



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

January 10, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of December 13, 2022 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Discuss Dick Horton Bill
 2. Staff Reports
- 5. 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



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

December 13, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

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

Chair Robin Harrison called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of November 08, 2022 Minutes

ACTION: Motion to accept/approve item 2.1. by Tiffany Cossey
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Blair
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Citizens Participation

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

4. New Business

1. Consider and discuss Section 207 - Resignation Notice Policy of the Personnel Policy Manual

HR Coordinator Michael Miller was present to discuss the change to the Resignation Notice Policy of the Personnel Policy Manual. The change to the policy states that Department Heads and/or exempt employees are required to

give a 30-day notice prior to the effective date of resignation.

ACTION: Motion to forward item 4.1 to full council for approval by
Tiffany Cossey

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Consider and discuss Section 503 - Holidays Authorized of the Personnel Policy Manual

Mr. Miller explained that exempt or salaried employees have always been paid to stay home for the holiday and not work. Police and Fire department employees get an extra days pay for holidays, except the exempt/salaried employees. The exempt/salaried employees do not get the extra pay and the change to the policy just puts that in writing since it was not written in the policy before.

ACTION: Motion to forward item 4.2 to full council for approval by
Robin Blair

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Staff Reports

Ms. Deal updated the committee on the Opengov status. The budget portion is almost complete and work has begun on the Core Financials portion earlier than originally planned.

Ms. Cox mentioned that the budget committee approved a 3% COLA effective January 1, 2023. The salary study that the Council approved in 2020 required the City to keep up with the CPI numbers and give a COLA on January 1 and a step increase on July 1 of every year. Part of the January 1 COLA will go towards last December's CPI which was at 7.5, a total of 6.5% was given as a COLA in 2022. The December 2022 CPI numbers won't be available until after the first of January, so the other 2% of the COLA will go towards that CPI.

Ms. Cox also reported on the sales and use tax numbers. Sales and Use tax are both higher than projected, the use tax is doing really well and has already come in around 70% of the total that was projected for Fiscal year 23. The auditor will be at one of the January meetings to present the audit to the committee.

ACTION: Motion to cancel the december 27 meeting by Tiffany
Cossey

Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

5. Adjournment

ACTION:	Motion to adjourn at 5:15 pm by Robin Blair
	Motion passed with a 3:0
AYES:	Robin Harrison, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None

The City of Carthage

Date: 10/31/2022

Requisition No.: **PARKS 134**

Firm: Dick Horton Consulting

Address: 507 Norris Drive

Parks 110

Pittsburg, Kansas 66762

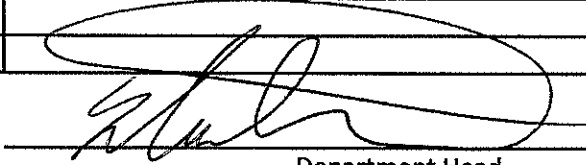
Fiscal Year 2022-2023

Distribution: **128-49500.800**

Dick Horton Contract Addendum - Parks Stormwater Sales Tax

Quantity	Description	Unit Cost	Total
	Create Special Event Policy		\$ 5,000.00
	Create Gift Catalog		\$ 3,000.00
	Create Pricing and Cost Recovery Policy		\$ 7,000.00
	Create Public Art Policy		\$ 5,000.00
	Consulting Hours		\$ 10,000.00
	IN#1		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		TOTAL	\$ 30,000.00

Signed:



Department Head

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INVOICE

Date: October 28, 2022
INVOICE # 1

Consulting Services

To City of Carthage
Parks and Recreation
720 Robert Ellis Young Drive
Carthage, MO 64836

Consulting Services	Invoice #1	Percent Complete
Create Special Events Policy	\$5,000	100%
Create Gifts Catalogue	\$3,000	100%
Create Pricing and Cost Recovery Policy	\$7,000	100%
Create Public Arts Policy	\$5,000	100%
Consulting Hours	\$10,000	100%
TOTAL	\$30,000	

Make all checks payable to Dick Horton Consulting
507 Norris Drive
Pittsburg, Kansas 66762

Thank you for your business!



INVOICE

Date: October 28, 2022

INVOICE # 1

Consulting Services

To City of Carthage
Parks and Recreation
720 Robert Ellis Young Drive
Carthage, MO 64836

Consulting Services	Invoice #1	Consulting Hours	Hourly Rate	Percent Complete
Create Special Events Policy	\$5,100	34	\$150/hour	100%
Create Gifts Catalogue	\$3,000	20	\$150/hour	100%
Create Pricing and Cost Recovery Policy	\$6,900	46	\$150/hour	100%
Create Public Arts Policy	\$5,000	33	\$150/hour	100%
Consulting Hours	\$10,000	100	\$100/hour	100%
TOTAL	\$30,000	233		

Make all checks payable to Dick Horton Consulting
507 Norris Drive
Pittsburg, Kansas 66762

Thank you for your business!

COUNCIL BILL NO. 22-06

ORDINANCE NO. 22-07

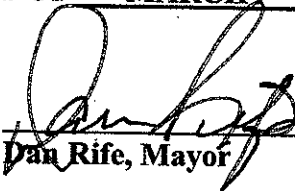
An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri.

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

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

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

PASSED AND APPROVED THIS 8th DAY OF MARCH, 2022.



Dan Rife, Mayor

ATTEST:



Traci Cox, City Clerk

Sponsored by: Public Services Committee

Dick Horton Consulting

507 Norris
Pittsburg KS 66762



Contract Addendum #2 to the original Master Plan Agreement to Perform Park and Recreation Consulting Services

Date

February 15, 2022

City of Carthage Rules and Regulations

This Consulting Agreement Addendum #2 is issued pursuant to the selection of Dick Horton Consulting to develop a Park and Recreation Master Plan for the City of Carthage and the need to extend his contract to assist with the administrative effort that will be needed to implement the completed master plan.

Period of Performance

The Services shall commence on January 3, 2022, and will be completed at such time as the selected services are approved by the Director of Parks and Recreation.

Scope of Work

Potential tasks to be included in this contract addendum #2 include those in the table below. It is understood that the tasks can be deleted or added to.

Task	Support Role	Lead Role	Comment
Partnerships - Individual Partner Conversations - YMCA - Sports Associations - Special Interest Groups	x		Especially with the YMCA, it may be helpful to have another voice like mine to offset pushback.
Pricing/Cost Recovery Policy/Special Events Guidelines		x	

• Complete Special Events Guidelines. • Complete a unique Pricing and Cost Recovery Policy for Carthage • Incorporation of Special Event Guidelines with Pricing and Cost Recovery Policy •			
Public Engagement • Hispanic Community • Older Adults • Young People • Farmer's Market • Central Park Wading Pool • Carl Lewton Stadium • Cost Recovery Policy Opposition • Athletic Field Scheduling Opposition	x		Continue outreach to unusual voices and others who have a desire to have additional discussions
Recreation Programming	x		Identify appropriate programs for the Department
Organizational Changes	x		How best to adapt staff to a new way of doing business • Field scheduling • Marketing • Cost tracking • Becoming a data-driven agency
Develop New Policies • Staff Development		x	
Maintenance Management • Cost Tracking Methodology		x	
Research • Farmer's Market • Other to be determined		x	
New Document Development		x	Write new documents as needed

Deliverables

Each task assigned for further study will be completed on a timely basis. Each task will be accurate, thorough, and professionally prepared to align with best practices in the park and recreation profession.

Consultant Fee

The fee for tasks selected for further study can be determined in a couple of ways:

- Most services will be tracked and invoiced based on time and rate.
- Some services may be put together as a flat fee.
- The rate scale will vary between \$150 per hour and \$200 per hour based on type of work.

- \$30,000 maximum payment total for services.

Invoice Procedures

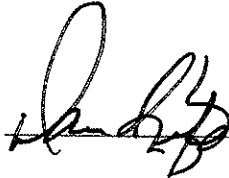
DHC will submit an invoice to the Park and Recreation Department on a periodic basis when specific tasks have been completed and approved by the Director of Parks and Recreation.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Addendum to be effective as of the day, month and year first written above.

City of Carthage

Dick Horton Consulting

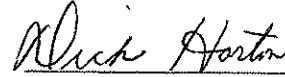
By:
Name:



Title: *MAYOR*

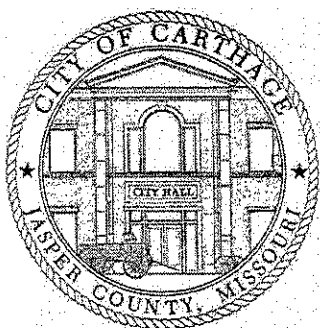
Date: *3-10-22*

By:
Name:



Title: *OWNER*

Date: *3.14.22*



The City of Carthage

"America's Maple Leaf City"

November 30, 2022

Dick Horton Consulting
507 Norris
Pittsburg, KS 66762

RE: Invoice #1 to City of Carthage October 28, 2022

Dear Mr. Horton,

The City is in receipt of your itemized invoice #1. There are some areas that need clarification based on the City's contract with DHC and the work that was completed. Two of the items of note are the Event Policy and the Cost Recovery policy. These were provided for the contract addendum #2 and although the invoice is not itemized on the projects, completed work was submitted to the City. The contract addendum #2 was not amended by the council and outlines the scope of work to be completed.

The areas of concern are, the Gifts Catalogue, Public Arts Policy and Consulting Hours. More information is needed regarding these items.

Gifts Catalogue:

We are requesting that you send the complete work and all notes associated with this project and an itemized bill breaking down the specific time and dates worked on this project. This project may be outside the scope of the contract addendum #2. We also would like for you to state on that itemized billing where that project fit into the contract addendum #2.

Public Arts Policy:

The public art policy is not included in the Scope of Work to be completed in the addendum #2 and the City is unaware what work was done. Specifically, how you worked 33 hours on the policy.

We have identified the City of Kingston Ontario's Public Art Policy is substantially similar in formatting and content to the final version submitted to the council. This is in line with what the

committee and Mr. Peterson stated occurred in developing the art policy. Mr. Peterson has indicated that he did the following in developing the art policy.

He stated that he took the base content from the Kingston policy and worked on it to encompass our local environment. That this was done prior to speaking with DHC. He also stated that he then engaged DHC and presented DHC with his work. DHC worked on developing it further and a shared version which was presented to the City Administrator. After that discussion multiple items were removed from the policy. In reviewing Mr. Peterson's files and communications with DHC, we only were able to find very little documentation showing DHC reviewed the policy from Mr. Peterson and provided some corrections to the policy he developed.

The city is not denying the time you work but again we cannot accept block billing. We need the time worked on this project broken down by date, time and task.

Consulting Hours:

Finally, you submitted a block billing for 100 hours consulting time. This needs to be itemized by date, time and task. The city cannot pay a consultant's hourly fee based on block billing. The itemized billing needs to be broken down in to specific task and not combined. I understand that on a specific day, DHC may have spoken to the City, completed research, and drafted a response, each of these must be broken down individually by date and time.

What the City needs and is requesting is common practice with consultants and professions. We need all documentation that DHC has regarding the City of Carthage including all communications. All completed, incomplete, partial, and unfinished documents DHC was working on for the City. Itemized billing for the 3 above mentioned items.

Nate Dally,
City Attorney
City of Carthage, Missouri