

1. City Council Agenda August 23, 2022

Documents:

[CITY COUNCIL AGENDA 08 23 22.PDF](#)

2. City Council Packet August 23, 2022

Documents:

[CITY COUNCIL PACKET 08 23 22.PDF](#)

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, AUGUST 23, 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
15. Old Business

1. **C. B. 22-38** – An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the year 2022, for General Revenue purposes and other purposes, and fixing the rates thereof. (Budget Ways & Means)

16. New Business

1. **C. B. 22-39** – An Ordinance to amend Section 300 – Compensation/ Classification of the Personnel Policy Manual of the City of Carthage by amending subsection 308 – Compensatory Time. (Committee on Insurance, Audit & Claims)
2. **C. B. 22-40** – An Ordinance to amend Section 10-26 of the Carthage Code to amend the requirement for firefighters. (Public Safety)

17. Mayor's Appointments

18. Resolutions

1. **Resolution 1977** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an agreement with the CVB to pay them up to \$90,000.00 for the City portion of the Missouri Division of Tourism Advertising Grant Funds (Lodging Tax Committee)
2. **Resolution 1978** – A Resolution providing for the formal acceptance of a donation from Dr. Deffenbaugh of a replica Civil War Era cannon to the City of Carthage Parks Department, by the City Council of the City of Carthage, Missouri, pursuant to City Policy. (Public Services)
3. **Resolution 1979** – A Resolution providing for the formal acceptance of a donation from Jason Shelfer and other citizens, to the City of Carthage Parks Department by the City Council of the City of Carthage, Missouri, pursuant to City Policy. (Public Services)
4. **Resolution 1980** – A Resolution of the City of Carthage, Missouri, authorizing the Mayor to enter into an agreement with Penmac Staffing Services, Inc. in Carthage, Missouri for staffing solutions. (Committee on Insurance, Audit & Claims)
5. **Resolution 1981** – A Resolution declaring the intent of the City of Carthage, Missouri to deliver Certificates of Participation to finance the costs of projects for the electric system. (Carthage Water & Electric Plant Board)

19. Closing Comments

20. Executive Session

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2966 (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
August 9, 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: Mark Elliff, Robin Harrison, Brandi Ensor, David Armstrong, Trudy Blankenship, Ceri Otero, Robin Blair, Alan Snow, and Ed Hardesty. City Administrator Greg Dagnan was present; City Attorney Nate Dally was absent.

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

Mr. Elliff made a motion, seconded by Mrs. Harrison, to approve the minutes of the July 26, 2022 Council Meeting. Motion carried unanimously.

There were no citizens present during Citizen's Participation.

Mr. Snow reported that the Budget Ways & Means Committee met on August 8 and approved the property tax levy that appears in C.B. 22-38, there was no increase in rates this year. He also reported that sales tax numbers were doing great and were up 48% from the same month last year. Traci gave the committee a capital project list from the previous fiscal year that showed the projects that were budgeted and what was expended for each one. The next meeting will be September 12.

Mrs. Harrison reported that the Committee on Insurance, Audit and Claims met on this date and approved the claims. Traci reported that there was currently one large claim on the City health insurance, and that 60% of the claims over the last year were for employee dependents. The City's life insurance and long term disability provider, Mutual of Omaha, will be increasing their rates by 60%. Traci and Michael will be looking into other providers for those two benefits. The next meeting is scheduled for August 23.

Mr. Snow reported that the Public Safety Committee is between meetings with the next meeting scheduled for August 15.

Ms. Otero reported that the Public Services Committee is between meetings with the next meeting scheduled for August 16.

Mr. Armstrong reported that the Public Works Committee met on August 2 and discussed C.B. 22-37 and the Resolutions that are on the agenda. The committee also discussed removing 4 handicap parking spaces around the square and using them as regular parking spaces. Mr. Armstrong made a motion, seconded by Mr. Snow, to remove 4 handicap parking spaces and turn them into regular parking. Motion carried. Mr. Armstrong also explained what the change order in Resolution 1974 was for. The Myers

Park Round-About was the prototype for the area and they changes will soften the curbs around it. He also mentioned that Resolution 1975 would express the City's support for the renovations of the Deerfield apartments that are located south of town behind the Fairview Christian Church. The next meeting will be on September 6.

Special Committee and Board Liaison Reports were given by Mr. Elliff for the Jasper County Commission, and Ms. Ensor for the Library Board. Ms. Otero mentioned to the Council that Texas Roadhouse was donating 10% of your total food purchases to the Carthage Humane Society tonight if you mentioned you were there to support them. Ms. Blankenship reported on her attendance to the Kellogg Lake Bridge dedication.

Mayor Rife reported on Marian days and his attendance at the Kellogg Lake Bridge dedication ceremony.

During reports from Council Members, Mr. Armstrong discussed the Council's obligation to appoint the Planning, Zoning, & Historic Preservation liaison. Mr. Armstrong made a motion, seconded by Mr. Snow, to appoint Mark Elliff to the Planning, Zoning, & Historic Preservation Commission. Motion carried with a roll call vote of 8 yeas. Ayes: Armstrong, Blair, Blankenship, Ensor, Hardesty, Harrison, Otero, and Snow. Mr. Elliff abstained. Mr. Hardesty read a letter he received from a citizen regarding a skunk problem in their ward. The Animal Control Officer does not handle skunks or other wild animals, there are companies who will come and trap them for a fee, but there is nothing the City can do about the skunk nuisance at this time.

Police Chief Bill Hawkins reported on Marian Days being a success, they expect a larger crowd next year. He also reported that he has promoted Sergeant Eric Miller to Lieutenant.

Fire Chief Ryan Huntley reported that Marians Days also went well for his department, there were no cook tent fires.

Public Works Director Zeb Carney reported that his guys helped out with Marian Days and that he now has 4 openings in his department. One of his employees, Kirk Tilley, has been hired as the Parks Superintendent.

Parks & Recreation Director Mark Peterson reported on Kirk Tilley starting soon, the lime scooter rider counts during Marian Days, and a pop-up Zumba class at the Municipal pool.

Assistant City Administrator Traci Cox reported that the sales tax numbers were up, that is partly cause by the high inflation rates. The Capital projects from the last fiscal year had \$10.3 million dollars budgeted for them and there was only \$3.7 million expended. Some projects were completed, some will not be done, and some are being carried over into the new budget year.

City Administrator Greg Dagnan gave out his City Administrator's report prior to the meeting on various items he has been involved with the last few weeks. He reported on the Marian Days walking tour that the Chamber hosted on August 3. He also reported on

a meeting with Vision Carthage and Department Heads where they discussed projects they would like to look for grants for with the Grant Writing service that Vision Carthage has for the next year.

The Committee on Claims filed a report in the amount of \$832,587.36 against the following funds: General Revenue \$219,932.61, Public Health \$1,410.09, Lodging Tax \$1,041.67, Civic Enhancement \$986.00, Parks/Stormwater \$64,014.03, Fire Protection \$3,412.00, Golf \$2,857.84, Myers Park \$2,439.50, ARPA \$65,768.52, Public Library \$25,000.00, and Payroll \$445,725.10. Mrs. Harrison made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

The City of Carthage held a Public Hearing for the property tax rates proposed to be set by the City of Carthage. There was no one present at the Public Hearing.

Under old business, C. B. 22-37 – An Ordinance annexing certain adjacent territory commonly known as 1699 West Fairview into the City of Carthage, Jasper County, Missouri as requested by Bill Wilson was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow. The Council Bill was approved and numbered Ordinance 22-38.

Under new business, C. B. 22-38 – An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the year 2022, for General Revenue purposes and other purposes, and fixing the rates thereof was placed on first reading with no action taken.

Mr. Hardesty made a motion, seconded by Mr. Armstrong, to split the question of the Mayor's Appointments.

Mr. Snow made a motion, seconded by Mr. Hardesty, to approve the Mayor's appointment of Tiffany Cossey to fill the Ward 5 vacancy. Motion carried with a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

City Clerk Miranda Deal administered the Oath of Office to Tiffany Cossey. Ms. Cossey took her seat and joined the other Council Members.

Mr. Snow made a motion, seconded by Mr. Armstrong to approve the Mayor's Standing Committee Appointments as presented:

David Armstrong to the Budget Ways & Means Committee

Mark Elliff as the new Public Safety Committee Chair

Tiffany Cossey to the Public Safety Committee

Trudy Blankenship to replace David Armstrong as Vice-Chair on Committee on Insurance/Audit and Claims

Tiffany Cossey to the Committee on Insurance/Audit & Claims

Motion carried with a roll call vote of 9 yeas and 1 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Harrison, Otero, and Snow. Nays: Hardesty.

Mr. Armstrong made a motion, seconded by Mrs. Harrison to approve the Mayor's appointment of Bill Smith, Chad Dininger, and Aaron Borland to the Care Leave Committee until August 2024. Motion carried with a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

Mr. Elliff made a motion, seconded by Mr. Snow, to approve the Mayor's re-appointment of Jim Swatsenberg and Jerry Poston to the Zoning Board of Adjustments until August 2027 and the appointment of Alan Bull until August 2027. Motion carried with a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

Mr. Armstrong made a motion, seconded by Mr. Elliff, to approve Resolution 1974 – A Resolution of the Council of the City of Carthage, Missouri authorizing the approval of the change order No. 3 for the Garrison Ave. Improvement Project to include the Myers Park Round-About in the amount of \$93,524.50. Resolution 1974 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

Mr. Armstrong made a motion, seconded by Ms. Ensor, to approve Resolution 1975 – A Resolution approving a project (within the meaning of Chapter 349, Revised Statutes of Missouri) of the Industrial Development Authority of Jasper County, Missouri, to be located in the City of Carthage, Missouri. Resolution 1975 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

Mr. Armstrong made a motion, seconded by Mrs. Harrison, to approve Resolution 1976 – A Resolution of the City Council of the City of Carthage amending an administrative lot split for property located in Peach Tree Subdivision, in the City of Carthage, Missouri. Resolution 1976 was adopted by a roll call vote of 10 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Harrison, Otero, and Snow.

During closing comments, everyone welcomed Tiffany Cossey to City Council and thanked the departments for their hard work during Marian Days. Mr. Elliff and Mrs. Harrison expressed their condolences to Mr. Dally for the loss of his father, Ms. Otero thanked Mr. Hardesty for speaking up about his concerns on topics, Mr. Snow mentioned that Carthage now had a very highly educated Council with the advanced degrees some had, Ms. Cossey thanked everyone for welcoming her.

Ms. Cossey made a motion, seconded by Mr. Armstrong, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:31 p.m.

Dan Rife, Mayor

Miranda Deal, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 22-38

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2022, FOR GENERAL REVENUE PURPOSES AND OTHER PURPOSES, AND FIXING THE RATES THEREOF.

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

SECTION I: That a tax be and the same is hereby levied for the year 2022, upon all real property which is subject to taxation for municipal purposes under the statutes of the State of Missouri, within the corporate limits of the City of Carthage, Jasper County, Missouri as follows:

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

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

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

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

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

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

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

(Sponsored by the Budget Ways & Means Committee)



The City of Carthage

America's Maple Leaf City

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

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at 6:30 P.M., Tuesday, August 9, 2022 in the City Hall, Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the property tax rates proposed to be set by the City of Carthage.

<u>Assessed Valuations</u>	<u>Current Year 2022</u>	<u>Prior Year 2021</u>
Real Estate – Residential	89,786,370	89,166,860
Real Estate – Agriculture	587,580	578,440
Real Estate – Commercial	48,834,300	47,972,660
<u>Local/State Assessed RR/Utilities</u>	<u>Current Year 2022</u>	<u>Prior Year 2021</u>
Local Valuations	1,853,490	1,815,900
State Valuations	227,007	175,983
ASSESSED TOTALS	141,288,747	139,709,843

<u>Funds</u>	<u>Prior Year Levy</u>	<u>Proposed Levy</u>	<u>Property Tax 2022</u>
General Revenue Fund	0.3335	0.3335	\$471,198
Public Health Fund	0.0758	0.0758	\$107,097
Park & Recreation Fund	0.1439	0.1439	\$203,314
Library Fund	0.1665	0.1665	\$235,246
FUND TOTALS	0.7197	0.7197	\$1,016,855

*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2022-2023 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri.

Traci Cox
Assistant City Administrator
City of Carthage

POSTED: 08/05/2022 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage Website at www.carthagemo.gov
Carthage Memorial Hall and Carthage Public Works Department

Jasper County Courthouse
302 S. Main • Room 102
Carthage, Missouri 64836
Office: 417-358-0416
Fax: 417-358-0415

JASPER COUNTY CLERK

Charlie Davis

Jasper County Courts Building
601 S. Pearl Avenue
Joplin, Missouri 64801
Office: 417-625-4307
Fax: 417-625-4308

NOTICE OF 2022
AGGREGATE ASSESSED VALUATION FOR POLITICAL SUBDIVISIONS OTHER THAN SCHOOLS 07/14/22

As required by SECTION 137.245.3, I, CHARLIE DAVIS
County Clerk of Jasper County, State of Missouri, do hereby
certify that the following is the aggregate assessed valuation of
CAR CITY a political subdivision in Jasper County, for the year 2022
as shown on the assessment lists, plus railroad and utility
valuations as reported by the State Tax Commission.

Real Estate Valuations:

Residential	89,786,370
Agricultural	587,580
Commercial	48,834,300

TOTAL\$ 139,208,250

Local RR/Utility Valuations:

Residential	0
Agricultural	0
Commercial	1,853,490

TOTAL\$ 1,853,490

TOTAL REAL\$ 141,061,740

Personal Property Valuations:

Personal Property	63,967,618
Local RR/Utility	4,630

TOTAL\$ 63,972,248

State Assessed Railroad & Utility Valuations:

Real Estate	227,007
Personal Property	167,719

TOTAL\$ 394,726

TOTAL CURRENT VALUATIONS \$ 205,428,714

NEW CONSTRUCTION..... \$ 1,304,120

This information is transmitted to assist you in complying with Section 67.110, RSMo, which requires that notice be given and public hearings held before tax rates are set.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of
the County Commission of Jasper County at my office in
Carthage this 14 day of JULY, 2022



Clerk

Voter Registration and Elections Office
Joplin, MO 417-625-4307
Carthage, MO 417-358-0413 • Fax 417-359-1297



***NEW
BUSINESS***

An Ordinance to amend Section 300 – Compensation/Classification of the Personnel Policy Manual of the City of Carthage by amending subsection 308 – Compensatory Time.

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

SECTION I: Section 300 – Compensation/Classification of the Personnel Policy Manual is hereby amended by amending subsection 308 – Compensatory Time.

308. Compensatory Time:

In some cases, compensatory time off may be granted in lieu of overtime pay. Compensatory time off is figured at one-and-one-half (1½) hours for each hour of overtime worked. An employee requesting the use of compensatory time shall make arrangements with the Department Head ahead of the time he wishes to take off. An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a "reasonable period" after making the request if it does not "unduly disrupt" the operation of the department.

01. Use: Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant. If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for 12 any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

02. Transfer and Promotion: Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

03. Department Head Responsibilities: The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down accumulated compensatory time. Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

04. Termination and Pay: Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to

final pay based on their final pay or as governed by FLSA.

05. Department Heads and Exempt Positions: Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labors Standards Act.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. 22-40

ORDINANCE NO. _____

An Ordinance to amend Section 10-26 of the Carthage Code to amend the requirement for firefighters.

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

SECTION I: Section 10-26 of the Carthage Code is hereby amended to read as follows:

(a) No member of the City fire department shall serve as a firefighter (full-time or part-time) until he or she has reached their twenty-first (21st) birthday and is a citizen of the United States. No person shall continue to serve as a firefighter after his or her sixty-fifth (65th) birthday. No person shall serve as a firefighter within the City fire department unless he/she possess and maintains a telephone (landline or cell). Any employee assigned a City owned emergency response type vehicle shall reside within the designated boundaries of the Carthage Fire Protection District. However, all fire employees have an obligation, when possible, to respond to the fire department within a reasonable time at the discretion of the Fire Chief if a situation requires such response.

(b) The term "resides/residence" as used in this section, shall be defined as the true, fixed and permanent home and principal establishment, and to which whenever he/she is absent he/she has the intention of returning.

(c) Newly promoted employees who will be assigned a City owned vehicle, but do not conform to the residency requirements established by this section, shall establish residence within the boundaries specified in this section within nine (9) months after their date of promotion. At the discretion of the City Administrator, a person who, at the time the nine (9) months expires, have entered into a contract to purchase a residence for their use and who are prepared to move in within a reasonable time not to exceed six (6) months may be deemed to have met this requirement.

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

CB 22-40- Sponsored by: Public Safety Committee

***MAYOR'S
APPOINTMENTS***

RESOLUTIONS

RESOLUTION NO. 1977

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CVB TO PAY THEM UP TO \$90,000 FOR THE CITY PORTION OF THE MISSOURI DIVISION OF TOURISM ADVERTISING GRANT FUNDS.

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

WHEREAS, it is necessary for the Mayor of the City of Carthage to enter into an agreement with the CVB to pay the cost share portion of the Missouri Division of Tourism advertising grant funds, a contract is attached hereto and incorporated herein as if set out in full.

WHEREAS, the City has already allocated funds for advertising though the use of lodging tax dollars

WHEREAS, the Missouri Division of Tourism will reimburse \$67,500

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI,

The Mayor is authorized to enter into the attached agreement for use of DMO advertising grant funds.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Lodging Tax Committee

Memorandum of Understanding

By and Between

Carthage Convention and Visitor's Bureau and the City of Carthage

THIS AGREEMENT, entered into this ____ day of _____, 2022, by and between the Carthage Convention and Visitor's Bureau (CVB) and the City of Carthage (City).

This agreement will establish policies and procedures regarding the agreement adopted by resolution of the City of Carthage Authorizing the Mayor to enter into an agreement between the City and the CVB to pay the CVB \$90,000 to be used for the Missouri Division of Tourism advertising grant to promote tourism and marketing to and for the City of Carthage.

The City and the CVB will share the responsibility for the execution of the Missouri Division of Tourism advertising grant. The city will issue funding in the amount of \$90,000 to the CVB plus non-reimbursement fees associated with marketing adds. The CVB will use these dollars for the execution of the advertising and marketing grant that they have obtained through the Missouri Division of Tourism as the authorized Destination Marketing Organization. This grant will be implemented by the CVB through cooperation with the City Tourism Director.

The City will be reimbursed up to the amount of \$67,500 from the CVB. The CVB will apply for the reimbursement as soon as there is eligibility and this reimbursement can be obtained. The City Tourism Director is responsible for all documents necessary for the pre-approval and reimbursement of funds. The CVB will reimburse the City following quarterly reimbursements requests. Payment will be submitted to the City within 10 days of receipt of funds from Missouri Department of Tourism.

Jim Hunter, CVB Board President

Dan Rife, Mayor

RESOLUTION NO. 1978

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION FROM DR. DEFFENBAUGH OF A REPLICA CIVIL WAR ERA CANNON TO THE CITY OF CARTHAGE PARKS DEPARTMENT BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

WHEREAS, The City's Public Services Committee has recommended the acceptance of a donation from and Dr. Deffenbaugh for the donation of a replica civil war era cannon.

WHEREAS, be it further resolved that if the city no longer chooses to display the donated cannon in Central Park, the cannon will be offered in return to Dr. Deffenbaugh.

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

That the City of Carthage, Missouri accepts the donation of a replica civil war era cannon from Dr. Deffenbaugh to be placed in Central Park.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

RESOLUTION NO. 1979

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION FROM JASON SHELFER AND OTHER CITIZENS TO THE CITY OF CARTHAGE PARKS DEPARTMENT BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

WHEREAS, The City's Public Services Committee has recommended the acceptance of a donation from Jason Shelfer and other Carthage Citizens for the donation of a mural in Griggs Park.

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

That the City of Carthage, Missouri accepts a donation of citizen public art in the form of a mural to be painted in a location at Griggs Park.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

RESOLUTION NO. 1980

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH PENMAC STAFFING SERVICES, INC. IN CARTHAGE, MISSOURI FOR STAFFING SOLUTIONS.

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

WHEREAS, it is necessary for the Mayor of the City of Carthage to enter into an agreement with Penmac Staffing Services, Inc., located in Carthage Missouri for staffing solutions that may remediate staffing shortages, particularly in the Parks and Streets departments, and perhaps citywide. A contract is attached hereto and incorporated herein as if set out in full.

WHEREAS, the City has already allocated funds for staffing and it is anticipated no budget amendments will be necessary to fully engage this contract.

WHEREAS, the contract is expected to be budget neutral.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI,

The Mayor is authorized to enter into the attached agreement with Penmac Staffing Services, Inc. for staffing solutions.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Committee on Insurance Audit and Claims



Penmac Staffing Services, Inc., with its principal office located at 447 South Avenue, Springfield, MO 65806 (hereinafter "Penmac"), and City Of Carthage, with its principal office located at 326 Grant Street Carthage, MO 64836 (hereinafter the "Client") agree to the terms and conditions set forth in this Staffing Agreement (hereinafter the "Agreement").

PENMAC's Duties and Responsibilities

1. PENMAC will

- a. Recruit, screen, interview, check references, conduct pre-employment screening/assessments, verify and assign its employees ("herein after the Assigned Employees") to perform the type of work described on Exhibit A under Client's supervision at the locations specified on Exhibit A (Scope of Work set forth herein in as Exhibit A and incorporated herein by reference);
- b. Pay Assigned Employees' wages and provide them with the benefits that Penmac offers to them;
- c. Pay, withhold, manage benefits including Stock Ownership Plan & 401k Retirement Plan and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees;
- d. Require Assigned Employees to sign agreements acknowledging that they are not entitled to holidays, vacations, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by Client; and
- e. Require Assigned Employees to sign confidentiality agreements, if required by the Client (Confidentiality Agreement set forth herein in as Exhibit B and incorporated herein by reference) before they begin their assignments to Client.
- f. Penmac will provide Assigned Employees who are eligible, health coverage that meets the requirements of the Patient Protection and Affordable Care Act.
- g. Penmac will perform safety training and testing based on OSHA standards and conduct customized orientations.

CLIENT's Duties and Responsibilities

2. CLIENT will

- a. Properly supervise Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property;
- b. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to operate any of Client's vehicle or mobile equipment (including but not limited to forklifts, pallet jacks, scissor lifts and any other equipment that requires OSHA certification), or entrust them with Client's unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without Penmac's express prior written approval or as strictly required by the job description provided to Penmac set forth in Exhibit A;
- c. Provide Assigned Employees with a safe work site and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site;
- d. Not change Assigned Employees' job duties without Penmac's express prior written approval and the Client and Penmac agree that any changes to the Assigned Employees' job duties must be an Amendment to Exhibit A in writing;

Penmac

STAFFING

- e. Exclude Assigned Employees from Client's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits; and
- f. Must immediately notify the local Penmac Branch when a work injury occurs involving an Assigned Employee and the parties agree that all medical treatment is to be directed by the Penmac unless Assigned Employee requires immediate medical attention.

Payment Terms, Bill Rates, and Fees

- 3. Client will pay Penmac for its performance at the (rates set forth herein on Exhibit A and incorporated herein by reference) and will also pay any additional costs or fees set forth in this Agreement. Rates are subject to change as workers' compensation, unemployment rates or other employment-related expenses change. Client will be given a 30-day notice of any change to billing rate. The agreed-upon sales terms of net due upon receipt will be reflected on invoices. Client agrees to all terms and conditions of Penmac.
 - a. Penmac will invoice Client for services provided under this Agreement on a weekly basis.
 - b. Payment is due on receipt of invoice.
 - c. Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Assigned Employees. Client's signature or other agreed method of approval of the work time submitted for Assigned Employees certifies that the documented hours are correct and authorizes Penmac to bill Client for those hours.
 - d. If a portion of any invoice is disputed, Client will pay the undisputed portion.
- 4. **ASSIGNED EMPLOYEES** are presumed to be nonexempt from laws requiring premium pay for overtime, holiday work, or weekend work. **PENMAC** will charge **CLIENT** special rates for premium work time only when an **ASSIGNED EMPLOYEE'S** work on assignment to **CLIENT**, would legally require premium pay and **CLIENT** has authorized, directed, or allowed the **ASSIGNED EMPLOYEE** to work such premium work time.
- 5. Four Hour Minimum Policy: on the first day of any assignment, the **CLIENT** agrees to pay and/or work an **ASSIGNED EMPLOYEE** for a minimum of four hours, as long as **ASSIGNED EMPLOYEE** does not walk off the job.
- 6. The **CLIENT** agrees to abide by the credit requirements and invoice terms extended by the Penmac Credit Department. The term of net due upon receipt will be reflected on the weekly invoice. Unpaid invoices after the due date will be considered in default and therefore a default charge will be imposed at 1½% per month on unpaid balances (annual percentage rate of 18%). The **CLIENT** agrees to pay default charges, collection, or attorney's fees for cost of collection. The Penmac Credit Department reserves the right to modify the customer credit requirements and/or invoices terms without notice as conditions warrant.

Conversion, Hour-Bank, and Guarantee

- 7. Every hour of labor used in a calendar year will go into Client's "Hour Bank." For every 480 hours in Client's bank, Client may hire one Assigned Employee who has worked a minimum of 80 hours. There are separate hour banks for each division: Industrial, Clerical and Transportation. The bank of hours accumulated applies to Client and are not transferrable. If Client chooses to hire an Assigned Employee before 480 banked hours, a buy-out fee will be calculated and applied.
- 8. If **CLIENT** uses the services of any **ASSIGNED EMPLOYEE** as its direct employee, as an independent contractor, or through any person or firm other than **PENMAC** during or within 480 hours after any assignment of the **ASSIGNED EMPLOYEE** to **CLIENT** from **PENMAC**, **CLIENT** must notify **PENMAC** and (a) continue the **ASSIGNED EMPLOYEE'S** assignment from **PENMAC** to fulfill the 480 hours, (b) use hours available in **CLIENT's** Hour Bank; or (c) pay **PENMAC** a conversion fee in the amount of: 1-240 hours: 15% of 1st year salary, 241-479 hours: 8% of 1st year salary for that **ASSIGNED EMPLOYEE**.
- 9. In addition to the bill rates specified in Exhibit A of this Agreement, **CLIENT** will pay **PENMAC** the amount of all new or increased labor costs associated with **CLIENT's** **ASSIGNED EMPLOYEES** that **STAFFING FIRM** is legally required to pay until the parties agree on new bill rates.



10. **First Day Guarantee:** PENMAC guarantees that there will be no charge for unsatisfactory work performance by **ASSIGNED EMPLOYEE** (up to an 8 hour maximum), provided **PENMAC** is notified within the first day of the assignment.

Confidentiality and Indemnification

11. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of **CLIENT's** confidential information will be imputed to **PENMAC** as a result of **ASSIGNED EMPLOYEES'** access to such information.
12. To the extent permitted by law, **PENMAC** hereby agrees to indemnify, hold harmless and defend the **CLIENT** and its parent, subsidiaries, directors, officers, agents, representatives, and employees from and against any and all causes of action, claims, demands, losses, damages, liabilities and costs (including but not limited to *reasonable* attorneys' fees and costs incurred by the **CLIENT** or any thereof) of any nature whatsoever, including but not limited to the extent caused by **PENMAC's** breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1; or the negligence, or willful misconduct of **PENMAC** or **PENMAC's** officers, employees, or authorized agents in the discharge of those duties and responsibilities.
13. To the extent permitted by law, **CLIENT** hereby agrees to indemnify, hold harmless and defend the **PENMAC** and its parent, subsidiaries, directors, officers, agents, representatives, and employees from and against any and all causes of action, claims, demands, losses, damages, liabilities and costs (including but not limited to *reasonable* attorneys' fees and costs incurred by the **PENMAC** or any thereof) of any nature whatsoever, including but not limited to the extent caused by **CLIENT's** breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 2; or the negligence, or willful misconduct of **CLIENT** or **CLIENT's** officers, employees, or authorized agents in the discharge of those duties and responsibilities.
14. Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.
15. As a condition precedent to indemnification, the party seeking indemnification will inform the other party within 5 business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

General Conditions

16. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.
17. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.
18. This Agreement and the exhibits attached to it contain the entire understanding between the parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement.
19. **CLIENT** will not transfer or assign this Agreement without **PENMAC's** written consent.
20. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.
21. Neither party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.



22. This Agreement will become effective the date on which both parties have executed it and automatically renew each year thereafter. The Agreement may be terminated by either party upon 30 days written notice to the other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the agreement immediately.
23. Should any party to this Agreement employ an attorney for enforcement or interpretation of this Agreement, in addition to any other remedies it may have, it may recover from the defaulting party all damages it may incur by reason of such breach, including, without limitation, reasonable attorney fees, process server fees, court filing fees, court reporter charges, and any other fees related to the enforcement and/or interpretation of this Agreement.
24. There are no representations, warranties or inducements, whether oral, written, express or implied other than as set forth herein that in any way affect or condition the validity of this Agreement or any of its conditions or terms.
25. This Agreement shall be construed and applied pursuant to the law of the State of Missouri, notwithstanding any conflict of laws doctrine to the contrary.
26. Each party executing this document warrants that the person executing the Agreement on his, her or its behalf was fully authorized to do so at the time of execution. Each party executing this document warrants to the other party that he has not heretofore assigned any of the claims this Agreement has released.
27. This Agreement shall become effective only upon its execution by all parties. It is understood, however, that this Agreement may be executed in counterparts, each of which shall be deemed an original, but which, when taken together, shall constitute one and the same Agreement.



Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.

IN WITNESS WHEREOF, the parties have executed this Agreement by an authorized officer or agent, as of the effective date below. CLIENT agrees that all orders will be subject to the terms and conditions in this Agreement.

By:

City of Carthage
Michael Miller
Human Resources Coordinator
417-237-7000
m.miller@carthagemo.gov

Date

By:

Penmac Staffing Services, Inc.
Tim Massey, CEO
447 South Avenue, Springfield MO 65806

Date



EXHIBIT A
Assignment Description, Rates, Screening

Assignment Description:

Rates:

Screenings (initial to request):

_____ 10-panel drug screen – included in bill rate

_____ Nationwide Criminal Background check – billed back at \$27 per person

_____ Credit Check – billed back at \$18.00 per person

_____ Motor Vehicle Record – billed back at \$18.00 per person

Remit Invoices To:

Contact: _____

Address: _____

Phone: _____

Email: _____



**Penmac Staffing Services, Inc.
Credit Agreement & Application**

I. CREDIT AGREEMENT:

The applicant, through the undersigned agent, agrees the endorsement of this agreement does not obligate **Penmac Staffing Services, Inc.**, herein after called **Penmac**, to accept an order for services or products for the applicant. Applicant agrees that this credit agreement was made and accepted within the State of Missouri. Further, the applicant agrees to the following conditions of sale:

A. Credit Requirements/Invoice Terms

The applicant agrees to abide by the credit requirements and Invoice terms extended to the applicant by the **Penmac** Credit Department. The agreed-upon sales terms of net due upon receipt will be reflected on Invoices. The **Penmac** Credit Department reserves the right to modify the customer credit requirements and Invoice terms without notice as conditions warrant.

B. Invoice Discrepancies

The applicant agrees to notify the **Penmac** Sales Department prior to the Invoice due date to discuss invoice discrepancies. The stated Invoice amount is to be paid in full unless a deduction is approved by the **Penmac** Sales Department.

C. Default on Invoice Terms or Conditions of Sale

The applicant agrees to compensate **Penmac** for its actual collection costs arising from the applicant's default on Invoice terms or conditions of sale. Collection costs include, but are not limited to, third party collection fees, travel expenses, attorney fees and costs. The applicant agrees to pay interest at the rate of 1 ½% per month (18% per annum) on any invoice more than one day past due.

D. Missouri Enforcement

As part of the consideration for delivery of **Penmac's** products or services, the applicant agrees that any and all actions or proceedings arising from this business relationship will, at **Penmac's** option, be litigated in courts having a situs within the state of Missouri. The applicant consents to the jurisdiction of any State or Federal Court located in Greene County Missouri and agrees that the applicant is subject to jurisdiction of Missouri courts and service of process under section 506.500 RSMO and applicable Missouri Statutes and Rules, and also agrees to accept such service as is authorized by that statute and prescribed in the Missouri Rules of Civil Procedure.

E. Notification of Change in Operation

I/We agree to immediately notify **Penmac** of any change in ownership or address or form of said business. The applicant further agrees to immediately notify the **Penmac** Credit Department of changes in business operations which would effect the applicant's ability to remit by the invoice terms extended by **Penmac**.

II. AUTHORIZATION AGREEMENT:

I/We authorize **Penmac** to investigate our credit history, bank references and any other information deemed necessary to extend credit. The undersigned warrants that he/she is authorized to execute this application on behalf of applicant.

Agreement Date

Authorized Signature

Applicant Firm Name

Print or Type Name

Applicant Firm Address

Title

Business Credit Application

PENMAC USE ONLY			
LEGAL NAME OF COMPANY	DATE	ACCT #	WORK COMP CODE #
TRADE NAME	INCORPORATED	PROPRIETORSHIP	PARTNERSHIP FRANCHISE
BILLING MAILING ADDRESS	FEDERAL TAX I.D. NUMBER	DUNS NO.	YRS IN BUSINESS
CITY STATE ZIP	NAMES OF PRINCIPALS & TITLES:		
PHONE NUMBER	FAX NUMBER		
E-MAIL ADDRESS	PHYSICAL ADDRESS (JOB SITE)		
PERSON TO CONTACT FOR PAYMENT-A/P	A/P E-MAIL ADDRESS		

BANK REFERENCE

NAME OF BANK	STREET ADDRESS	CITY STATE ZIP CODE
ACCOUNT NUMBER	NAME OF CONTACT	FAX NUMBER PHONE NUMBER

TRADE REFERENCE

NAME OF COMPANY	CONTACT PERSON	MAILING ADDRESS	CITY	STATE	ZIP	PHONE /FAX #
						P
						F

RESOLUTION 1981

A RESOLUTION DECLARING THE INTENT OF THE CITY OF CARTHAGE, MISSOURI TO DELIVER CERTIFICATES OF PARTICIPATION TO FINANCE THE COSTS OF PROJECTS FOR THE ELECTRIC SYSTEM.

WHEREAS, the City of Carthage, Missouri (the "**City**") is a constitutional charter city and political subdivision organized and existing under the laws of the state of Missouri, and owns the Carthage Water and Electric Plant (the "**Public Utility**"); and

WHEREAS, the Public Utility, pursuant to a resolution adopted by its board of directors, declared its desire to finance the costs of various replacements and upgrades to the electric system (the "**Project**"); and

WHEREAS, the City intends to deliver a series of certificates of participation of the City in the aggregate principal amount of approximately \$15,000,000 (the "**Certificates**") for such purposes; and

WHEREAS, the City desires to authorize the offering for sale of the Certificates pursuant to a negotiated sale and to authorize Baker Tilly Municipal Advisors, to act as municipal advisor (the "**Municipal Advisor**"), Gilmore & Bell, P.C., to act as special counsel (the "**Special Counsel**") and officers of the City and Public Utility to proceed with the preparation, review and distribution of documents for said sale.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI, AS FOLLOWS:

Section 1. The City Council hereby declares the intent of the City to deliver the Certificates to provide funds to finance the costs of the Project.

Section 2. The Municipal Advisor, Special Counsel and officers of the City and Public Utility are hereby authorized to proceed with preparation of a preliminary official statement (the "Preliminary Official Statement") and a final official statement (the "final Official Statement") to provide for the sale of the Certificates. Upon completion of the preparation and review of the Preliminary Official Statement, the Municipal Advisor is hereby authorized to proceed with the offering for sale of the Certificates. The final terms of the Certificates shall be determined and approved by subsequent ordinance of the City Council of the City.

Section 3. The City Council hereby authorizes the execution of the final Official Statement by the Mayor, the City Administrator or other appropriate officers of the City with such changes and additions thereto as such officials shall deem necessary or appropriate, such official's signature thereon being conclusive evidence of such official's and the City's approval thereof. The City Council hereby consents to the use and public distribution of the Preliminary Official Statement and the final Official Statement in connection with the sale of the Certificates.

Section 4. For the purpose of enabling the underwriter of the Certificates (the "Purchaser") to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, the Mayor, the City Administrator, or other appropriate officers and officials of the

City are hereby authorized, if requested, to provide the Purchaser a letter or certification to the effect that the City deems the information contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by Rule 15c2-12(b)(1), and to take such other actions or execute such other documents as such officers or officials in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirements of such Rule.

Section 5. The City agrees to provide to the Purchaser within seven business days of the date of the agreement to purchase the Certificates or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, an electronic copy of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The City expects that expenditures will be made, by or on behalf of itself and the Public Utility, after the date of adoption of this Resolution in connection with the Project, and the City intends to reimburse itself, or, if applicable, the Public Utility, for such expenditures with proceeds of the Certificates. The principal amount of the financing is expected to be approximately \$15,000,000.

Section 7. The Mayor, the City Administrator and other officers and representatives of the City, officers and representatives of the Public Utility, the Municipal Advisor and Special Counsel, are hereby authorized and directed to take such other action as may be necessary to carry out the negotiated sale of the Certificates.

Section 8. This Resolution shall be in full force and effect from and after its adoption by the City Council.

Duly read and passed by the City Council this ____ day of August, 2022.

CITY OF CARTHAGE, MISSOURI

(SEAL)

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

MINUTES
STANDING
COMMITTEES

BUDGET WAYS & MEANS COMMITTEE
MONDAY, AUGUST 08, 2022 5:30 P.M.
COUNCIL CHAMBERS

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

OTHERS PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, and David Armstrong.

Mr. Snow called the meeting to order at 5:31 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Ms. Otero made a motion to approve the minutes for the July 11 Budget Meeting. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss an Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2022, for general revenue purposes and other purposes, and fixing the rates thereof.**

Traci updated the committee on the tax rates for the year 2022. Property tax rates are not going up this year, they are staying at the rate of .7197. She also mentioned that personal property tax values went up \$7 million dollars from last year. The City of Carthage does not currently have a personal property tax. Mr. Snow informed the committee that the City can only charge up to a certain amount due to the State having a cap on the tax amount. Should valuations go down, the tax rate could go up.

Mr. Elliff made a motion to forward the Ordinance to Council. Motion carried 3-0.

2. **Staff Reports**

Ms. Cox reported that the sales tax collected in August of 2021 was \$196,595.57 and the sales tax for August 2022 was \$279,016.18, the estimated amount for the month was \$187,000.00. The use tax for August came in at \$120,353.20 which was \$26,000 higher than any other month, the estimated amount for the use tax is around \$63,000 per month.

Ms. Cox also mentioned that she is working on closing out the fiscal year; the pre-liminary audit is on August 19 and the full audit will be in September. To help the committee see the Capital projects that were budgeted and actually finished, Ms. Cox put together a list of all the projects that were approved for the last fiscal year and what had been expended for them. Some projects were completed, others were not, and some are still in the process and will be carryover projects.

Mr. Dagnan reported that he is working on the State of the City address with the Chamber of Commerce, which will address many questions the public might have regarding City operations. He would also like the committee to send him ideas about what they would like in order to have a more transparent budget process.

3. **Other Business:** None

ADJOURNMENT: The meeting adjourned at 6:08 P.M. on motion by Ms. Otero.

Respectfully submitted,
Miranda Deal

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 9, 2022
5:00 p.m.**

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: Assistant City Administrator Traci Cox, 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 July 26, 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. Staff Reports:

Ms. Cox reported on a meeting she attended with Michael Miller and Lorie Downing from Beimdiek regarding the City's health insurance plan. There is currently only one high cost claim, last year there were two and one of them has dropped off. They also discussed the City's life insurance and long-term disability provider, Mutual of Omaha. Their rates have increased 60% so Traci, Michael, and Lorie will be looking into other options for providers.

Ms. Cox also reported that she is working on closing out the Fiscal Year and that the preliminary audit is August 19. She is also working on redoing the chart of accounts for when the City starts using the Opengov software.

2. Other Reports: None.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:11 PM. Motion carried 4-0.

Miranda Deal

City of Carthage



Public Safety Committee – Minutes

Meeting Date: Aug 15, 2022

Meeting Location: City Hall- Council Chambers

Call to Order: Chairman Elliff

Time Called to Order: 5:30pm

Attendance:

Chairman Elliff, Councilman Snow, Councilman Harrison, Councilman Cossey, Chief Huntley, Chief Hawkins, Morgan Housh, Traci Cox, Abi Almandinger, Cody Douglas, Jannette Nye, Chanti Beckham

OLD BUSINESS

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

CITIZEN PARTICIPATION

1. Cody Douglas spoke to the committee on the 2022 Rallye 66. The event will be held on September 16th. This event will be the same as years past. For the run, Cody Douglas is requesting the closure of the 800 block of Main Street between Chestnut & 9th Street and the block of 9th Street between Main Street & Lyon from 7am to 9am. In addition to closures of these blocks, he is requesting permission to back vehicles into parking spaces on Chestnut in the closed areas. In the event of inclement weather, Mr. Douglas is requesting the closing of the 800 block of Main between the main building & the Lighthouse building, 9th Street between Main & Lyon, and Chestnut Street between Lyon & Grant from 11:30am to 3:00pm. Councilman Snow made a motion to close the requested streets and times as years past and allow vehicles to back into parking spaces for the 2022 Rallye 66 event. Motion passed.
2. Jeannette Nye from the Fair Acres Family YMCA spoke with the committee on the Maple Leaf 5K run. She is requesting the closure of George E Phelps Blvd., from Grand to Fulton, be closed at 5:30pm to 7:30pm on Friday October 14, 2022 for the runners. She is also requesting barricades on S. Fulton & George E Phelps as well as Grand & George E Phelps. Councilman Harrison made a motion to accept the road closure of George E Phelps, from Grand to Fulton, as well as the traffic control from Fulton to Airport Drive on October 14th from 5:30pm to 7:30pm. Motion passed.
3. Abi Almandinger requested that Hometown Holidays be tabled till next meeting.
4. Chanti Beckham spoke with the committee on the Maple Tree 1-2-3. Mrs. Beckham is requesting the closure of Centennial from Garrison to Grand on October 29th from 8:00am to 10:00am. The run is a loop where the runners start on Centennial heading East, turn North on Main, West on Macon, South on Maple. Make the slight jog on Wiggins to return to Centennial where they will run two more laps. Runners will stay to their left, and make all left turns to stay out of any traffic as much as possible. This will be a run that the Park Department puts on in conjunction with HERE4Carthage. Councilman Harrison made a motion to close Centennial from Garrison to Grand from 8:00am to 10:00am on Saturday October 29th. Motion passed.

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

5. NEW BUSINESS

1. Fire Chief Huntley spoke with the committee on an ordinance to amend Section 10-26 of the Carthage Code to amend the requirement for Firefighters living restrictions. With these amendments it would allow a firefighter to live further than 15-mile of the City limits. Any employee assigned a city owned emergency response type vehicle shall reside within the designated boundaries of the Carthage Fire Protection District. Councilman Harrison made a motion to forward to City Council. Motion passed.
2. Fire Chief Huntley presented the committee with the second mattress bids. Chief is requesting to accept the bid from MattressFirm with the bid price of \$2,834.28. This would be for 9 twin size mattresses. Councilman Cossey made a motion to accept the bid from MattressFirm for \$2,834.28. Motion passed.
3. Staff Reports:
 - Fire Department
 - Chief Huntley updated the committee on an in-house fit test that will be completed with all Carthage Fire Department personnel (minus that of the civilian workers/admins). The CFD no longer uses the Alliance which tested new hires on their strength. With a new hire the CFD will perform an in-house physical test which will be cover from the City Insurance provider.
 - Updated the committee that the open position has been filled.
 - Police Department
 - Chief Hawkins spoke briefly on feral cats.

Councilman Harrison made a motion to adjourn. Motion passed.

Next Meeting Date: September 19, 2022

Next Meeting Location: City Hall Council Chambers

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

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, August 16th 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: Traci Cox, Mark Peterson, Chelsea Cholley

Non-Members: Abi Almandinger, Robin Blair, Steve Cottrell, Jason Shelfer, Dr. Larry Deffenbaugh, David Armstrong.

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

Old Business

1. Consider and approve minutes from the previous meeting.

Councilwoman Blankenship moved to approve the minutes.

Motion Carried

New Business

1. Consider and Discuss Citizen Public Art at Griggs Park.

Mr. Peterson explained that Parks Department has been looking at different opportunities to bring public art to our parks. Mr. Peterson was approached by Mr. Shelfer with a concept to paint on a blank wall located in Griggs Park that they have already primed previously. Mr. Shelfer explained that this is not an Art Central Project but that a few members of the board of directors has been assisting in this effort. Mr. Shelfer provided a design of what would be painted which would encompass the feel of the community in Griggs Park. Mr. Shelfer stated that he hopes with the start of this project it would help create momentum for other art projects in the city and create an appreciation of art in Carthage. This would be at no cost to the city and they would fundraise the cost of supplies.

Councilman Hardesty Motioned to pass resolution to council to accept donation of Citizen Public Art at Griggs Park.

Motion Carried.

2. Consider and Discuss Civil War Cannon Donation for Central Park

Mr. Peterson started off by stating some history with Central Park and the Civil War and how he was approached by Mr. Cottrell and Dr. Deffenbaugh about a donation of a Cannon that will be provided and purchased by Dr. Deffenbaugh. Mr. Peterson explained that the cannon donation would align with the master plan trail that will include educational signage and placed in the southeast corner of Central Park. Dr. Deffenbaugh will provide the cannon at no cost to the city if parks would be able to provide a spot for it in Central Park. The city would provide a concrete pad for it to be placed on as well as some educational signage.

Councilman Hardesty Motioned to pass resolution to council to accept donation of Civil War Cannon for Central Park.

Motion Carried.

Staff Reports

Mr. Peterson provided updates on some McCune Brooks Regional Hospital Trust projects. The committee was provided one concept for Municipal Park Destination Playground. Mr. Peterson stated we are still waiting on cost of the concept shown as well as meeting with others to get more concepts for Municipal Park Playground. Mr. Peterson stated he is also waiting on a concept for Kellogg Lake Project that will be a nature concept with restrooms and playgrounds and stated Jason will be providing more information on the updates that will be to the park restrooms. Mr. Peterson stated that parks will be looking at some other grant opportunities and MBRHT stated they would allow us to use those dollars as matching funds. Parks will meet with Mr. Skinner of the Conservation Department to assist us with review of grant opportunities.

Mr. Peterson explained that he was able to meet with Cody Smith, State Representative for our district, to look into some state grant opportunities that would be helpful for some park projects and some possible land acquisition.

Mr. Peterson stated that he has met with Ms. Almandinger and Dick Horton Consulting to share ideas and next steps for the pocket park. Ms. Almandinger is to survey the square business owners and employees of the square and court house. The data and ideas will be shared with Jason to develop designs and implementation. Mr. Peterson stated that pricing from Game Time Athletics just came in and will be reviewed and he will be looking at other contractors as well but will be using the information Game Time provided to help develop a plan and work with Jason.

Mr. Peterson provided a summary to the committee that explained the financials of Fourth of July and the result of the MOU that Parks had with Carthage Chamber of Commerce. The partnership allowed to have no cost in creating the 4th of July experience outside of staff. It is expected that the partnership will be even more successful next year. Mr. Peterson also provided a breakdown of the Civil war reenactment budget and the funds that they have remaining that will be used towards more Civil War Events.

Mr. Peterson went over the Lime scooter trial period, since we have expanded on 7/28 there has only been one person to reach out to the park department over a concern that did not have anything to do with the expansion. There was a large increase as expected through Marian Days, but based on a map that Mr. Peterson provided, it can be seen that users are using the scooters all over town. A more complete description and recommendation will be brought forward after the trial period ends on 8/21.

Councilwoman Blankenship made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:13pm.

***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: August 5, 2022

The meeting was called to Order at 5:32 pm on August 1st, by Abi Almandinger, Chairperson.

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

The First item on the agenda was a discussion of the training available under the CAMP Grant which the Commission recently received. After discussion, it was decided to request two half-day sessions covering *Legal Basics* and *Standards and Guidelines*, to be conducted on either November 2nd and 3rd or 9th and 11th. It was also decided that the sessions be available on Zoom and/or be video recorded.

Under Old Business:

Discussion of the Section 353 Tax Abatement proposal was continued. Greg Dagnan relayed that cities now using Section 353 all suggest that we make our ordinance and procedures as simple as possible. Jim Swatsenbarg provided a proposed Ordinance to work from. After discussion, the proposal was adopted as a starting point and given to Greg Dagnan to enhance for further discussion, and adoption as our proposal to City Council at our next meeting.

At 6 PM a motion to adjourn was made by Jim Hunter and seconded by Alan Bull.

Members in Attendance: Abi Almandinger, Jim Swatsenbarg, Jim Hunter, Alan Bull, Joshua Anderson.

Staff and Council in Attendance: Greg Dagnan, Zeb Carney, Chelsea Rives, David Armstrong.

Sincerely,

Jim Swatsenbarg, Vice Chair



STEADLEY FAMILY LEGACY CENTER



CARTHAGE
PUBLIC LIBRARY

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, August 9, 2022 5:15 p.m.

Steadley Family Legacy Center

612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Amend 2021-2022 Budget

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business

Payment of Bills

Adjournment

NEWS RELEASE

Date: August 9th, 2022

CONTACT: Julie Yockey, Director

Carthage Public Library, 417-237-7040

Carthage Public Library announces construction issues may cause closures and/or difficult accessibility to the Library.

Beginning August 11th, the Carthage Public Library will begin the huge undertaking of replacing the entire HVAC system. (Cooling and heat) For the two to three months that follow, due to unforeseen circumstances, the Library may have to close for short periods due to no electricity or no heat/air-conditioning. Patrons will not be able to access the Library via the sidewalk that runs north and south in front of the Library entrance. Parking will be at a premium as contractors and construction workers will be using 7th street for vehicles and materials. Use the Library parking lot and South Maple for parking. If you have accessibility issues, please contact the library at 237-7040 for curb-side assistance. We will be glad to accommodate your needs.

We apologize for any inconvenience this may cause, and we remind you to always check our website or FB page for updates.

Julie Yockey, Director, Carthage Public Library



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PUBLIC LIBRARY**

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The Carthage Public Library Board of Trustees met Tuesday, July 12, 2022, in the Carthage Public Library, Steadley Family Legacy Center. The meeting was called to order at 5:15 pm by Sandy Swingle, President.

Roll Call

Board Members present: Gary Cole, Sandy Swingle, Justin Baucom, Julie Anderson, Nancy Dymott, Donna Thomason, Brian Schmidt, Carrie Campbell and Kevin Johnson. Library Director Julie Yockey was also present.

Minutes of Last Meeting

There was one change to the minutes of the last regular meeting of June 14, 2022. Under Director's Progress and Service Report, the motion to put \$400,000 in a 180-day CD at "Guaranty Bank" was changed to "MOSIP". A motion to approve the regular meeting minutes as amended was made by Carrie Campbell and seconded by Donna Thomason. Motion passed unanimously.

Financial Report

Attached. The DRAFT June 2022 financial report was presented. Discussion included (1) These are the year-end financials and are not final yet. Approval is not needed at this time. 2) 2022 budgeted revenue and expenses will not match to actuals. Actual Revenue is higher due to insurance proceeds from the water disaster and grants received. Likewise, expenses will be higher due to new a Cyber Insurance policy, Architect services for the HVAC project, utilities and Excel High School program. 3) Parks and Storm Water receipt was \$50K. Brian commented that most online sales tax is collected at the state level only because local jurisdictions like Carthage are not set-up to collect taxes from on-line retailers.

Director's Progress and Service Report

Attached. Discussion included: (1) Citizenship class instruction has started. There are six students enrolled. To date there have been 45 graduates of this program. 2) 12 students are enrolled in the Excel High School program. 3) The Spanish program leader was on vacation for the month of June so there was no program during this time.

Youth Services Progress and Services Report

Attached.

President's Message

Sandy reported the board will be re-organized and new officers elected. Carrie Campbell nominated Gary Cole as President, Sandy Swingle as Vice-President and Kevin Johnson as Secretary/Treasurer. Justin Baucom seconded. Motion passed unanimously. 2) Committee assignments will be updated and everyone was encouraged to sign-up for one or two positions.

Council Liaison's Report

No report.

Committee Reports

Building Committee – Gary Cole reported: 1) A meeting was held with the Architect to plan for installation of the HVAC unit. None of the duct work will be underground and it will join the main building on the east side of the board room. They are calculating the optimum dimensions of the duct works to minimize the height. The issue with the roof drain in the corner where the old and new buildings join will have to be

The Carthage Public Library Board of Trustees Meeting Minutes – July 2022

fixed. It has been difficult to complete plans because they cannot get estimates needed to finalize costs. A new control unit will cost \$33,650; \$15,000 of which has already been included in the bid. This control unit will work with the new HVAC unit and incorporates the VAV box analysis. The remaining amount will be \$22,850. Gary Cole moved to accept the addition cost and proceed with a new control unit. Nancy Dymott seconded. Motion passed unanimously.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

Library Gardens – Julie sent a grant request to the Boylan Foundation for general landscape maintenance and to relandscape after the HVAC project is complete.

ADA Compliance – Randy Dubry will fence off the construction area during the HVAC replacement.

Communications – No report.

Compensation/Wages – No report.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Sandy Swingle said she had reviewed the bills and they could be paid. Gary Cole made a motion to pay the bills. Carrie Campbell seconded. Motion passed unanimously.

Closed Session

None.

Adjournment

Gary Cole made a motion to adjourn. Brian Schmidt seconded. Motion passed unanimously. Meeting was adjourned at 6:20 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

Director's Progress and Service Report

August 2022, Julie Yockey, Director

During the month of July, 19 Staff Performance Evaluations were completed. Five of those being with Administrative staff members. Given I have a great, professional staff, the evaluations went well. Any and all performance issues were addressed and documented. The Library is truly blessed to have a staff that is committed and devoted to their jobs and to the over-all health of the Library.

Speaking of the "Health of the Library," we are anxiously awaiting the beginning of the construction work along with everything it entails, to install our new HVAC system. The current unit which we know is not working efficiently is costing us more and more every month in electricity bills. It is a hard reality to swallow, that along with the rising costs of the materials and labor for the entire project. The Board will hear from Randy Dubry, our contractor during the Board meeting tonight to hear updates on the rising costs of materials. On the 7th of July the HVAC unit went down and the Library was closed for the day while it was being repaired. The temperature on the second floor soared to 90 degrees in less than an hour that morning, which at that time we moved everyone down stairs to help patrons the best we could until it just got too uncomfortable on the first floor. There will be a Press Release this week to notify our visitors that it is going to be difficult for them to find parking and sidewalks due to the HVAC renovation. I have been warned that it is going to be very messy and hard to get around our library property for a good while and we hope patrons will be patient with us.

We had our annual elevator, pest, fire panel as well as back-flow inspections in the past month and all were given perfect reports.

We have three new United States citizens thanks to our adult education classes! One of those new citizens we are extra happy for as she is an employee of this Library! Natalie Bickford has worked hard to gain her citizenship and she is so proud to call herself an American. We will be celebrating with her on the day she goes for her ceremony!

On a date very soon the staff will be spending the day in professional development. We are awaiting a date from the Missouri Highway Patrol as they are coming to do a workshop with us on active shooters/intruders. Unfortunately, this is a necessary class we need to all participate in. On the same day we will hold our employee awards and will announce our "Employee of the Year for 2022." These are always special days when we gather as an entire staff, as half of the day will be spent re-teaching-reviewing policy and procedures.

On August 19th the Children's Director, Sherri Luce and I are invited to take part in the Carthage R-9 "Convocation" day at the High School. The first day back for all staff, we will have a booth set up to pass out all kinds of library information and to sign up all teachers for library cards. For those non-resident teachers, they will be able to sign up for a free card for one year.

The Helen S. Boylan Trust has approved our grant request for \$10,000 to help us replace landscaping in the gardens that will be lost during the HVAC renovation.

John Hacker held a very successful book signing on the 7th of August for his new book Remembering the Battle of Carthage. He had a great turn out and sold all of the books he had brought with him. My goodness, the library is so full and busy. It is wonderful!!!!!!

Have a great rest of your month, and make sure to check out our website and FB before visiting the library.

Julie Yockey, Director

Youth Services Report

July 2022

Summer reading finished July 2nd. All of those statistics were on the July report.

We still had lots of visitors in the Library throughout July. It is a nice, cool place to play and enjoy stories. Families would meet here for children to practice cooperative play time. I visited Kids First Daycare one time this month, and their school age children visit the Library every other Tuesday. They bring about 20-25 children. The kids spend time reading, playing games, using computers, coloring/drawing and writing in their journals. Ms. Donna and her therapy dog, Dessa visited us for a couple of hours. The children love reading stories to, and interacting with the dogs.

We finally took down the ocean themed décor, and are preparing for back to school and fall activities that will begin in August. Story Times begin August 10th, and we are adding a new "Music and Rhyme, Wiggle Time" for ages 0-2. Story Time is typically every Wednesday, and the new program for our younger patrons will be twice a month, on Thursdays.

The Carthage R-9 Schools are hosting a convocation on August 19th. Julie and Sherri will have a vendor table, offering library information and treats to school staff members.

We are following the guidelines set from the Missouri Library Association and Missouri Association of School Librarians to encourage children to read books on a yearly nominee list. The books are chosen by students, teachers and librarians around the state. We have several home school families and after school patrons that are sometimes looking for recommendations. These books were published two years ago, so they are often overlooked when they are first shelved.

Respectfully submitted,
Sherri Luce

Excel High School Diploma Program Report July 2022

Our Excel program currently has six active enrollments. All of these students are working on a regular basis to complete coursework, though some have mentioned having their children home over the summer has slowed them down a bit. As long as they are logging in regularly and working, the program will keep them enrolled.

We have our first graduate! We are so proud to have helped all of these students and are thrilled to have one complete her diploma so quickly. We are in the process of planning a ceremony to acknowledge her accomplishment.

We are always accepting applications. With the popularity of the program, we are looking for additional sponsors to enable our ability to continue enrolling students.

Respectfully submitted,
Sherri Luce

2021-2022 CARTHAGE PUBLIC LIBRARY BUDGET

DRAFT

Approved Board
2021-2022 budget

Amended 8-9-2022
2021-2022 budget

APPROVED

Projected Income

Real Estate Tax	210,000.00	218,090.90
Parks & Storm Water Tax	467,000.00	543,089.50
Sur Tax	32,000.00	80,578.65
State Aid	12,500.00	13,694.12
Interest	3,000.00	5,067.18
Nonresident Fee	7,000.00	6,538.00
Fine Income	5,000.00	5,082.31
Copier Income	5,000.00	4,559.35
Fax Income	1,000.00	893.03
Book Sale	3,000.00	2,077.90
Misc. (Postage, Lost Books, Etc.)	6,000.00	1,092.42
	751,500.00	880,763.36
	-	-
Putnam e-books	3,500.00	3,500.00
	-	-
Transfers from restricted reserves	105,000.00	87,059.75
	-	-
	\$ 860,000.00	\$ 971,323.11

Projected Expenditures

LAGERS	25,000.00	26,124.13
Salaries	507,000.00	515,089.00
FICA	38,000.00	39,213.46
Health Insurance	15,000.00	16,847.33
Audiovisuals	1,500.00	287.49
Adult Books	25,000.00	29,541.63
Children's Books	13,000.00	9,238.97
Periodicals	3,500.00	4,039.45
Ebooks	3,500.00	3,800.00
Utilities	40,000.00	53,688.87
Postage	1,500.00	954.33
Telephone	6,000.00	5,007.59
Insurance	32,000.00	17,715.45
Furniture & Equipment	3,000.00	1,130.70
Maintenance & Repair	35,000.00	55,036.78
Dues & Travel	7,000.00	4,843.60
Supplies	20,000.00	15,715.88
Legal and Accounting	6,000.00	6,700.00
Contract Fees	37,000.00	45,761.23
Child Programming	8,000.00	5,891.61
Teen Programming	500.00	618.06
Adult Programming	5,000.00	11,486.71
IT	7,000.00	4,376.91
Multi-Purpose Building/Supplies	15,000.00	28,489.09
	-	-
Multi-Purpose Building/Steadley	-	-
Advertising	1,500.00	754.76
Employee Goodwill	4,000.00	3,446.62
Note Interest	-	-
	-	-
	\$ 860,000.00	\$ 905,809.65

APPROVED

DRAFT

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JUNE 30, 2022



**Carthage Public Library
Balance Sheet - Cash basis
June 30, 2022**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 711,788.47
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	25,905.68
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Prepaid expense	15,062.72
MOSIP Investment	669,854.43
Total Current Assets	<u>1,423,770.24</u>

Total Assets

\$ 1,423,770.24

Liabilities and Net Assets

Current Liabilities

Insurance proceeds payable	\$ 1,814.78
Total Current Liabilities	<u>1,814.78</u>

Total Liabilities

1,814.78

Net Assets

Unrestricted Net Assets	796,014.13
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	10,178.66
Debbie Putnam - Ebooks	23,139.74
Library Gardens	2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)
Spotlight on Literacy MOSL Grant -SLT21-076	(212.50)
Spotlight on Literacy Local Funds - SLT21-076	1,797.20
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	16,819.15
Steadley Trust	926.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43
Summer Reading Program - Local Funds 2022	5,245.76
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)
Thelma Stanley Foundation Grant	16,602.37
Multi Purpose Building - furnishings and supplies	178,445.48
Multi Purpose Building	(181,501.91)
Anne Elliff - Children's Dept	2,509.76
Author Vist MOSL GRANT-10015	(878.90)
Operational reserves	195,998.47
Change in net assets	365,526.57
Total Net Assets	<u>1,421,955.46</u>

Total Liabilities and Net Assets

\$ 1,423,770.24

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and twelve months ended June 30, 2022

	2022		Monthly		Monthly		2022		Annual	
	Month Actual		Budget	Variance	Year to date	Budget	Variance	Annual Budget	Annual Variance	
Revenue										
Book sale income	\$ 239.60	\$	173.10	\$ 66.50	\$ 2,077.90	\$ 2,077.09	\$ 0.81	\$		
Copier income	468.30		379.95	88.35	4,559.35	4,559.35	0.00			
Donations	16,031.77		0.00	16,031.77	29,133.65	0.00	29,133.65			
Donations-restricted	10,995.00		291.67	10,703.33	375,595.26	3,500.00	372,095.26			
Fax income	97.40		74.42	22.98	893.03	893.03	0.00			
Fine income	728.65		423.53	305.12	5,082.31	5,082.31	0.00			
Interest income	1,614.43		422.27	1,192.16	5,067.18	5,067.18	0.00			
Non-resident fee income	1,298.80		544.84	753.96	6,538.80	6,538.00	0.80			
Payment for lost books	22.15		37.73	(15.58)	452.66	452.66	0.00			
Postage income	0.00		0.75	(0.75)	9.00	9.00	0.00			
State aid	0.00		1,141.18	(1,141.18)	13,694.12	13,694.12	0.00			
Sur tax	0.00		2,666.67	(2,666.67)	80,587.65	32,000.00	48,587.65			
Tax income	574.98		18,174.25	(17,599.27)	218,090.90	218,090.90	0.00			
Tax income - Park and storm water	53,834.79		43,846.30	9,988.49	545,027.36	526,155.50	18,871.86			
Miscellaneous income	0.00		0.10	(0.10)	1.13	1.13	0.00			
Other Income	89.55		52.47	37.08	629.63	629.63	0.00			
Total revenue	85,995.42		68,229.23	17,766.19	1,287,439.93	818,749.90	468,690.03			

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and twelve months ended June 30, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	39,532.16	42,924.91	3,392.75	512,515.15	515,099.00	2,583.85
Lagers	2,108.61	2,177.01	68.40	26,124.13	26,124.13	0.00
Insurance - health	1,063.00	1,403.94	340.94	16,847.33	16,847.33	0.00
Payroll taxes - FICA	3,024.76	3,267.78	243.02	39,213.46	39,213.46	0.00
Total payroll expenses	45,728.53	49,773.64	4,045.11	594,700.07	597,283.92	2,583.85
Employee goodwill	102.23	287.21	184.98	3,511.62	3,446.62	(65.00)
Advertising	0.00	62.89	62.89	398.95	754.76	355.81
Audio-visuals	0.00	23.95	23.95	287.49	287.49	0.00
Books	1,362.22	2,461.80	1,099.58	33,507.62	29,541.63	(3,965.99)
Books - children's	0.00	769.91	769.91	9,238.97	9,238.97	0.00
Contract fees	1,918.70	3,813.43	1,894.73	43,593.89	45,761.23	2,167.34
Dues and travel	1,512.14	403.63	(1,108.51)	4,843.60	4,843.60	0.00
Ebooks	0.00	316.66	316.66	3,800.00	3,800.00	0.00
Furniture and equipment	0.00	94.22	94.22	1,130.70	1,130.70	0.00
Information technology (IT)	1,227.61	364.74	(862.87)	4,369.29	4,376.91	7.62
Insurance	0.00	1,476.28	1,476.28	37,686.23	17,715.45	(19,970.78)
Interest expense	0.00	0.00	0.00	1,619.11	0.00	(1,619.11)
Legal and professional	0.00	558.33	558.33	6,700.00	6,700.00	0.00
Periodicals	29.00	336.62	307.62	4,039.45	4,039.45	0.00
Postage	129.44	79.52	(49.92)	1,004.33	954.33	(50.00)
Programs - adult	56.24	957.22	900.98	11,486.71	11,486.71	0.00
Programs - children	454.05	490.96	36.91	5,862.80	5,891.61	28.81
Programs, teens	0.00	51.50	51.50	618.06	618.06	0.00
Repairs and maintenance	5,502.93	4,586.39	(916.54)	55,751.19	55,036.78	(714.41)
Supplies	1,118.27	1,309.65	191.38	15,488.97	15,715.88	226.91
Supplies - multi purpose building	112.42	2,374.09	2,261.67	28,474.38	28,489.09	14.71
Telephone	272.50	417.29	144.79	4,826.45	5,007.59	181.14
Utilities	5,109.74	4,474.07	(635.67)	48,973.48	53,688.87	4,715.39
Total expenses and losses	18,907.49	25,710.36	6,802.87	327,213.29	308,525.73	(18,687.56)
	64,636.02	75,484.00	10,847.98	921,913.36	905,809.55	(16,103.71)

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and twelve months ended June 30, 2022

	2022	Monthly	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance	
Increase/(Decrease) in unrestricted net assets before transfers	21,359.40	(7,254.77)	28,614.17	365,526.57	(87,059.75)	452,586.32	
Transfers from temporary restricted	5,817.72	7,254.98	(1,437.26)	86,678.95	87,059.75	(380.80)	
Transfers to temporary restricted	(10,995.00)	0.00	(10,995.00)	(375,595.26)	0.00	(375,595.26)	
Increase/(Decrease) in unrestricted net assets	<u>16,182.12</u>	<u>0.21</u>	<u>16,181.91</u>	<u>76,610.26</u>	<u>0.00</u>	<u>76,610.26</u>	

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and twelve months ended June 30, 2022

	2022	Monthly	Monthly	2022	Annual
	Month Actual	Budget	Variance	Year to date	Budget
					Variance
Changes in temporarily restricted net assets					
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG	0.00			2,740.81	
06/2020-05/2021					
Spotlight on Literacy Grant-MOSL-SLT20-CAPL	0.00			6,269.13	
06/2020-05/2021					
Spotlight on Literacy MOSL Grant- SLT21-076	5,995.00			17,985.00	
Spotlight on Literacy MOSL Grant-SLT22-050	0.00			3,630.00	
Spotlight on Literacy LOCAL Funds - SLT21-076	0.00			10,000.00	
Steadley Trust	0.00			100,000.00	
Summer Reading Program - Local Funds 2022	0.00			6,485.00	
Summer Reading Program MOSL Funds- 2021	0.00			4,000.00	
#SLP20-029					
Multi Purpose Building	0.00			185,332.32	
Anne Elliff - Children's Dept	5,000.00			11,000.00	
Author Visit MOSL Grant -10015	0.00			753.00	
Excel High School	0.00			27,400.00	
CPL Development Foundation	0.00			(9,350.00)	
CLSP Grant -2022	203.90			0.00	
Debbie Putnam - Ebooks	0.00			(3,800.00)	
Library Gardens	(134.48)			(134.48)	
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG	0.00			(99.61)	
06/2020-05/2021					
Spotlight on Literacy Grant - MOSL 2020	4,206.00			4,206.00	
Spotlight on Literacy Grant-MOSL-SLT20-CAPL	0.00			(115.38)	
06/2020-05/2021					
Spotlight on Literacy MOSL Grant - SLT21-076	(1,328.60)			(17,772.50)	
Spotlight on Literacy MOSL Grant-SLT22-050	0.00			(913.75)	
Spotlight on Literacy LOCAL Funds - SLT21-076	203.67			(11,797.20)	
Spotlight on Literacy Grant - LOCAL FUNDS -	(1,661.39)			(2,688.71)	
SLT22-050					
Steadley Trust	0.00			(2,250.00)	
Summer Reading Program LOCAL Funds- 2021	0.00			(186.43)	
#SLP20-029					
Summer Reading Program - Local Funds 2022	(2,363.99)			(2,995.62)	
Summer Reading Program MOSL Funds- 2021	0.00			375.61	
#SLP20-029					
Thelma Stanley Foundation Grant	0.00			(339.61)	
Multi Purpose Building - furnishings and supplies	(112.42)			(24,697.12)	

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and twelve months ended June 30, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Multi Purpose Building	(3,830.41)			(3,830.41)		
Anne Elliff - Children's Dept	0.00			(2,515.64)		
Author Visit MOSL Grant - 10015	0.00			125.90		
Excel High School	(1,000.00)			(7,900.00)		
Increase/(Decrease) in temporarily restricted net assets	5,177.28			288,916.31		
Change in net assets	\$ 21,359.40			\$ 365,526.57		

**Carthage Public Library
Gift Account Activity**

For the one month and twelve months ended June 30, 2022

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	10,178.66	0.00	(9,350.00)	828.66
Debbie Putnam - Ebooks	23,139.74	0.00	(3,800.00)	19,339.74
Library Gardens	2,282.78	0.00	(134.48)	2,148.30
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)	2,740.81	(99.61)	0.00
Spotlight on Literacy - MOSL -2020	(4,206.00)	0.00	4,206.00	0.00
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)	6,269.13	(115.38)	0.00
Spotlight on Literacy Local Funds - SLT21-076	(212.50)	17,985.00	(17,772.50)	0.00
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00	3,630.00	(913.75)	2,716.25
Spotlight on Literacy Local Funds - SLT21-076	1,797.20	10,000.00	(11,797.20)	0.00
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	16,819.15	0.00	(2,688.71)	14,130.44
Steadley Trust	926.16	100,000.00	(2,250.00)	98,676.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43	0.00	(186.43)	0.00
Summer Reading Program - Local Funds 2022	5,245.76	6,485.00	(2,995.62)	8,735.14
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)	4,000.00	375.61	0.00
Thelma Stanley Foundation Grant	16,602.37	0.00	(339.61)	16,262.76
Multi Purpose Building - furnishings and supplies	178,445.48	0.00	(24,697.12)	153,748.36
Multi Purpose Building	(181,501.91)	185,332.32	(3,830.41)	0.00
Anne Elliff - Children's Dept	2,509.76	11,000.00	(2,515.64)	10,994.12
Author Vist MOSL GRANT-10015	(878.90)	753.00	125.90	0.00
Excel High School	0.00	27,400.00	(7,900.00)	19,500.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 260,414.76	\$ 375,595.26	\$ (86,678.95)	\$ 549,331.07

**Carthage Public Library
Balance Sheet - Accrual
June 30, 2022**

Assets

	<u>2022</u>
Current Assets	
Cash in bank - treasurer's cash	\$ 711,788.47
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	25,905.68
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
Accounts receivable	88,525.86
Prepaid insurance	17,776.78
Prepaid expense	15,062.72
MOSIP Investment	<u>669,854.43</u>
Total Current Assets	<u>1,530,072.88</u>
Total Assets	<u>\$ 1,530,072.88</u>

Liabilities and Net Assets

Current Liabilities	
Accounts payable	\$ 13,036.88
Accrued payroll	25,795.01
Insurance proceeds payable	<u>834.93</u>
Total Current Liabilities	<u>39,666.82</u>

Net Assets	
Unrestricted Net Assets	851,917.99
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	10,178.66
Debbie Putnam - Ebooks	23,139.74
Library Gardens	2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)
Spotlight on Literacy - MOSL -2020	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)
Spotlight on Literacy MOSL Grant -SLT21-076	(212.50)
Spotlight on Literacy Local Funds - SLT21-076	1,797.20
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	16,819.15
Steadley Trust	926.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43
Summer Reading Program - Local Funds 2022	5,245.76
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)
Thelma Stanley Foundation Grant	16,602.37
Multi Purpose Building - furnishings and supplies	178,445.48
Multi Purpose Building	(181,501.91)
Anne Elliff - Children's Dept	2,509.76
Author Vist MOSL GRANT-10015	(878.90)
Operational reserves	195,998.47
Change in net assets	<u>378,073.31</u>
Total Net Assets	<u>1,490,406.06</u>
Total Liabilities and Net Assets	<u>\$ 1,530,072.88</u>

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Accrual For the one month and twelve months ended June 30, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	\$ 239.60	\$ 173.10	\$ 66.50	\$ 2,077.90	\$ 2,077.09	\$ 0.81
Copier income	468.30	379.95	88.35	4,559.35	4,559.35	0.00
Donations	16,031.77	0.00	16,031.77	29,133.65	0.00	29,133.65
Donations-restricted	10,995.00	291.67	10,703.33	375,595.26	3,500.00	372,095.26
Fax income	97.40	74.42	22.98	893.03	893.03	0.00
Fine income	728.65	423.53	305.12	5,082.31	5,082.31	0.00
Interest income	1,614.43	422.27	1,192.16	5,067.18	5,067.18	0.00
Non-resident fee income	1,298.80	544.84	753.96	6,538.80	6,538.00	0.80
Payment for lost books	22.15	37.73	(15.58)	452.66	452.66	0.00
Postage income	0.00	0.75	(0.75)	9.00	9.00	0.00
State aid	0.00	1,141.18	(1,141.18)	13,694.12	13,694.12	0.00
Sur tax	0.00	2,666.67	(2,666.67)	80,587.65	32,000.00	48,587.65
Tax income	574.98	18,174.25	(17,599.27)	218,090.90	218,090.90	0.00
Tax income - Park and storm water	51,896.93	43,846.30	8,050.63	543,089.50	526,155.50	16,934.00
Miscellaneous income	0.00	0.10	(0.10)	1.13	1.13	0.00
Other income	89.55	52.47	37.08	629.63	629.63	0.00
Total revenue	84,057.56	68,229.23	15,828.33	1,285,502.07	818,749.90	466,752.17

818,749.90

+ 97,059.75 - Restric

\$ 905,809.65

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Accrual
For the one month and twelve months ended June 30, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	42,116.01	42,924.91	808.90	515,099.00	515,099.00	0.00
Lagers	2,108.61	2,177.01	68.40	26,124.13	26,124.13	0.00
Insurance - health	1,063.00	1,403.94	340.94	16,847.33	16,847.33	0.00
Payroll taxes - FICA	3,024.76	3,267.78	243.02	39,213.46	39,213.46	0.00
Total payroll expenses	48,312.38	49,773.64	1,461.26	597,283.92	597,283.92	0.00
Employee goodwill	37.23	287.21	249.98	3,446.62	3,446.62	0.00
Advertising	355.81	62.89	(292.92)	754.76	754.76	0.00
Audio-visuals	0.00	23.95	23.95	287.49	287.49	0.00
Books	(2,603.77)	2,461.80	5,065.57	29,541.63	29,541.63	0.00
Books - children's	0.00	769.91	769.91	9,238.97	9,238.97	0.00
Contract fees	4,086.04	3,813.43	(272.61)	45,761.23	45,761.23	0.00
Dues and travel	1,512.14	403.63	(1,108.51)	4,843.60	4,843.60	0.00
Ebooks	0.00	316.66	316.66	3,800.00	3,800.00	0.00
Furniture and equipment	0.00	94.22	94.22	1,130.70	1,130.70	0.00
Information technology (IT)	1,235.23	364.74	(870.49)	4,376.91	4,376.91	0.00
Insurance	(19,970.78)	1,476.28	21,447.06	17,715.45	17,715.45	0.00
Interest expense	0.00	0.00	0.00	1,619.11	0.00	(1,619.11)
Legal and professional	0.00	558.33	558.33	6,700.00	6,700.00	0.00
Periodicals	29.00	336.62	307.62	4,039.45	4,039.45	0.00
Postage	79.44	79.52	0.08	954.33	954.33	0.00
Programs - adult	56.24	957.22	900.98	11,486.71	11,486.71	0.00
Programs - children	482.86	490.96	8.10	5,891.61	5,891.61	0.00
Programs, teens	0.00	51.50	51.50	618.06	618.06	0.00
Repairs and maintenance	4,788.52	4,586.39	(202.13)	55,036.78	55,036.78	0.00
Supplies	1,345.18	1,309.65	(35.53)	15,715.88	15,715.88	0.00
Supplies - multi purpose building	127.13	2,374.09	2,246.96	28,489.09	28,489.09	0.00
Telephone	453.64	417.29	(36.35)	5,007.59	5,007.59	0.00
Utilities	9,825.13	4,474.07	(5,351.06)	53,688.87	53,688.87	0.00
Total expenses and losses	1,839.04	25,710.36	23,871.32	310,144.84	308,525.73	(1,619.11)
	50,151.42	75,484.00	25,332.58	907,428.76	905,809.65	(1,619.11)

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Accrual For the one month and twelve months ended June 30, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	33,906.14	(7,254.77)	41,160.91	378,073.31	(87,059.75)	465,133.06
Transfers from temporary restricted	6,198.52	7,254.98	(1,056.46)	87,059.75	87,059.75	0.00
Transfers to temporary restricted	(11,973.40)	0.00	(11,973.40)	(376,573.66)	0.00	(376,573.66)
Increase/(Decrease) in unrestricted net assets	28,131.26	0.21	28,131.05	88,559.40	0.00	88,559.40
Changes in temporarily restricted net assets						
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			2,740.81		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			6,269.13		
Spotlight on Literacy MOSL Grant - SLT21-076 06/2020-05/2021	5,995.00			17,985.00		
Spotlight on Literacy MOSL Grant-SLT22-050	0.00			3,630.00		
Spotlight on Literacy LOCAL Funds - SLT21-076	0.00			10,000.00		
Steadley Trust	0.00			100,000.00		
Summer Reading Program - Local Funds 2022	0.00			6,485.00		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	0.00			4,000.00		
Mult Purpose Building - furnishings and supplies	33.07			33.07		
Mult Purpose Building	0.00			185,332.32		
Anne Elliff - Children's Dept	5,000.00			11,000.00		
Author Visit MOSL Grant -10015	0.00			753.00		
Excel High School	0.00			27,400.00		
CPL Development Foundation	0.00			(9,350.00)		
CLSP Grant -2022	203.90			0.00		
Debbie Pubnam - Ebooks	0.00			(3,800.00)		
Library Gardens	(134.48)			(134.48)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			(99.61)		
Spotlight on Literacy Grant - MOSL 2020	4,206.00			4,206.00		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			(115.38)		
Spotlight on Literacy MOSL Grant - SLT21-076 06/2020-05/2021	(1,328.60)			(17,772.50)		
Spotlight on Literacy MOSL Grant-SLT22-050	0.00			(913.75)		
Spotlight on Literacy LOCAL Funds - SLT21-076	203.67			(11,797.20)		
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	(1,661.39)			(2,688.71)		

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Accrual For the one month and twelve months ended June 30, 2022

	2022	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
	Month Actual					
Steadley Trust	0.00			(2,250.00)		
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	0.00			(186.43)		
Summer Reading Program - Local Funds 2022	(2,697.01)			(3,328.64)		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	545.33			920.94		
Thelma Stanley Foundation Grant	0.00			(339.61)		
Multi Purpose Building - furnishings and supplies	(160.20)			(24,744.90)		
Multi Purpose Building	(3,830.41)			(3,830.41)		
Anne Elliff - Children's Dept	0.00			(2,515.64)		
Author Visit MOSL Grant - 10015	400.00			525.90		
Excel High School	(1,000.00)			(7,900.00)		
Increase/(Decrease) in temporarily restricted net assets	5,774.88			289,513.91		
Change in net assets	\$ 33,906.14			\$ 378,073.31		

Carthage Police/Fire Pension Meeting

4/26/2022

Committee Members in attendance: Jody Roughton, James Woody, and Jeff Pinnell (Jason Martin was absent)

Also in attendance were Traci Cox, Darren Collier, Tymon Bay, Mark Elliff, and Daniel Hepp of UMB. The meeting was in the Carthage City Hall Council Chambers.

- Mark Elliff was welcomed to the committee.
- A motion was made by Tymon Bay to accept the minutes from the previous meeting. James Woody seconded the motion and it passed unanimously.
- Hepp provided a portfolio performance review. Overall the portfolio is slightly down from the last quarter (the entire market is going through a rough patch), but overall the portfolio is still strong. Hepp plans to reduce common stocks over time and add to value stocks (IBM/ Proctor and Gamble). Hepp predicts a strong performance for the rest of the year.
- The group discussed approval of continuing to work with Miles CPA & Associates for the annual audit. This year is estimated to cost \$6500-7000. Pinnell made a motion to accept the plan to work with this specific auditor. Jody Roughton seconded the motion and it passed unanimously.
- Traci is going to look into the cost associated with updating our plan to meet state requirements with the attorney.
- The group discussed the amended and restated City of Carthage, Missouri Police and Fire Pension Plan (changes were made to the age requirement from 58 to 55 years old and the name of the plan). Tymon Bay made a motion to accept the amended plan and it was seconded by Woody. The motion passed unanimously. The changes will go into effect 7/1/2022.
- Traci is going to speak with Jennifer in reference to training.
- A motion to adjourn was presented by Tymon Bay which was seconded by Pinnell. The meeting was adjourned.

Lt. Jeff Pinnell

CWEP BOARD MEETING MINUTES

August 18, 2022

The Carthage Water & Electric Plant Board met in regular session August 18, 2022, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ Danny Lambeth- President
☐ Ron Ross- Vice President
☒ Darren Collier -Secretary
☒ Alan Snow -Liaison

☒ Brian Schmidt - Member
☒ Pat Goff – Member
☒ G. Stephen Beimdiek- Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☐ Jason Peterson-Director of IT & Broadband
☒ Megan Kirby- Executive Assistant

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

President Lambeth called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES:

A motion by Collier and seconded by Schmidt to approve the minutes of the regular meeting of July 21, 2022, as presented, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Goff and seconded by Schmidt to approve disbursements for July in the amount of \$5,126,167.90, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for June; she noted consolidated operating revenues exceeded budget for both the month and year to date while consolidated net income exceeded budget for the year. She reported higher than budgeted power costs are due to Plum Point's spring maintenance outage.

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

CFO Nugent presented the financials for July; she reported a hot and dry month contributed to operating revenues in each department exceeding the budget for the month. She noted operating expenses for water, wastewater and communication all came in under budget for the month while electric operating expenses exceeded budget due to the high costs of natural gas and purchased power.

A motion by Beimdiek and seconded by Schmidt to approve July financials passed unanimously.

ADDITIONS/CHANGES TO THE AGENDA: None.

COMMITTEE REPORTS: None.

CITIZENS PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF RESOLUTION REQUESTING THE CITY OF CARTHAGE, MISSOURI DELIVER CERTIFICATES OF PARTICIPATION TO FINANCE THE COSTS OF PROJECTS FOR THE ELECTRIC SYSTEM

General Manager Bryant presented the resolution requesting the City of Carthage, Missouri deliver certificates of participation for the purpose of providing funds to finance the costs of various replacements and upgrades to the electric system, with the certificates to be payable from the legally available revenues of the city's electric system to be appropriated on an annual basis and other legally available funds of the city.

A motion by Goff and seconded by Schmidt to approve this resolution requesting the City of Carthage, Missouri deliver certificates of participation to finance the costs of projects for the electric system, passed unanimously. Secretary Darren Collier was present during the meeting but abstained from this vote.

CONSIDERATION OF REVISIONS TO CWEP'S DRUG AND ALCOHOL-FREE WORKPLACE POLICY

General Manager Bryant presented to the Board the revisions recommended to CWEP's drug and alcohol-free workplace policy.

A motion by Beimdiek and seconded by Collier to accept the revisions to CWEP's drug and alcohol-free workplace policy, passed unanimously.

CONSIDERATION OF REVISIONS TO CWEP'S SCHOOLING PROGRAM POLICY (TUITION REIMBURSEMENT)

General Manager Bryant reported the revisions recommended to CWEP's schooling program policy (tuition reimbursement). Bryant noted a section was added explaining the annual limitations for tuition reimbursement.

A motion by Goff and seconded by Beimdiek to accept the revisions to CWEP's schooling program policy (tuition reimbursement), passed unanimously.

STAFF REPORTS:

General Manager Bryant gave an update on the current market conditions, capacity factors and how gas prices have affected CWEP. He noted the Carthage Economic Development Committee met this week and hope to hire a Director by this Fall.

General Counsel & Director of Customer Relations Ludwig noted that due to the extremely high temperatures this summer, there has been an increase in customers calling inquiring about high bills. She reported customer service staff continues to work on training new hires. Ludwig announced there will be DOT Compliance and Supervisory Reasonable Suspicion trainings next week.

Director of Power Services Emery gave a presentation that included visuals and graphs of monthly outage data including Average Sustained Availability Index (ASAI), Customer Average Interruption Duration Index (CAIDI), System Average Interruption Duration Index (SAIDI), and system Average Interruption Frequency Index (SAIFI). Emery noted the read for the new Schreiber's development showed a 33% load factor.

BOARD MEMBER COMMENTS:

At 5:01 p.m. the meeting adjourned.

President – Danny Lambeth

Secretary – Darren Collier

***AGENDAS
STANDING
COMMITTEES***

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
August 23, 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 amending Section 300-Compensation/Classification of the Personnel Policy Manual
2. Consider and discuss Penmac Staffing Services, Inc. agreement
3. Consider and discuss Anthem Life Insurance Policy
4. Staff Reports
5. 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: _____

City of Carthage



NOTICE OF MEETING

Public Safety Committee – Agenda

August 15, 2022
5:30 p.m.
Carthage City Hall
Council Chambers
326 Grant, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss Rallye 66. – Cody Dougless
2. Consider and discuss Maple Leaf 5K race – Jannette Nye
3. Consider and discuss Hometown Holidays – Abi Almandinger
4. Consider and discuss Maple Tree 1-2-3 Route – Chanti Beckham

NEW BUSINESS

1. Consider and discuss FD employee living restrictions – Chief Huntley
2. Consider and discuss mattresses bids for FD – Chief Huntley
3. Staff reports
 - Fire Department
 - Police Department

ADJOURNMENT

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

POSTED: _____

BY: _____

-NOTICE OF MEETING-
Public Services Committee Tuesday August 16th, 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 Citizen Public Art at Griggs Park
2. Consider and Discuss Civil War Cannon Donation for Central Park

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: _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***

LODGING TAX APPROPRIATION COMMITTEE
MONDAY 08/15/2022
4:00 P.M.
326 Grant Street

Tentative Agenda

Old Business

1. Approval of Minutes from the Previous Meeting

CITIZENS PARTICIPATION

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

New Business

1. Consider and Discuss Resolution to approve DMO funding
2. Consider and Discuss Contract with the Carthage CVB for DMO funding and reimbursement

Other Business

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OF 1-800-735-2966 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO THE MEETING.

POSTED: _____

BY: _____

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA

AUGUST 16, 2022

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
PRAYER
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ◆ **Act on Jasper County Circuit Clerk's Request to Surplus an Office Cabinet**
 - ◆ **Carthage Rotary Club and Carthage Chamber of Commerce-Discuss Maple Leaf**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED AUGUST 12, 2022, AT 8:00 A.M.

(RSMO 610.020)

POLICE AND FIRE PENSION COMMITTEE
Tuesday, August 16, 2022
11:30 A. M.
Carthage City Hall, Council Chambers

Agenda

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Daniel Hepp
2. Review of 2022 Actuarial Valuation Report-Jennifer McHugh
3. Training Session

Other Business

Adjournment

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

Posted _____



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet August 18, 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: July 2022

APPROVAL OF DISBURSEMENTS: July \$5,126,167.90

FINANCIAL STATEMENT: June & July

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of Resolution requesting the City of Carthage, Missouri deliver certificates of participation to finance the costs of projects for the electric system.
2. Consideration of revisions to CWEP's drug and alcohol-free workplace policy
3. Consideration of revisions to CWEP 's schooling program policy (tuition reimbursement)

STAFF REPORTS

BOARD MEMBER COMMENTS

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

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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA

AUGUST 23, 2022

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PRAYER
 - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ◆ **Act on ARPA Applications**
 - ◆ **Act on Bid for Phase III of the Remodel Project for the Jasper County Collector**
10. PUBLIC HEARINGS
 - ◆ **Tax Levy Hearing**

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

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

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

NOTICE POSTED AUGUST 19, 2022, AT 8:00 A.M.

(RSMO 610.020)

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 be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

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

To Debate or Not to Debate

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

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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