthage, the Pricing and Cost Recovery Policy will use national benchmark information, local market conditions, and user survey information for all parks and recreation programs and services.

In developing the Pricing Policy, the Parks and Recreation Department is suggesting the following policy to move the organization forward in maintaining a sustainable system and operating in the most efficient manner:

"The Carthage City Council hereby authorizes the Director of Parks and Recreation to set all user fees and pricing strategies based on input from the Public Services Committee in accordance with the established cost recovery goals as outlined in this policy."

SECTION II. PURPOSE

The Pricing and Cost Recovery Policy is a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational services and facilities, maximizing the use of programs and facilities, and ensuring affordable access to programs and services. The Pricing and Cost Recovery Policy allow city administration, users, department staff, department partners, and citizens-at-large to better understand the philosophy behind the pricing of programs and services. The Pricing and Cost Recovery Policy presents a cost-of-service template to be used to determine the level of cost recovery for direct and indirect costs for each core program category.

SECTION III POLICY

A. RECOMMENDATIONS

The following recommendations were developed to address key issues to support and act on implementing the pricing policy and creating a more sustainable and efficient Department:

- Establish a cost recovery range for each program area and allow the Director of Parks and Recreation to set prices with input from others, as needed, while keeping within the

cost recovery goals approved by the City Council

- Review prices annually as operational costs increase. Adjust prices to stay within established cost recovery goals
- *Children* will include ages 17 and younger and *Senior Adult* will include people 62 and older
- Establish cost recovery goals for new facilities before they are built and require architects/engineers to design to that operational goal
- Develop a permit rate with a percentage of gross revenue for private operators who generate private gain with no capital or operational cost investment
- Determine not-for-profit 501-C-3 status for all outside users seeking special permits that allow them to gain personal revenue off city-owned facilities prior to permitting

The City of Carthage is committed to providing outstanding public parks, recreation facilities and recreation programs. The increasing demands for additional park usage, recreation programs/facilities and services, coupled with rising operating and capital costs, make it challenging to maintain existing levels of service. The establishment of a Pricing and Cost Recovery Policy is designed to provide the Parks and Recreation Department with consistent guidelines in pricing facilities, programs and services.

The Pricing and Cost Recovery Policy allows elected officials, users, staff, partners, and citizens-at-large to understand the philosophy behind pricing of products and services offered. The Pricing and Cost Recovery Policy is based on the true costs to provide programs and services. Staff will be developing the true cost to provide the services, programs and facilities through a cost of service model.

B. TYPES OF FEES AND CHARGES

The following definitions are provided to clarify the meaning of terms used within this policy document:

1. **Admission Fees:** Fees to enter a building or enclosed structure or facility, as in a fee to enter an aquatic facility.
2. **Rental Fees:** Payments made for the privilege of exclusive use of park property or facilities of any kind.
3. **User Fees:** Fees for use of a facility amenity or participation in a program or activity.
4. **Sales Revenue:** Revenue obtained from the operation of concessions, sale of merchandise and other property.
5. **Special Service Fees:** Fees for supplying extraordinary articles, commodities, activities or services that may not be considered standard or routine functions of the Agency, such as private lessons and staff support required for special events.
6. **Membership Fees:** Charges that entitle individuals to multiple use of a facility for a predetermined number or duration. Examples include Annual Passes, Individual Passes, etc. to aquatic facility.
7. **License and Permit Fees:** Fees to obtain written consent to perform some lawful action, typically after permission has been granted by the Agency.
8. **Non-Profit Organization Fees:** Fees available only to non-profit organizations with Internal Revenue Service 501(c) (3) tax-exempt status or is listed as a non-profit organization with

the Secretary of State's office.

9. Vendor Permit Fees: Fees for the privilege of selling goods and services on city property.

C. OTHER DEFINITIONS

Direct Costs: Those costs that can be directly and exclusively attributed or assigned to a specific service or program.

Enterprise Funds: Used to account for a distinct business activity by the Agency that involves no tax subsidy. In enterprise accounting, the full cost of doing business plus debt service, depreciation and contributions to reserve funds are included in financial reports.

Indirect Costs: Those costs that can be attributed to more than one (1) program or service and are not generally a part of the user's direct experience. These costs may be somewhat constant or "fixed" regardless of the level of program participation or facility usage. Examples would include program administration and supervisory staff salaries, departmental administrative staff salaries and costs for a facility or vehicle used for different programs.

Cost Recovery: To recover the cost of providing a particular service through fees, charges, or funding source other than tax dollars. The level of cost recovery will vary depending upon the program or service.

Administrative Fee: This fee covers a portion of the indirect costs associated with the administration of all programs. It covers items such as processing and credit card fees, making materials, advertising, and other support costs.

Agency: Refers to the Parks and Recreation Department.

Agency Co-Sponsored: Services that are organized, promoted, and conducted in part by Agency staff and in part by an outside agency, organization or individual(s) and are the negotiated responsibility of both parties as defined by a contract or letter of agreement.

Agency Sponsored: Services or programs that are organized, promoted, and conducted by the City of Carthage Parks and Recreation Agency.

Agency Facilitated: Services or programs that are organized, promoted, and conducted by an outside agency, organization, or individual(s) with limited assistance from Agency staff. These services or programs are the responsibility of the outside group. Agency involvement includes permission to use an Agency facility or promotional assistance.

Normally a contract or letter of agreement defines these levels of service.

Special Park Fund: A fund established to support a specific park, facility, or program. In lieu of the City's "general fund," monies are accrued in a special capital fund. The Agency's Parks and Recreation Board may recommend expenditures.

Director: The Director of Parks and Recreation or their designee.

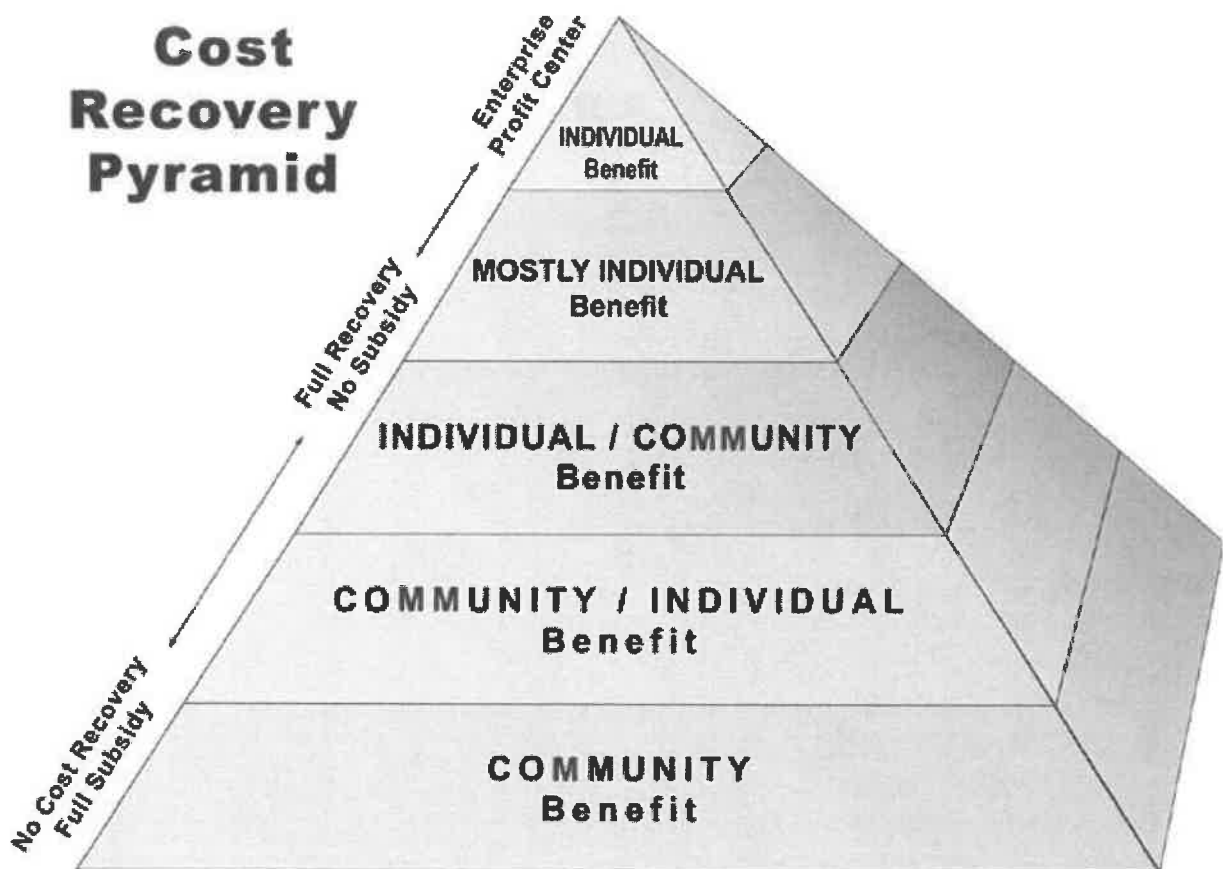
Service: Any program, class, event, activity, sales, or rental opportunity provided by the Agency.

SECTION IV: PRICING POLICY GUIDELINES

A. Cost Recovery Pyramid

A pyramid pricing model illustrates a pricing philosophy based on establishing fees commensurate with the benefit received. Descriptions regarding each level of the pyramid are provided, however, the model is intended as a discussion point and is very dependent on department and agency philosophies to determine what programs and services belong on each level. Cultural, regional, geographical and resource differences play a large role in this determination.

The pyramid model found below graphically represents this concept. The model is followed by a description of each level of the pyramid. The foundational level of the pyramid represents the mainstay of a public parks and recreation program. It is the largest service level and most heavily tax supported. Programs appropriate to higher levels of the pyramid should be offered only when the preceding levels below are full enough to provide a foundation for the next level. This is intended to represent the public parks and recreation mission while reflecting the growth and maturity of an organization.



1. **COMMUNITY Benefit (0-25% Cost Recovery)**

The foundational level of the pyramid is the largest and represents those programs, core services, facilities and services that benefit the community as a whole. These programs, facilities and services increase property values, provide safety, and enhance quality of life for the residents of Carthage. The community generally pays for these basic services and facilities through taxes. These services shall be offered to agency residents at minimal or no fee. Most of the tax support of the agency supports this level of the pyramid.

Some examples of programs and facilities in this category are:

- Park maintenance
- Playgrounds
- Unscheduled outdoor play courts (basketball, tennis)
- Community Wide Public Special Events
- Trails

2. COMMUNITY/Individual Benefit (26-50% Cost Recovery)

The second smaller level of the pyramid represents programs, facilities and services that promote individual physical and mental well-being and provide recreational skill development. They are generally the more traditionally expected services and beginner instructional levels. These programs, services and facilities shall be assigned fees based on a specified percentage of direct and indirect costs that represents a tax subsidy to account for the COMMUNITY Benefit and participant fee to account for the Individual Benefit.

Some examples of programs and facilities in this category are:

- Picnic shelters and reservations

3. INDIVIDUAL/Community Benefit (51-75% Cost Recovery)

The third and smaller level of the pyramid represents services that promote individual physical and mental well-being and provide an intermediate level of recreational skill development. This level provides more INDIVIDUAL and less Community Benefit and should be priced to reflect this.

Some examples of programs and facilities in this category are:

- Scheduled access to sports fields from user groups
- Youth Sports Leagues

4. MOSTLY INDIVIDUAL Benefit (76-100% Cost Recovery)

The fourth and smaller level of the pyramid represents specialized services generally for specific groups with a competitive focus. In this level programs and services should be priced to recover full cost.

Some examples of programs and facilities in this category are:

- Adult sports leagues

5. INDIVIDUAL Benefit (100% + Cost Recovery)

The fifth and smallest level of the pyramid represents activities that have a profit center potential and may fall outside of the core mission. In this level programs and services should be priced to recover full cost plus.

Some examples of programs and facilities in this category are:

- Company picnics and facility rentals
- Tournaments
- Concessions in certain areas

B. PRICING ADJUSTMENTS

The following adjustments may be considered when determining fees and charges for services.

1. SPECIAL GROUPS:

Non-Profit Organizations: These organizations often utilize Department facilities to conduct activities, including fundraising, which supports the non-profit organization's mission. As a way for the Agency to support these efforts, reduced fees may be established for organizations possessing Internal Revenue Service 501(C) (3) tax-exempt status or listed as a non-profit organization with the Secretary of State's Office.

Senior Citizens: Due to the fixed income of many residents sixty-two (62) years and over, the agency may establish senior adult fees.

Youth: Reduced fees may be established for youth sixteen (16) years of age or younger.

Special Agreements: It may be necessary to give specific organizations a waiver or discount based on a special agreement that benefits our Agency. A school use agreement is an example.

2. PRIME TIME RATES

Fees and charges may be increased during prime times of the day, week, month, or year. Prime time pricing is used to:

- Control or limit use during periods of high demand or potential over use, and
- Encourage use during periods of low demand or under use.

Generally, for other than highly individual and mostly individual category programs, the increases shall not exceed the direct and indirect cost of providing services.

3. WAIVERS

The Director of Parks and Recreation is authorized to waive or discount fees and charges when such action is determined to be in the best interests of the Agency or City.

C. DETERMINING FEES AND CHARGES

Fees and charges will be determined through the following process:

1. Determine the direct costs of providing the service/program (includes materials, hourly staff

- time, transportation, equipment, any special fees such as admission tickets, etc.)
2. Add an administrative fee of up to 7.5% of all expenses.
 3. Determine the appropriate Service Level classification and calculate the fees or charges using the appropriate cost recovery guideline.
 4. If warranted, adjust the fee, or charge as outlined. No fee increase shall be more than 10% in one year.
 5. Identify the market rate or current fee being charged for similar services. This evaluation is conducted to ensure the recommended fees do not significantly vary from the rates being charged by other entities for similar services.
 6. Consider inflationary factors for services.
 7. Consider any budgetary mandates that may affect the fee/charge setting process.

SECTION V: OTHER REVENUE SOURCES

A. CONTRACTUAL OR VENDOR PERMIT REVENUES

The agency is authorized to issue concessionaire or vendor permits to qualified individuals, groups and businesses. The purpose of these permits is to enhance visitor enjoyment when using agency facilities and to generate revenue for the agency. Permits may be issued for the following goods and services:

1. Food and beverages
2. Certain amusement equipment and inflatable apparatus as approved by the Director
3. Other goods and services as approved by the Director

B. GIFTS AND DONATIONS

A gift or donation to the agency may be either cash for a specific item, or the item itself. The agency will make every effort to honor the wishes of the contributor; however, there may be instances where receipt of the intended donation is not in the best interests of the agency. In such cases, the agency may decline acceptance. If the contribution does not cover the entire cost, the money will be accumulated toward the purchase of that item. If additional contributions are not made to purchase the item, the donor may either select an alternate gift or have the Agency determine where the donation may be best used.

C. GRANTS

Professional staff of the agency may investigate the possibilities of securing a grant or outside funding sources for agency facilities and programs. All agency grant applications must be reviewed and approved by the Director. Depending upon the grant amount, formal acceptance by the Mayor and City Commission is required as defined by city policy.

D. MANAGEMENT AGREEMENTS

Management Agreements are negotiated and awarded for the complete operation of a special facility. This type of agreement is instituted when agency operation(s) of the facility is either cost prohibitive or is not cost-effective; or when the operation(s) require a level of expertise beyond the capabilities of agency staff. The agency receives a percentage of the gross receipts and/or a minimum monthly rental rate. The length of terms and conditions of renewal may vary.

E. SPONSORSHIPS

Staff pursues corporate and other sponsorships of events, programs, and facilities on an on-going basis. These arrangements may involve the donation of funds, volunteer time, equipment, supplies, services, or labor by the corporate sponsor in return for name recognition of that sponsor's contribution and involvement.

The decision of whether or not to enter into a sponsorship agreement shall always depend on the Agency's philosophy, leisure needs of the community and the best interests of the City. Generally, sponsorships will be solicited through established programs or campaigns. Major individual, non-recurring, or "one-time" sponsorships, such as the title sponsorship for an event or facility will be reviewed and approved by the Director of Parks and Recreation.

F. MARKET FEE ANALYSIS

The Agency regularly conducts a market analysis that incorporates price points of other service providers when determining pricing. This market analysis is taken into consideration and is a determining factor when setting Agency fees and charges.

As with all Agency policy decisions, service levels will be determined through staff, council, and citizen input.

CARTHAGE PARKS & RECREATION COST RECOVERY PYRAMID MASTER PROGRAM LIST

1. Community Benefit (0-25%)

- Community Wide Public Special Events
- Parks and Trails
- Free Play

2. Community /Individual Benefit (26-50% Cost Recovery)

- Shelter Reservations

3. Individual /Community Benefit (51 -75% Cost Recovery)

- Recreation Youth Athletic Leagues
- Youth Instructional Classes
- Educational Classes or Trips
- Youth Camps /Clinics
- Therapeutic Recreation Trips
- Fitness Classes
- Center Reservations

4. Mostly Individual Benefit (76-100% Cost Recovery)

- Special Interest Classes or Programs
- Recreational Trips
- Adult Athletic Leagues /Tournaments

- Center Reservations

5. Highly Individual Benefit (100%+ Cost Recovery)

- Competitive Tournaments
- Competitive Team / League Activities
- Golf Course Operations

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

July 2022

Carthage Municipal Court Judge

NAME	PHONE	ADDRESS	APPOINTED
Jeremy Workman	237-7001	3210 S Grand	6/28/2022

Library Board

3 Year Term – 9 Members – Meets Second Tuesday, 5:15, Public Library

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Carrie Campbell	358-4492	531 E Highland	5/24/2016	July-25
Kevin Johnson	359-9799	PO Box 642	5/28/2013	July-25
Julie Anderson	358-5526	1131 Belle Aire	6/28/2022	July-25
Brian Schmidt	793-9716	1317 Ashley Dr	6/28/2022	July-23
Nancy Dymott	358-8136	717 Belle Aire	6/28/2022	July-24

Economic Development Committee

1 Year Term – 6 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Ceri Otero	438-5395	1149 S. Main	7/27/2021	July-23
Mark Elliff	359-3662	1511 Grand Ave	5/10/2022	July-23
Greg Dagnan	237-7000	326 Grant	7/27/2021	July-23
Zeb Carney	237-7010	623 E. 7 th	7/27/2021	July-23
Stephanie Howard	237-7300	627 W. Centennial	7/27/2021	July-23
Traci Cox	237-7000	326 Grant	5/10/2022	July-23

Police & Fire Pension Committee

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

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Darren Collier	793-0462	528 E. Centennial	6/23/2020	July-24

RESOLUTIONS

RESOLUTION NO. 1968

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH FORTE PAYMENT SYSTEMS FOR CREDIT CARD TRANSACTIONS ASSOCIATED WITH CIVICREC FOR THE CARTHAGE PARK DEPARTMENT.

WHEREAS, the City Council of the City of Carthage has agreed to the use of Forte Payment Systems for credit card transactions associated with CivicRec at the Carthage Park Department; and

WHEREAS, agreed to fees are included in attached fee schedule; and

WHEREAS, the ability of the Carthage Park Department to accept credit card payments through CivicRec is an integral part of enhancing services; and

WHEREAS, it is necessary for the Mayor of the City of Carthage to enter into an agreement with Forte Payment Systems for credit card transactions for the Carthage Park Department, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, that the Mayor is authorized to enter into the attached agreement for credit card transactions for the Carthage Park Department.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk



PRICING FEE SCHEDULE

Forte Payment Systems is proud to provide a robust processing platform and flexible pricing strategies:

- **Service Fee Model** – in a service fee model approach, the citizen pays a service fee for processing their transaction. Your office absorbs no cost.
- **Absorbed Model** - credit card/debit card Merchant Services, Electronic Check Services and the Secure Gateway are absorbed by your office.

Service (Convenience) Fee Pricing Option:

MasterCard, Visa, Discover and American Express cards

2.85% of the payment amount with a minimum fee of \$2.00 based upon volume.

Visa Debit (Tax Program only)

\$3.95 Per transaction

Electronic check – online WEB payments

Includes Forte Verification for known accounts.

eCheck Transaction Tiers	Fees	Frequency
\$0.00 to \$50,000.00	\$1.75 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.00 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.00 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.00 w/Verification	Per Transaction
\$150,000.01 + \$250,000.00	\$15.00 w/Verification	Per Transaction

Absorbed Pricing Option:

Emerging Market and Public-Sector Rate Structure

Processing Costs:	Fees	Frequency
Option 1. Visa, MasterCard, Discover	2.85%	Per Transaction
Option 2. Visa, MasterCard, Discover, American Express	*Pass Thru pricing + \$0.20+ .40bpts*	Per transaction
American Express	*Pass Thru pricing + \$0.20	Per Transaction
Forte Protect (End-2-End Encryption)	\$0.10	Per transaction
Forte Protect (Key Injection Fee)	\$2.25	One time Per Device
Account Updater (Optional)	\$0.35	Per Transaction
Account Updater (Optional)	\$25.00	Per Month
Credit Card Chargeback Fee	\$25.00	Per Chargeback
Batch Fee	\$0.00	No Charge - Waived
ACH Fee-debits/credits	\$0.50 with Forte Verify	Per Transaction
ACH Return Fee	\$2.00	Per Return
Monthly Fee	\$5.00	Each Month per Merchant Account

Manual Billing (single bill for multiple merchant accounts)

\$50.00

Monthly

*Pass Thru pricing includes the direct interchange dues, assessments and all other fees that are charged directly from the associations. Forte Payment Systems believes in transparent pricing, meaning that we utilize a *Pass-Thru Plus* pricing model. Interchange pass thru pricing is a form of credit card processing that allows the actual cost of the processing (*interchange fees & assessments) to be passed directly through to your office. The advantage of this pricing strategy is that it is transparent and, in most instances, provides the lowest processing costs.

Forte's fees include: Total volume processed multiplied by bpts
Total # of transactions processed by per item fee

Gateway Only Pricing Option:

Fee Description	Fee	Frequency
Forte Gateway Fee	\$0.15	Per Transaction
Monthly Gateway Fee	\$19.95	Per Merchant ID

Equipment and Service Pricing:

The following table reflects our Equipment and Service Offerings

Standard Product	Description	Fees and Cost of Equipment
VeriFone V400c Terminal (Standalone)		\$299.00 per terminal plus shipping
VeriFone V400c Terminal (Hybrid with cables)		\$350.00 per terminal plus shipping
MagTek eDynamo		\$155 per devise plus shipping
MagTek eDynamo and Counter-Top Docking Station Bundle (recommended)		\$190/Device with Docking station plus shipping

Select pricing option(s) desired: Absorbed Pricing

Service Fee Pricing

Gateway Only Pricing

Option 1 ☐ Option2 ☐ Dual Bill ☐

☐☐

***Required Merchant Signature:** _____

***MINUTES
STANDING
COMMITTEES***

BUDGET WAYS & MEANS COMMITTEE
MONDAY, JUNE 13, 2022 5:30 P.M.
ZOOM VIDEO CONFERENCE

MEMBERS PRESENT: Alan Snow, Ceri Otero, Ed Barlow and Mark Elliff.

OTHERS PRESENT: Mayor Dan Rife, City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Parks & Recreation Director Mark Peterson, Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Council Member Robin Blair, Council Member David Armstrong, Chamber of Commerce Director Julie Reams, Abi Almandinger, and John Hacker.

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

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Mr. Elliff made a motion to approve the minutes for the May 11 and June 1 Budget Meetings. Motion carried 4-0.

NEW BUSINESS:

1. **Consider & discuss a Council Bill authorizing adopting the City of Carthage's Annual Operating and Capital Budget for the year ending June 30, 2023.**

Mr. Dagnan updated the Committee on the budget books and the goals that were changed within the budget book. There were also a few more minor adjustments that were made prior to the meeting. Ms. Otero made a motion to forward the Fiscal Year 2022-2023 budget to Council. Motion carried 4-0.

2. **Consider & discuss a Council Bill authorizing the Mayor to execute a contract between the City of Carthage and the Carthage Chamber of Commerce, for Fiscal 2022-2023.**

Mr. Dagnan spoke on the Chamber of Commerce contract and the amounts that were discussed. \$12,500 of that contract is to house the future Tourism Director, \$1,337 is for Chamber dues, and the rest is for the services listed in the contract. Mr. Elliff made a motion to forward the Chamber of Commerce contract to Council. Motion carried 4-0.

3. **Consider & discuss a Council Bill authorizing the Mayor to enter into an agreement with OpenGov for budgeting and financial software for the City of Carthage, MO.**

Mr. Dagnan told the committee that the OpenGov contract includes the separate payroll software that is offered by UKG, the total amount for both software is still the \$680,000.00 that is coming from the ARPA funds the City has received. Ms. Cox stated that she has been firm with the company in that she wants the budget portion of the software ready by the end of the calendar year so it can be used for the next budget process. Ms. Otero made a motion to forward the OpenGov contract to Council. Motion carried 4-0.

4. **Staff Reports.**

Mr. Dagnan updated the Committee on sales and use tax numbers. Both are above projections and above what they were at last year. He commended department heads for their teamwork and willingness to help get the budget to where it is.

Ms. Cox updated the Committee on her CD transfer from Guaranty Bank to MOSIP. She

transferred \$2,000,000.00 to MOSIP with an interest rate of 1.95% for 6 months.

5. Other Business: None

ADJOURNMENT: The meeting adjourned at 5:50 P.M. on motion by Mr. Elliff.

Respectfully submitted,
Miranda Deal

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JUNE 14, 2022
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Robin Harrison, David Armstrong, Trudy Blankenship, and Robin Blair.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: Assistant City Administrator Traci Cox, and City Clerk Miranda Deal

Chair Robin Harrison called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Ms. Blankenship, the minutes of the May 24, 2022 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Ms. Blair moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and discuss adding Miranda Deal as a signer to the City's bank accounts.** Mr. Armstrong moved to approve adding Miranda Deal as a signer to the City's bank accounts. Motion carried 4-0.
2. **Other Reports:** Ms. Cox updated the committee on her GFOA conference. She also stated that there was a CD that had expired at Guaranty Bank and she transferred \$2,000,000.00 over to MOSIP for a higher interest rate for 6 months.

ADJOURNMENT: Ms. Blankenship made a motion to adjourn at 5:08 PM. Motion carried 4-0.

Miranda Deal

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, June 21st at 5:30 pm

Carthage City Hall, Council Chambers

Public Services Committee Members Present: Ceri Otero, Ed Hardesty, Trudy Blankenship, Brandi Ensor

Members Absent: N/A

Staff Present: Greg Dagnan, Mark Peterson, Chelsea Cholley

Non-Members: Abi Almandinger

Councilwoman Otero called the meeting to order at 5:30 pm.

Old Business

Consider and approve minutes from the previous meeting. Councilwoman Ensor motioned to approve the minutes.

Motion Carried.

New Business

1. Consider and Discuss Pricing and Cost Recovery Policy.

Mr. Peterson discussed that this is the Pricing and Cost Recovery that was brought to the committee last month for input with only corrections made to grammar items. Mr. Peterson requests approval of the policy by the committee to be moved to a full council vote. Committee members questioned the use of the gender term on page 3 under the definition of "director." The use of "his" will be replaced with "their." Committee members agreed that page 6 under the discount program is not broad enough. Since it would not currently apply to many programs, it would be best to remove that paragraph until it is needed. Finally, committee members discussed that on page 8, under community benefit, "Community Wide Special Events" should be clarified by adding "public" in the language. Mr. Peterson agrees to make these changes before it moves to the full council.

Councilman Hardesty motioned to approve the Pricing and Cost Recovery Policy with approved amendments to move to the full council.

Motion Passed Unanimously

2. Consider and Discuss Merchant Services for CivicRec Park Department Software.

Mr. Petersons discussed the need for merchant services for the Parks Department software, CivicRec. Our current merchant services provider does not work with our program. Hence, it is currently the responsibility of the public user to go to another web page to enter the amounts they need to pay. It does not connect back with our website to confirm the payment. CivicPlus recommended 3 Software companies that are compatible with CivicRec. CSGForte, Authorize.Net, & Elavon. The committee agreed that the best option would be CSGForte as they are the only of the three options that allow both a Service Fee Model. It was agreed that currently, the Service Fee model would be best, and it can be reviewed again in the future if needed.

Councilwoman Blankenship motioned to approve CSGForte as Merchant Services for CivicRec using the Service Fee Model to and moved to the full council.

Motion Passed Unanimously

Staff Reports

Mr. Peterson discussed Lime Scooters and changing some of the geofenced parking boundaries. He will move the Central Park parking location to a parking lot on the south side of the square due to complaints of the scooters blocking the a Central Park sidewalk making it inaccessible to those who need to use the sidewalk with mobility devices. In addition, Mr. Peterson discussed changing Fair Acres to a slow zone due to complaints about how the scooters are used throughout Fair Acres. The committee agreed and mentioned possibly opening up the geofencing to more expansive areas for Marian Days.

Mr. Peterson discussed that Park Department is working with the Missouri Education Program to assist with the Summer Work Program. This program runs from June 21st to July 29th. We now have 7 workers that one supervisor accompanies. All are paid by the Department of Elementary and Secondary Education and insured by them. They will be working at the parks, painting, mowing, weed eating, and other maintenance from 7:30-11:30 am.

Mr. Peterson informed the committee of an incident at Fair Acre where a transformer was hit and moved off of its base, damaging it. It will cost approximately \$35,000 to replace. Parks and Recreation are working with Youth Softball and Carthage PD to locate who damaged it in hopes of working with their insurance to cover the damage cost.

Mr. Peterson mentioned the Parks and Recreation Department lost a full-time staff member. The position has already been filled by an employee who has previously worked seasonally for the past few summers.

Mr. Peterson stated that capital projects for Memorial Hall were set to update the ceiling and lighting cannot move forward due to issues with the epoxy flooring not being able to handle the weight of the machinery needed to do the work without damaging the flooring. We have looked at further options to do the job, such as scaffolding, but it dramatically increases the time and

workload, which in turn raises the prices of the project. This project will be reassessed and a carryover for the next fiscal year.

Mr. Peterson discussed the previously approved Tree Inventory and Tree Maintenance capital project that would have provided funds for work on Central Park trees to be removed, pruned, and trimmed had been cut. He mentions that this Park is considered a level 5 maintenance park. The significance of Central Park for many special events, including the Sparkle in the Park, FTF, and others, that we should still do this work. There are safety concerns that need to be addressed. Mr. Peterson mentioned he would reallocate funding from the Memorial Beautification capital item to handle this need for the parks. The committee agreed that tree maintenance in parks and Central Park is currently more important.

Mr. Peterson stated that on July 1st, Carthage Parks and Recreation would be working with a maintenance software company, Brightly. This capital item was vetted through national contracted pricing with Sourcewell. This addresses the need for maintenance management, work orders, inventory management, and budget forecasting for all Park related facilities and inventories.

Councilman Hardesty made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:50 pm.

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

To Whom it may Concern:

Minutes for the Planning and Zoning/Historical Preservation Committee for the City of Carthage.

Date: June 6, 2022

The meeting was called to Order at 5:30 pm on June 6th, by Jim Swatsenbarg, Vice-Chairman: The Chair was not available for the meeting.

Minutes were approved on a Motion by Allen Bull and a Second by Josh Anderson. All present voted in favor of approval.

The First item on the agenda was the Certificate of Appropriateness for Exterior Signage at 423 S. Main Street.

A motion was made by Harry Rogers and seconded by Jim Hunter to allow the signage. All present voted in favor of approval.

The Second item on the agenda was the Certificate of Appropriateness for Exterior Signage at 1250 S. Garrison.

A motion was made by Jim Hunter and seconded by Josh Anderson to allow the signage. All present voted in favor of the approval.

Under Old Business:

Discussion of the Tax Abatement proposal was continued. Staff relayed information that the 353 requirements were more flexible than previously presented. It is possible to use 353 funds on a "Spot Blighted" basis. This would simplify the process and allow the City to deal with properties that were willing to participate, also would not demand a Zone or Area be created. It does still require a City Tax Abatement Committee for these projects.

A motion was made by Harry Rogers and seconded by Josh Anderson to create a City Ordinance similar to the City of Joplin that would allow the 353 Tax Abatement on a "Spot Blighted" basis be recommended by the Planning and Zoning/Historic Preservation Committee. All present voted to approve.

It was suggested that the Ordinance be submitted to the Committee for review prior to its submission to the Council.

A motion to adjourn was made by Jim Hunter and seconded by Harry Rogers.

Members in Attendance: Jim Swatsenburg, Harry Rogers, Jim Hunter, Alan Bull, Joshua Anderson.

Staff in Attendance: Greg Dagnan, Ed Barlow, Zeb Carney, Julie Tilley

Sincerely,

Harry Rogers, Secretary

***AGENDAS
STANDING
COMMITTEES***

-NOTICE OF MEETING-
Public Services Committee Tuesday June 21st, 2022
5:30 P.M.
Carthage City Hall, Council Chambers
326 Grant, Carthage MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Chelsea Cholley at the Parks & Recreation office at 417-237-7035 or email c.cholley@carthagemo.gov.

New Business

1. Consider and Discuss Pricing and Cost Recovery Policy
2. Consider and Discuss Merchant services for CivicRec Park Department software.

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: _____

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda

June 27, 2022

5:30 p.m.

Carthage City Hall

Council Chambers

326 Grant, Carthage MO 64836

AMENDED AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss Belle Air 4th of July Parade. – Mrs. Griffith

NEW BUSINESS

1. Consider and discuss 1100 block of Euclid closure - Alan Snow
2. Consider and discuss mattress bids – Chief Huntley
3. Consider and discuss record management system bids – Chief Huntley
4. Consider and discuss donation from LEPC for 4 gas meters - Chief Huntley
5. Consider and discuss wireless headsets – Chief Huntley
6. Consider and discuss Municipal Court – Mr. Dagnan, Ms. Cox and Chief Hawkins
7. Consider and discuss Back to School Bash – Greg Spink
8. Consider and discuss Jail MOU for 2021-2022 – Chief Hawkins
9. Consider and discuss RFP for Animal Control Services – Chief Hawkins
10. Consider and discuss CRM requests for Marian Days – Chief Hawkins
11. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 28, 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

Citizens Participation

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

New Business

1. Consider and Discuss Tourism Director position
2. Staff Reports
3. Other Reports

Adjournment

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

Posted: _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet June 16, 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: April 2022

APPROVAL OF DISBURSEMENTS:	April	\$5,910,085.03
	May	\$4,169,655.52

FINANCIAL STATEMENT: April & May

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of FY 2022-23-01 Retirement Resolution for Curtis Maxwell
2. Consideration of Bids for the Final Clarifier Launder Covers Wastewater Treatment Plant Improvements
3. Consideration of Resolution authorizing the filing of an application for ARPA grant funding for water projects
4. Consideration of Resolution authorizing the filing of an application for ARPA grant funding for wastewater projects
5. Selection of Board Officers for 2022-2023

STAFF REPORTS

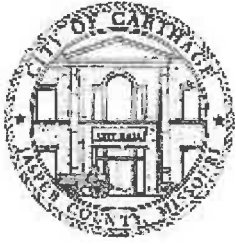
BOARD MEMBER COMMENTS

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section 610.021(3) of the Sunshine Law.

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



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, July 11, 2022 12:00 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Monday, June 6, 2022

Public Hearing

Staff Report

New Business

Old Business

1. 353 Tax Abatement Discussion

Next Meeting: Monday, August 1, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Alan Bull	614 E Centennial	417-388-2309
	Member	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Joshua Anderson	1205 S Main	417-793-2196

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Greg Dagnan	City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Ed Barlow		

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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CORRESPONDENCE

"Rosenberg's Rules of Order"

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

Introduction

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

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

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

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

The Three Basic Motions

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee 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 an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
June 28, 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 Blair, Alan Snow, Ed Hardesty, Ed Barlow, Mark Elliff, Brandi Ensor, David Armstrong, and Trudy Blankenship. Council Members Robin Harrison and Ceri Otero were absent. 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, Parks & Recreation Director Mark Peterson, Assistant City Administrator Traci Cox, and City Clerk Miranda Deal. Public Works Director Zeb Carney was absent.

Mr. Elliff made a motion, seconded by Mr. Snow, to approve the minutes of the June 14, 2022 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period, former Council member Ray West apologized for his rapid departure due to health issues and stated that he was honored to serve. Abi Almandinger gave a presentation on Vision Carthage projects that have happened in the first two quarters, it also included their plans for the rest of the year.

Mr. Snow reported that the budget committee is between meetings, next meeting is July 11.

Mr. Armstrong reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. They also discussed the Tourism Director position, Municode changes, and an MPR update on a few items.

Mr. Barlow reported that the Public Safety Committee met on June 27 with many items discussed. Mr. Snow requested the 1100 block of Euclid (Pearl to Lilac) be closed from 8-10:30 pm July 3rd for a block party. Mr. Barlow made a motion, seconded by Mr. Elliff, to approve the closure of the 1100 block of Euclid on July 3rd from 8-10:30 pm for a block party. Mr. Snow abstained from voting. Motion carried. Chief Huntley spoke to the Committee about the mattress bids that were opened on May 26. Denver mattress was the only one received and it was over budget. The bid was rejected and bids will be sent back out. Chief Huntley also spoke on the Reporting System bid, 3 bids were received with the lowest being First Due with a bid amount of \$10,790.00 and an annual fee of \$9,890.00. Mr. Barlow made a motion, seconded by Mr. Snow, to accept the bid from First Due in the amount of \$10,790.00. Motion carried. Greg Spink spoke with the committee on the Back to School Bash. He requested the closure of 4th street from Garrison to Maple on August 9 from 4:30-7 pm. Mr. Barlow made a motion, seconded by Ms. Blankenship, to approve the road closure for the Back to School Bash on August 9 from 4:30-7 pm. Motion carried. Chief Huntley also spoke on the 4 gas meters that

were purchased. LEPC has reimbursed the City for that purchase and Chief has requested that the meters be put into operation. There will be a Resolution at the next Council meeting accepting this donation from LEPC. Chief Huntley spoke about wireless headsets he would like for the main Engine. The Engine does not currently have any in the cab of the truck, the headsets would allow the crew to hear all communications while in the Engine. Chief spoke with two companies, one gave a quote of \$6,308.14, that price is guaranteed until July 21. The other company gave a quote of \$8,725.70. Chief Huntley requested that the lower quote from Setcom be accepted before the price increases. Mr. Barlow made a motion, seconded by Ms. Ensor, to accept the quote of \$6,308.14 from Setcom for wireless headsets for the main Engine. Motion carried. The Municipal Court was discussed, the judge and one of the court clerks have accepted county court positions and those two positions will be filled as soon as possible. No further action was taken. Chief Hawkins spoke about the jail MOU for 2021-2022, which needs signed by the Mayor. There will be a Council Bill at the next meeting for the MOU. Chief Hawkins spoke about the RFP for Animal Control Services. The City is looking at other options since the Carthage Humane Society rejected the contract with the City for \$36,000. There have been discussions with Joplin Humane Society about housing the animals for \$80 per animal. A contract will be drawn up and presented once complete. Chief Hawkins also spoke about Marian Days and the CRM's requests with the event. There will be a Resolution at the next Council Meeting addressing their requests. Chief Huntley gave updates on capital items, living restriction changes, Missouri driver's license, one of the City's MACK trucks, the Sudstock event over the weekend, and the 4th of July fireworks. Chief Hawkins updated the committee on capital items, hiring, and gave a parking committee update. Chief recommended to convert 4 ADA parking spaces to 15 minute to go spaces. That recommendation was approved and will be sent to the Public Works Committee. The next meeting will be July 18.

Mr. Hardesty reported that the Public Services Committee met on June 21 and discussed the Parks Pricing and Cost Recovery Policy that appears in C. B. 22-32. A new credit card system was discussed for the Parks department to use with CivicRec. There were 3 companies that were looked at. Forte Payment Systems was selected and will appear in Resolution 1968. The next meeting will be July 19.

Mr. Armstrong reported the Public Works committee is between meetings with the next meeting scheduled for July 5.

Special Committee and Board Liaison Reports were given by Mr. Elliff for the Jasper County Commission.

Mayor Rife reported on the Municipal Judge interviews and his CEDC and CWEP meeting attendance.

During reports from Council Members, Mr. Armstrong reported on his recent attendance at an MML committee meeting with Mr. Dagnan. He encouraged other Council Members to join the MML committees so there is more representation from Southwest Missouri. Mr.

Snow thanked Mark Peterson for all of his work on the Parks Pricing and Cost Recovery Policy. Mr. Barlow thanked Abi for the presentation from Vision Carthage and expressed his gratitude for the work they are doing.

Fire Chief Ryan Huntley reported on the Sudstock event that happened over the weekend, and reported that they are ready for the 4th of July event.

Parks & Recreation Director Mark Peterson also reported on the Sudstock event and said it was a great success. He reported that they are prepping for the 4th of July events and thanked the Police and Fire department for their help in preparing. He also mentioned that the Pricing and Cost Recovery Plan was a recommendation that came from the Parks Master Plan.

City Administrator Greg Dagnan expressed his condolences to the Harrison's for a recent loss of a loved one. He reported on the following: recent groundbreaking attendances, a ribbon cutting this coming Friday, meeting with Mark and Jason Eckhart regarding progress on the Parks Master Plan, the Humane Society contract, MML meeting, the hiring of the Tourism Director, and tracking capital item purchases. He also reported that he will begin to send out his reports prior to the Council meetings and touch on the important topics during Council reports.

The Committee on Claims filed a report in the amount of \$527,224.45 against the following funds: General Revenue \$56,550.14, Public Health \$142,724.86, Civic Enhancement \$791.60, Public Safety \$530.95, Parks/Stormwater \$166.00, Golf \$2,205.47, Myers Park \$5,158.50, and Payroll \$319,096.93. Mr. Armstrong made a motion, seconded by Mr. Snow, to accept the report and allow the claims. Motion carried.

A Public Hearing on the Annual Operating and Capital Budget for Fiscal Year 2023 was held. No citizens were present for the public hearing.

Under old business, C. B. 22-28 – An Ordinance authorizing the Mayor to enter into a contract with OpenGov for budgeting and financial accounting software for the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow. The Council Bill was approved and numbered Ordinance 22-29.

C. B. 22-29 – An Ordinance authorizing the Mayor to enter into a contract with Bennett Construction Inc. of Lamar, Missouri for stormwater improvements between Macon St. and Case St. in the amount of \$258,687.00 was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow. The Council Bill was approved and numbered Ordinance 22-30.

C. B. 22-30 – An Ordinance authorizing the Mayor to execute a contract between the City of Carthage, Missouri and the Carthage Chamber of Commerce for services in the amount of \$36,163.00 was placed on second reading followed by a roll call vote of 6 yeas and 2 nays. Ayes: Barlow, Blair, Blankenship, Elliff, Ensor, and Snow. Nays: Armstrong and Hardesty. The Council Bill was approved and numbered Ordinance 22-31.

C. B. 22-31 – An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2022-2023 was placed on second reading followed by a roll call vote of 7 yeas and 1 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, and Snow. Nays: Hardesty. The Council Bill was approved and numbered Ordinance 22-32.

Mr. Hardesty expressed his and his constituents concern over the Tourism Director position that was a part of the budget.

Under new business, C. B. 22-32 – An Ordinance to add Section 16-25 Parks and Recreation Pricing and Cost Recovery Policy to the City Code of the City of Carthage, Missouri was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Mr. Hardesty, to divide the question by committees for the Mayor's Appointments.

Mr. Snow made a motion, seconded by Mr. Elliff, to approve the appointment of Jeremy Workman as the Municipal Court Judge. Motion carried with a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow.

Mr. Barlow made a motion, seconded by Mr. Armstrong to approve the Mayor's Appointments as listed for the Library Board. Motion carried with a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow.

- Re-appointment of Carrie Campbell and Kevin Johnson until July 2025
- Appointment of Julie Anderson until July 2025
- Appointment of Brian Schmidt until July 2023
- Appointment of Nancy Dymott until July 2024

Mr. Snow made a motion, seconded by Ms. Blair, to approve the Mayor's Appointments as listed for the Economic Development Committee. Motion carried with a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow.

- Re-appointment of Ceri Otero, Mark Elliff, Greg Dagnan, Zeb Carney, Stephanie Howard, and Traci Cox until July 2023.

Mr. Elliff made a motion, seconded by Mr. Armstrong, to approve the re-appointment of Darren Collier to the Police & Fire Pension Committee until July 2024. Motion carried with a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow.

Mr. Hardesty made a motion, seconded by Mr. Armstrong, to approve Resolution 1968 – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an agreement with Forte Payment Systems for credit card transactions associated with CivicRec for the Carthage Park Department. Resolution 1968 was adopted by a roll call vote of 8 yeas and 0 nays. Ayes: Armstrong, Barlow, Blair, Blankenship, Elliff, Ensor, Hardesty, and Snow.

During closing comments Ms. Blair reported that she attended Sudstock with her family and enjoyed it, she was appreciative of the events for the younger kids as well. Mr. Snow invited everyone to his block party on July 3rd. Mr. Elliff and Ms. Ensor thanked those who worked so hard on the budget, Ms. Ensor also congratulated all of those who were appointed during the meeting. Mr. Armstrong wished everyone a happy 4th of July and Ms. Blankenship congratulated the appointments and also wished everyone a happy 4th.

Ms. Blankenship made a motion, seconded by Ms. Ensor, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:29 p.m.

Dan Rife, Mayor

Miranda Deal, City Clerk