

Planning Session Agenda
Carthage City Council
5/02/22 5:00

This is intended to be an overview and educational session for council members. It will be very informal and no official council action is intended to be taken during this meeting.

5:00

- Dinner for council and staff in upstairs city hall conference room

5:30-6:30

- Welcome and opening thoughts by Mayor Rife
- City Charter Overview
 - City Administrator Greg Dagnan went over key parts of the Charter regarding how to amend the Charter, the Mayor and Council, meetings, districts, and Council Bills. He also reviewed the Office of the Mayor, City Clerk, City Administrator, and boards that are a part of the Charter.
- Tour of City Hall
 - Assistant City Administrator Traci Cox took the Council Members on a tour of City Hall.
- Break

7:00

- Reconvene

7:00 to 7:45

- Review of relevant city ordinances
 - Mr. Dagnan reviewed City Ordinances that related to City Council meetings, the wording and passing of Ordinances, and Standing Committees. Mayor Rife touched on the Mayor's power of veto for Or

7:45-8:00

- Liaison Duties
 - What is expected from board liaisons, what they can/can't do and what their responsibilities are were discussed.

8:00 to 8:10

- Break

8:10-9:00

- Department Head Presentations
 - Each department head stated what they are responsible for, what they oversee, what their departments do and handle, as well as common questions they get and what the process is for those common questions/concerns.

Each Department Head will present for 8-10 minutes regarding committees that they are involved in, the duties of those committees, and how citizens should interact with those committees.

- Zeb Carney- Public Works, Planning and Zoning, Board of Adjustment
 - Zeb updated the Council on what type of items go to each of the Committees, the process for getting on the agenda, and the Committees responsibilities for agenda items.
- Chief Hawkins and Chief Huntley- Public Safety
 - Captain Woody was present to speak on behalf of the Police Department and the types of items they deal with in the Public Safety Committee. Many issues can potentially be

addressed prior to going to the Committee. The Police Department is also involved in helping with street closures or traffic control during public events. Chief Huntley spoke about the Fire Department's items they deal with. Bids that either department has sent out for equipment/services, goes through the Public Safety Committee before going to Council.

- Mark Peterson- Public Services
 - Mr. Peterson spoke on the Public Services Committee and the items they deal with. Most of their agenda topics involve the City parks and the new Parks Master Plan. They also deal with various items that don't qualify for the other Committees.
- Greg and Traci- Budget Ways and Means and Committee on insurance Adult and Claims
 - Traci spoke on the Budget Ways & Means Committee and the budget approval process. She also spoke about the various items that the Committee on Insurance Audit and Claims deals with at their meetings.
- Mayor- Lodging Tax Board, Economic Development Board, Temporary Hiring Boards (i.e. City Clerk)
 - Mayor Rife spoke on various temporary boards that will most likely not exist forever. They are just temporary until they have accomplished what they were created for.

Closing Comments: Mayor Rife