



City of Carthage, Missouri

CITY COUNCIL

June 23, 2026 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance to Flag**
4. **Calling of the Roll**
5. **Reading and Consideration of Minutes of Previous Meeting**
 1. Approval of June 9, 2026 Minutes
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**
 1. Agendas and Minutes of Standing Committees
9. **Reports from Special Committees and Board Liaisons**
 1. Agendas and Minutes of Special Committees
10. **Report of the Mayor**
11. **Reports/Remarks of Councilmembers**

(During reports/remarks of councilmembers, members of the council may take this opportunity to report on meetings, make comments and/or express concerns regarding current issues impacting the city, or make announcements concerning topics of interest of the council.)
12. **Administrative Reports**
13. **Report of Claims Presented Against the City**
 1. Motion and a second to approve the Claims
14. **Public Hearings**
 1. The City of Carthage will hold a Public Hearing for approval of the City of Carthage budget for the 2026-2027 Fiscal Year on Tuesday, June 23, 2026 at 6:30 pm during the City Council meeting.
15. **Old Business**

1. C.B. 26-39 -- An Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage Water & Electric Plant Board.
2. C.B. 26-40 -- An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2026 - 2027
[Draft Budget FY 26-27](#)
3. C.B. 26-41 -- An Ordinance accepting the First Re-plat of Creekside Subdivision Lots 42, 43 and 44, as submitted by Schuber Mitchell Homes, LLC., generally located at Chapel Road and Marble Avenue, in the City of Carthage, Missouri.
4. C.B. 26-42 — An Ordinance amending the Annual Operating Budget and Capital Budget of the City of Carthage for Fiscal Year 2025 - 2026 for specified funds (General Fund, Public Safety Fund, Golf Fund, and Capital Improvement Tax Fund)

16. New Business

1. C.B. 26-43 -- An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code.

17. Mayor’s Appointments

1. Police and Fire Pension Committee

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

1. Additional Packet Correspondence

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

CITY COUNCIL

June 9, 2026 – 6:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

The Carthage City Council met in regular session on the above date in Council Chambers at 6:30 PM with Mayor David B. Flanigan presiding. Fire Chief Jason Martin gave the invocation. Police Chief Chad Dinger led the Pledge of Allegiance.

The following Council Members answered roll call: Juan Topete, Robin Harrison, Ray West, Jack Perkins, Alan Snow, Beth Kang, Ron Wells. Council Members David Thorn and Susan Reddy were absent. City Attorney Jon Gold and City Administrator Traci Cox were also present.

The following Department Heads were present: Police Chief Chad Dinger, Fire Chief Jason Martin, Public Works Director Josiah Bayless, and Parks and Recreation Director Richard Bonine, and City Clerk Miranda Deal.

Mr. Topete made a motion, seconded by Mrs. Harrison, to approve the minutes of the May 26, 2026 Council Meeting. Motion carried.

During Citizen Participation, Jackie Boyer thanked all departments involved in the recent Kid's Fishing Day and that it was a successful 25th year.

Mitsy Welch spoke to the council about the recent issues she has had.

Darren Collier, President of the CWEP Board, was present to explain the rate increase they are asking for. The increase is just over 1% and they are budgeting to transfer around 1.5 million to the City for the transfer fee. He also said that they are going to try to have someone come to the council every quarter and give an update about what the utility is doing or has completed. He then gave an update on all the projects that CWEP had done over the past year.

Mr. Snow reported that the Budget Ways and Means Committee met on June 8th at 5:30 pm. They discussed Resolution 2124 and the budget adjustment council bill. He also said the budget was up for first reading that evening. The next meeting is scheduled for July 13th at 5:30 pm.

Mr. Wells reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. They postponed the discussion of making any changes to section 2-160 until the July 14th meeting. The next meeting is scheduled for June 23rd at 6 pm.

Mr. Snow reported that the Public Safety Committee is between meetings. The next meeting is scheduled for June 15 at 5:30 pm.

Ms. Kang reported that the Public Services Committee is between meetings. The next meeting is scheduled for June 16th at 5:30 pm.

Mr. Topete reported that the Public Works Committee met June 2nd. They reviewed and approved a road easement agreement for the industrial park. This was a City to City easement transfer. Mr. Topete made a motion, seconded by Mrs. Harrison to approve the easement agreement and allow the Mayor to sign it. Motion carried. They discussed the loader rebuild project and approved the new invoice that was over the budgeted amount. This will go to the next budget meeting for an adjustment. They discussed and approved fee changes for some of the fees that Public Works charges. They were basing their numbers off 2018 information, and this will update it to 2025 information. This is part of the cost recovery efforts that are happening across the city to help with the revenues and better recouping money that is spent towards items and projects. There will be more changes coming in the future, but some involve code changes so they are not ready yet. The next meeting is scheduled for July 7th at 5:30 pm.

Special Committee and Board Liaison reports were given by Mrs. Harrison for Planning, Zoning and Historic Preservation, Mr. Wells for the Jasper County Commission, and Mrs. Kang for the Downtown Business Merchant's Association and Vision Carthage. Mr. Snow reported that he has been meeting with the Mayor and a few others to discuss changes to 2-160 and discussing making all department heads, and the administrator and clerk have contracts just so it is more uniformed across all of those positions.

Mayor Flanigan reported on attending the MBH Trust meeting where they approved a grant for the City for the purchase of an auto pulse for the fire department. He reported on the Planning and Zoning meeting, the Tree Board meeting which discussed dedicating 4 trees for America's 250th birthday. He also attended the Chamber Banquet, Boots Block Party, Commissioners meeting, and a MoDOT stakeholders meeting. He also announced that David Armstrong has resigned from the Civil War Museum Board so he will be looking for a replacement. He also discussed the issue with the Courthouse roof repairs and renovations and how it will affect traffic and parking on the square, along with business traffic.

During Remarks from Council Members, Mr. Topete reported that he attended the Fiesta en el Parque event at Carter Park and that it was a great event, but got cut short due to rain. He also reported on attending the Chamber Banquet and the Civil War Reenactment. Mrs. Harrison reported that she went by the Boots Block Party and Kid's Fishing Day and was glad to see all those in attendance, she also attended the Chamber Banquet which was a great time. Mr. West thanked the CWEP crews for their hard work. Mr. Perkins asked questions about a couple of budget items. Mr. Snow also attended the MBH Trust meeting, he also reported that Helen Hubbard had passed away the past Saturday at 106 years old. Mrs. Kang reported on attending a traffic meeting through the Harry S Truman Council, and a new interchange at Fidelity was

discussed and they are still pushing for the roundabout at Fir and Chapel road. She also thought the Boots block party was a great event. She thanked Mr. Bonine for the pool reports, and she also volunteered out at Kids Fishing Day. Mr. Wells attended the Civil War Reenactment and said there were a lot of people out there. He also asked Chad to look into some taxi complaints he received.

Public Works Director Josiah Bayless explained what the re-plat that was on the agenda was for. He also reported that his street crews have been working to repair a sink hole on Main Street.

Parks and Recreation Director Richard Bonine thanked the CWEP crews for helping him try to figure out what exactly was wrong with the pool. He also thanked all the departments involved that helped with Kids Fishing Day.

Fire Chief Jason Martin reported that they got the brush truck back from getting striping and graphics and they will have it out at the Tractor Supply opening. He also reported on new hires starting for the department. He also thanked Dorothy, Jessica, Miranda, and Angie from City Hall and Parks for clean up the mess left by a renter at Memorial Hall and getting it ready for the Chamber banquet.

City Administrator Traci Cox also thanked those who helped with Memorial Hall and said that it was a team effort and we try to help where we can. If one looks good, we all look good. She reported that earlier in the evening was the last meeting for Brian Schmidt and Gary Cole on the Library Board and that their knowledge and expertise will be missed. She thanked the YMCA for opening their doors to help provide an alternative for people since the Municipal Pool is closed for the season. She gave some numbers on how many attendees have been at the Central Park pool and visited the YMCA facility since opening day. She also told the council members to be expecting an email about the Friendship Dinner with the CRM as a thank you to helping with Marian Days.

The Committee on Claims filed a report in the amount of \$2,344,012.99 against the following funds: General Revenue \$144,676.64, Public Health \$190,243.81, Lodging \$8,920.69, Parks/Stormwater \$54,658.60, Fire Protection \$83,489.44, Golf \$10,695.42, Capital Improvements \$8,369.50, Use Tax \$4,711.58, Library \$55,000.00 Payroll \$283,247.31, and Carthage Water & Electric \$1,500,000.00. Mr. Wells made a motion, seconded by Mrs. Kang, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 26-38 – An Ordinance authorizing the Mayor to enter into an agreement with Union Pacific Railroad Company for the plan review of the Oak Street Bridge in the amount of \$25,000.00, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Jack Perkins, Alan Snow, Beth Kang, and Ron Wells. The Council Bill was approved and numbered Ordinance 26-38.

Under New Business C.B. 26-39 -- An Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage Water & Electric Plant Board was placed on first reading with no action taken.

C.B. 26-40 -- An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2026 – 2027 was placed on first reading with no action taken.

Ms. Cox gave some highlights on the budget for next year and addressed the deficit in the budget and that everyone is working on different items to address the imbalance moving forward. These items include cost recovery changes, looking at the fire district payments, and policies being changed. She reported on the significant personnel costs and that everyone gets a COLA of 2.7% on July 1 and then for January 1, there is going to be a longevity alignment to help spread out the 80 full-time employees who are all on step 1 in the salary scale. There will be a mid-year review of the budget with hopes that revenues come in stronger than predicted.

C.B. 26-41 -- An Ordinance accepting the First Re-plat of Creekside Subdivision Lots 42, 43 and 44, as submitted by Own, Inc., generally located at Chapel Road and Marble Avenue, in the City of Carthage, Missouri, was placed on first reading with no action taken.

C.B. 26-42 — An Ordinance amending the Annual Operating Budget and Capital Budget of the City of Carthage for Fiscal Year 2025 - 2026 for specified funds (General Fund, Public Safety Fund, Golf Fund, and Capital Improvement Tax Fund) was placed on first reading with no action taken.

During Mayor's Appointments, Mr. Snow made a motion, seconded by Mr. Topete, to approve the Mayor's Appointment of Mariela Telles as Ward 2 Council Member until April 2027. Motion carried.

City Clerk Miranda Deal administered the Oath of Office to Mariela Telles.

Mr. Topete made a motion, seconded by Mrs. Harrison, to approve the Mayor's standing committee appointments which added Mariela to the Public Safety and Public Services Committees. Motion carried.

Under Resolutions, Mr. Snow made a motion, seconded by Mr. Topete, to approve Resolution 2123 -- A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds in the amount of \$62,000.00 from the restricted trust fund to the City of Carthage. Resolution 2123 was adopted after a roll call vote of 8 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, Jack Perkins, Alan Snow, Beth Kang, and Ron Wells.

Mr. Snow made a motion, seconded by Mr. Topete, to approve Resolution 2124 -- A Resolution authorizing a supplemental budget adjustment to the Golf Fund Capital

Outlay for ash tree removal and replacement at the golf course. Resolution 2124 was adopted after a roll call vote of 8 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, Jack Perkins, Alan Snow, Beth Kang, and Ron Wells.

During closing comments, the Mayor expressed his appreciation for the council supporting his nomination of Mariela. He also addressed budget issues and changes to be made moving forward. He asked for everyone to support small businesses, especially during the renovations of the courthouse. Many from Council welcomed Mariela. Ms. Telles said she is grateful to be the first Hispanic woman to serve on Council and looks forward to serving. Mr. Snow reported that there will be special work sessions for the Council to discuss budgeting priorities moving forward since next year for the budget, they will be using a priority based budgeting approach to capital projects.

Mr. Topete made a motion, seconded by Mr. Snow, to close the meeting according to Section 610.021 (1), the agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys, followed by a roll call vote of 8 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, Jack Perkins, Alan Snow, Beth Kang, and Ron Wells. Motion carried at 8:20 pm.

CLOSED SESSION

Mr. Topete made a motion, seconded by Mrs. Harrison, to return to the regular session of the Council Meeting at 8:41 p.m. followed by a roll call 8 yeas and 0 nays. Ayes - Juan Topete, Robin Harrison, Ray West, Mariela Telles, Jack Perkins, Alan Snow, Beth Kang, and Ron Wells. Motion carried.

Mr. Wells made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:43 pm.



City of Carthage, Missouri
PUBLIC SAFETY COMMITTEE

June 15, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Old Business

1. Approval of 5-18-26 Minutes

3. Citizen Participation

(Each person addressing the Committee 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 Committee or Chair)

1. Consider and discuss "Children at play" signage - Valarie Poblete
2. Consider and discuss granting permission for a food truck to park on the square by Cherry's on June 20th from 10am to 4pm during the sidewalk sale - Vanessa Gile with Scoop It icecream shop
3. Consider and discuss road closures for the Jasper County Youth Fair - Roxanne Willard
4. Consider and discuss the 6th annual Hispanic Heritage Celebration to be held on September 26th 2026 — Maria Marriquin with Hispanic Connection
5. Consider and discuss Cruise in - Chris Goodwin/Traci Cox

4. New Business

1. Consider and discuss recreational burning regulations - Chief Martin
2. Consider and discuss using remaining building maintenance capital to purchase beds — Chief Martin
Use the remaining capital funds to purchase beds for the Fire Station from Fire Station Furniture Company.
3. Staff Reports
Fire Department
Police Department

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



June 15, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Chairman Thorn called the meeting to order at 5:30 PM.

Members present: David Thorn, Susan Reddy, Ray West, Mariela Telles

Others present: Police Chief Chad Dinger, Fire Chief Jason Martin, Mayor Flanigan, City Administrator Traci Cox, Fire Admin/EMC Morgan Housh, Councilman Juan Topete

Citizens present: Valarie Poblete, Maria Marriquin

2. Old Business

1. Approval of 5-18-26 Minutes

Councilman West made a motion to accept the minutes from the previous meeting as presented. Motion passed.

3. Citizen Participation

(Each person addressing the Committee 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 Committee or Chair)

1. Consider and discuss "Children at play" signage - Valarie Poblete

Valarie Poblete spoke with the committee on "children at play signs" for the alley behind her house between Orner and Forest. After a short discussion, Chief Dinger will be working with Valarie to access the issue.

Traci Cox did state that there are regulations in the state of Missouri regarding these signs.

No motion was taken.

2. Consider and discuss granting permission for a food truck to park on the square by Cherry's on June 20th from 10am to 4pm during the sidewalk sale - Vanessa Gile with Scoop It icecream shop

Vanessa Gile removed their request. No motion

3. Consider and discuss road closures for the Jasper County Youth Fair - Roxanne Willard

Traci Cox spoke on behalf of Roxanne Willard on the road closures for the Jasper County Youth Fair. The event will be held the 2nd full week of July at the Municipal Livestock Barns. This year she is requesting the following:

- Close the road newly known as Fairway Drive from the gate beginning Tuesday night at midnight, July 14th, through Saturday, July 18th to keep

livestock contained within the perimeter fence. Closure of this road will also increase the safety of exhibitors and spectators, eliminating moving vehicles.

- Close the road, newly known as Clover Lane, from Wednesday to Saturday as well. Allowing Food Trucks in this area from Monday, July 13 through Saturday, July 18.
- Request campers be allowed in the park on Saturday, July 11 through Saturday, July 18 for the exhibitor families. Children exhibiting during the fair are also requesting special permission to be in the park around the livestock area after 10PM to care for livestock and provide security for exhibits. Additional police patrol during the event is welcomed.

Councilwomen Reddy made a motion to move the requests to full council for approval. Motion passed.

4. Consider and discuss the 6th annual Hispanic Heritage Celebration to be held on September 26th 2026 — Maria Marriquin with Hispanic Connection
Maria Marriquin spoke with the committee on the 6th Annual Hispanic Heritage Celebration to be held on September 26th. She is requesting 7th Street (between Garrison and Lyon), Lyon Street (between 7th and Chestnut), and the west bound lane of Chestnut (between Lyon and Garrison) to be closed from 11:00am to 11:00pm on September 26th for this event. Councilman West made a motion to approve the requested road closures. Motion passed.
5. Consider and discuss Cruise in - Chris Goodwin/Traci Cox
Traci Cox informed the committee that this item had been removed from the agenda.

4. New Business

1. Consider and discuss recreational burning regulations - Chief Martin
Chief Martin spoke with the committee on the recreational burning regulations. The county regulations have recreational burning in the regulations, but City regulations do not. Chief would like to add to Sec. 10-2 (open burning) the following:
(14) Open Burning for Recreational Purposes: Campfires and other fires used solely for recreational purposes, ceremonial occasions or for outdoor noncommercial preparation of food are allowed. Fires shall include only vegetative woody materials or untreated wood products.
(b) Fire Department or Police Department have the authority to order the extinguishment of any fire not within regulations.

Councilman Reddy made a motion to forward the changes to Sec 10-2 of the code to add the requested changes. Motion passed

2. Consider and discuss using remaining building maintenance capital to purchase beds — Chief Martin
Use the remaining capital funds to purchase beds for the Fire Station from Fire Station Furniture Company.
Chief Martin is requesting to use the remaining capital funds to purchase beds for the Fire Department from Fire Station Furniture Company. These beds are

designed to hold up adults in a twin-size bed. He is requesting 9 half beds and 9 mattresses. The total for this purchase is \$8,459.82 plus the cost of shipping. Councilmen West made a motion to authorize the purchase of the beds and mattresses from Fire Station Furniture. Motion passed.

3. Staff Reports

Fire Department

Chief Martin gave a station update. No motions were needed.

Police Department

Chief Dininger gave a station update. No motions were needed.

5. **Adjournment**

Councilmen West made a motion to adjourn at 6:23pm



City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

June 16, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Old Business

1. Approval of May 19th, 2026 minutes.

3. Citizen 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 Angie Judd at the Parks & Recreation office at 417-237-7035, or email a.judd@carthagemo.gov.)

4. New Business

1. Consider and discuss Carthage High School Softball Hudl camera.
2. Consider and discuss Goldchella event in Central Park.
3. Consider and discuss Sudstock 2026 in Municipal Park.
4. Consider and discuss playground proposals.
5. Consider and discuss job descriptions for Administrative Assistant and Assistant Parks and Recreation Director.
6. Consider and discuss RFP for Tourism.

5. Staff Reports

1. Tourism and Public Information Office report.
2. Golf report.
3. Memorial Hall report.
4. Parks report.

6. 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**

June 23, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of June 9, 2026 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. Consider and discuss Assistant Parks & Recreation Director job description.
 2. Consider and discuss Parks Administrative Assistant job description.
 3. 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



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet June 11th, 2026, 3:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA:

CITIZENS PARTICIPATION PERIOD: (Each person addressing the Board should 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 CWEP Board President 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 CWEP Board.)

APPROVAL OF THE BOARD MINUTES: May 14th, 2026

APPROVAL OF DISBURSEMENTS: May \$4,613,271.88

REPORT OF OPERATIONS:

FINANCIAL STATEMENT: May

COMMITTEE REPORTS:

OLD BUSINESS: None.

NEW BUSINESS:

1. Selection of Board Officers FY27
2. Consideration of revisions to the CWEP travel policy
3. Consideration of revisions to the Salary Administration Guidelines Policy

BOARD MEMBER COMMENTS:

The tentative agenda of this meeting includes the possibility of a vote to close a portion of the meeting to discuss personnel matters pursuant to Section 610.021(3) of the Revised Statutes of Missouri.

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:
Meagan Milliken, P O Box 611 Carthage, MO 64836 417-237-7300

CWEP BOARD MEETING MINUTES

The Carthage Water & Electric Plant Board met in regular session June 11th, 2026, 3:00 p.m. at the CWEP Office, 627 W. Centennial, Carthage, MO.

Board:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Brian Schmidt -Vice President | <input checked="" type="checkbox"/> Sid Teel - Secretary |
| <input checked="" type="checkbox"/> Ron Ross- Member | <input checked="" type="checkbox"/> Tom Garrison – Member |
| <input checked="" type="checkbox"/> Darren Collier - President | <input checked="" type="checkbox"/> Mark Gier – Member |
| <input checked="" type="checkbox"/> Jack Perkins - Liaison | |

Staff:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Chuck Bryant-General Manager | <input checked="" type="checkbox"/> Jason Choate-Director of Water Services |
| <input checked="" type="checkbox"/> Cassandra Ludwig-General Counsel | <input checked="" type="checkbox"/> Kelli Nugent/CFO |
| <input checked="" type="checkbox"/> Jason Peterson-Director of IT & Broadband | <input checked="" type="checkbox"/> Kevin Emery-Director of Power Services |
| <input checked="" type="checkbox"/> Megan Kirby- Executive Assistant | <input checked="" type="checkbox"/> Stephanie Howard-Economic Development Manager |

Others present: Accountant Mandy Bates; Mayor Bren Flanigan

President Collier called the meeting to order at 3:03 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

CITIZENS PARTICIPATION PERIOD: None.

APPROVAL OF MINUTES:

A motion by Gier and seconded by Garrison to approve the minutes as presented of the regular meeting of May 14th, 2026, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Schmidt and seconded by Gier to approve disbursements for May in the amount of \$4,613,271.88, passed unanimously.

REPORT OF OPERATIONS:

Dir. of IT Services Peterson explained that operating revenues were above budget, and operating expenses were under budget. He noted the Fiber team completed 46 residential and 1 business installations and installed over 9,000 ft fiber for bringing service to new locations.

Dir. of Water Services Choate explained that for May, water and wastewater sales were both ahead of budget. Water expenses were positive overall, but the distribution utilities were high

due to additional labor hours and water usage flushing hydrants. Change in net position for both departments was positive.

Dir. of Power Services Emery noted the electric department had a positive change in net position for May. In May, purchased power energy expenses were under budget due to our contract generators running well and being dispatched by the markets. He also noted that demand expenses were over budget due to Dogwood energy expenses and transmission expenses being higher than expected. He mentioned substation equipment expenses were over budget due to the timing of routine transformer testing.

FINANCIAL STATEMENT:

CFO Nugent presented the May financials to the Board, noting March consolidated financial statements resulted in a change in net position of approximately \$707,000 compared to a budget of (\$61,900). All departments showed higher than budgeted revenues and expenses were in line with budget.

A motion by Ross and seconded by Gier to approve the May 2026 financials passed unanimously.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Selection of Board Officers FY27

Board Member Ross reminded the board of his suggestion at the prior meeting for potential FY27 board officers, a slate which includes Schmidt as President, Teel as Vice President, and Garrison as secretary. President Collier opened the nominations to the board for alternative suggestions, but none were raised.

A motion by Ross and seconded by Schmidt to approve the proposed slate of officers as presented, passed unanimously.

2. Consideration of revisions to the CWEP Travel Policy

General Manager Bryant reviewed the revisions to Article XLIV (travel and training expenditures management) of the personnel policy manual which includes removal of item 3 under meal expenses.

A motion by Ross and seconded by Schmidt to accept the revisions to Article XLIV (travel and training expenditures management) of the personnel policy manual, passed unanimously.

3. Consideration of revisions to the Salary Administration Guidelines Policy

General Manager Bryant reported a revision to CWEP's salary Administration guidelines policy to add the positions of Accounting Manager, Safety Manager, and Safety Specialist. GM Bryant noted the Accounting Manager position will report directly to the CFO. He let the Board know these positions were all included in the budget.

A motion by Gier and seconded by Schmidt to add the positions of Accounting Manager, Safety Manager and Safety Specialist, passed unanimously.

STAFF REPORTS:

GM Bryant extended his sympathy to Stephanie Howard for the loss of her dad. Bryant let the Board know that Kelli Nugent's last day in office before she moves will be on June 26th. He noted she will be in the office about once every month but will mostly be working remotely until she officially retires in January.

CFO Nugent reported she has a list of projects she is excited to get to while working remotely and assures the Board that CWEP is in good hands with Mandy. She gave an update on the inventory project noting that crews have adopted it well. She noted that auditors will be in at the end of the month.

General Counsel & Dir. of Customer Relations Ludwig noted the communications plan component of the strategic plan is underway. Staff are meeting monthly with a consultant and are currently brainstorming ideas and developing strategies. She reported staff are working on new bills that will provide information regarding the CWEP CARES program.

Dir. of IT & Broadband Services Peterson noted the strategic plan progress for business continuity and risk management includes development of new risk management software, identification of next steps for business continuity planning, and incorporation of risk-related items into the budgeting process.

Dir. of Power Services Emery gave an update on strategic planning progress with load growth and infrastructure improvements for load growth. Emery reported a meeting has been scheduled with Black & Veatch to begin work on the IRP.

Executive Assistant Kirby noted the Company picnic was a success despite the rain and thanked everyone for attending.

BOARD MEMBER COMMENTS:

Board President Collier reported a good CWEP showing in this years Chamber banquet and congratulated and highlighted the following; Meagan Milliken on Volunteer of the Year; Tom Garrison with G3 on Small Business of the Year; Cassandra Ludwig participating in Leadership Carthage; Kyle Fewin, event photographer; and Chuck Bryant with a great presentation. Collier noted the parking lot project across the street on Centennial looks great. He noted he attended the City Council meeting. He highlighted the components of the RP3 award (reliability, safety, workforce development, and system improvement) and commended CWEP on their efforts for that award.

At 4:14 pm, a motion by Teel and seconded by Ross to close a portion of the regular meeting to discuss personnel matters pursuant to § 610.021(3), of the Revised Statutes of Missouri, passed unanimously via a roll call vote.

Collier:	Aye
Garrison:	Aye
Gier:	Aye
Ross:	Aye
Schmidt:	Aye
Teel:	Aye

The meeting went into closed session.

At 5:05pm the meeting returned to open session. Schmidt moved to adjourn, Ross seconded, and the meeting adjourned.

President – Darren Collier

Secretary – Sid Teel

COUNCIL BILL NO. 26-39

ORDINANCE NO. _____

An Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage Water & Electric Plant Board.

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

SECTION I: Utility rate changes are hereby authorized for electric, water, and wastewater services effective July 1, 2026, as requested by the Carthage Water & Electric Plant Board in accordance with the schedules which are attached hereto and incorporated herein by reference.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Carthage Water and Electric Plant Board

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
RESIDENTIAL SERVICE**

AVAILABILITY:

This rate is available by contract for single-phase 120/240 volt service to a single family dwelling through one meter for domestic use, and to separate structures on the same parcel of land, so long as these additional structures are not used for commercial purposes.

ENERGY CHARGE:

For all kWh used per month, per kWh \$0.10607

MONTHLY AVAILABILITY CHARGE:

Residential Service (single family dwelling)	\$26.60
Residential Service (additional structures)	\$33.60

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fee (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. The use of motors not exceeding five horsepower will be permitted hereunder; provided, however, that motors of one horsepower and over must be connected for 240 volts, and provided further that simultaneous starting of motors totaling over five horsepower will not be permitted except that operation of air conditioners with a nominal manufacturer's rating of up to and including five ton capacity will be permitted under the further provision that not more than five tons (manufacturer's nominal rating) may be started from a single control. Equipment characterized by severe or fluctuating demands will not be permitted under this rate schedule. Service is for the exclusive use of the customer and shall not be resold or shared with others. Carthage Water & Electric Plant maintains sole discretion to determine which services will be billed under this rate.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For all kWh used per month, per kWh \$0.09075

For Non-Demand Meters:

For all kWh used per month, per kWh \$0.10861

MONTHLY CUSTOMER CHARGE:

Single-Phase Service \$36.50

Three-Phase Service \$102.00

MONTHLY DEMAND CHARGE:

Per kW of billing demand \$9.70

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. The above undiscounted rates apply to secondary service. Primary service discounts shall apply to those customers who own their own transformation facilities (see Primary Service schedule and associated Conditions of Service). The General Service rate was developed assuming those customers who do not own their own facilities will be metered on the low side of the transformer and receive no discount. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PRIMARY SERVICE**

AVAILABILITY:

The primary rate shall apply to those customers who own their own transformation facilities.

ENERGY CHARGE:

For the first 200,000 of kWh used per month, per kWh	\$0.07281
For all additional kWh used per month, per kWh	\$0.06588

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$11.75
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MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$36.50
Three-Phase Service	\$131.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. Primary Service rates shall apply to those customers who own their own transformation facilities. Those who do own transformation facilities will be metered on the high side of the transformer and will accordingly be eligible for the Primary Service rates in this tariff. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For all kWh used per month, per kWh \$0.06353

For Non-Demand Meters:

For all kWh used per month, per kWh \$0.07603

MONTHLY CUSTOMER CHARGE:

Single-Phase Service \$25.55

Three-Phase Service \$71.40

MONTHLY DEMAND CHARGE:

Per kW of billing demand \$6.79

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Municipal General Service rates are based on General Service rates, discounted 30%. Billing demand shall be based on the current monthly peak. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL STREET LIGHTING & TRAFFIC SIGNALS SERVICE**

ENERGY CHARGE:

All kWh used per month, per kWh \$0.04979

MONTHLY CUSTOMER CHARGE:

Single-Phase service \$18.50
Three-Phase service \$51.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
AREA LIGHTING**

AVAILABILITY:

This rate is available to consumers using Carthage Water & Electric Plant's electric service.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge	\$4.56
54 Watt, 60 Watt, 66 Watt, 70 Watt, 100 HPS, & 175 MVL Watt fixture, unmetered, monthly charge	\$11.62
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, metered, monthly charge	\$9.29
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge	\$23.16
105 Watt Flood, metered, monthly charge	\$11.92
105 Watt Flood, unmetered, monthly charge	\$16.57
176 Watt & 185 Watt Flood, unmetered, monthly charge	\$19.50
390 Watt Flood, metered, monthly charge	\$14.95
390 Watt Flood, unmetered, monthly charge	\$25.02

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires a new pole.

Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL AREA LIGHTING**

AVAILABILITY:

This rate is available to City of Carthage departments for area lighting.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge @ \$4.49, discounted 30%	\$3.19
54 Watt, 60 Watt, 66 Watt, 70 Watt, 161 Watt, 100 HPS, 150 HPS & 175 MVL Watt, unmetered, monthly charge @ \$11.45, discounted 30%	\$8.13
100 Watt, 120 Watt, metered, monthly charge @ \$9.15, discounted 30%	\$6.50
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge @ \$22.82, discounted 30%	\$16.21
105 Watt Flood, metered, monthly charge @ \$11.74 discounted 30%	\$8.34
105 Watt Flood & 109 Watt Flood, unmetered, monthly charge @ \$16.33, discounted 30%	\$11.60
176 Watt & 185 Watt Flood, unmetered, monthly charge	\$13.65
390 Watt Flood, metered, monthly charge @ 14.73, discounted 30%	\$10.47
390 Watt Flood, unmetered, monthly charge @ \$24.65, discounted 30%	\$17.51

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires new pole

Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
SPORTS FIELD LIGHTING AND CORPS OF ENGINEERS
APPROVED FLOOD CONTROL AREAS**

AVAILABILITY:

This rate is available by contract to non-commercial institutions within the city limits of Carthage for Sports Field lighting and Corps of Engineers approved Flood Control areas.

ENERGY CHARGE:

For all kWh used per month, per kWh \$0.09575

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW No Charge

MONTHLY CUSTOMER CHARGE:

Single-Phase service \$36.50
Three-Phase service \$102.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL SPORTS FIELD LIGHTING**

AVAILABILITY:

This rate is available by contract to City Departments within the city limits of Carthage for Sports Field lighting.

ENERGY CHARGE:

For all kWh used per month, per kWh \$0.06703

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW No charge

MONTHLY CUSTOMER CHARGE:

Single-Phase service \$25.55
Three-Phase Service \$71.40

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within of this rate book.

CONDITIONS OF SERVICE:

Municipal Sports Field Lighting rates are based on Sports Field Lighting and Corps of Engineers Approved Flood Area rates, discounted 30%. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, SINGLE PHASE**

AVAILABILITY:

This rate is available for single phase 120/240 volt temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.23861
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MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$36.50
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SETUP CHARGE:

Temporary electric service setup charge	\$150.00
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PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, THREE PHASE SERVICE**

AVAILABILITY:

This rate is available for three phase temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh \$0.09575

MONTHLY CUSTOMER CHARGE:

Three-Phase service \$102.00

DEMAND CHARGE:

Per kW of billing demand \$11.50

SETUP CHARGE:

Temporary electric service setup charge is based on actual labor, overhead and material needed to set up service

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PARALLEL GENERATION SERVICE**

AVAILABILITY:

This schedule is available for service to customers who generate part, all or more than their requirements, only by special contract stipulating conditions of service and customer interconnection equipment.

NEW RATE:

Power and energy sold to customer shall be billed at the applicable General or Primary Service rates except that the Billing Demand shall be the maximum 15 minute measured demand in the past thirty-six months, adjusted for power factor. Energy delivered to the Department by the customer shall be purchased at a rate per kWh equal to that month's per kWh charge to CWEP for Sikeston Power Plant energy; if there should be no Sikeston energy billing because of plant outage or other reasons, then this rate will be based on the weighted-average energy cost for the month.

MINIMUM MONTHLY BILL:

The minimum bill shall be the Billing Demand.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 1994

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$\text{PPAF} = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed.

A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous six months for which kWh is billed exceeds or is less than \$0.05846 per kWh.

B = The average percentage of power losses expressed decimally for the previous six months as shown in the production and disposition analysis.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to residential consumers living in single family dwellings.

NET RATE:

Per Gallon \$0.00446

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Residential - up to 2" meter	\$17.60
Residential - 3" to 6" meter	\$50.50
Residential - 8"-10" meter	\$75.50

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS:

A 5% surcharge will apply to residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
NON-RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to consumers not living in single family dwellings.

NET RATE:

Per Gallon \$0.00522

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Non-residential- up to 2" meter	\$32.00
Non-residential - 3" to 6" meter	\$51.00
Non-residential - 8"-10" meter	\$76.00
Non-residential - 12" meter	\$101.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others without prior written approval from CWEP.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
RESIDENTIAL SERVICE**

APPLICABILITY:

This rate applies to all accounts served by the sanitary wastewater system of the City of Carthage, MO. The rate is based upon consumption of water from the municipal water system with provisions for modifications in those accounts for which the use of municipal water is not a reasonable measure of the use of the wastewater system. For residential users, these rates are based upon the average water consumed during the months of December, January, February, and March. New residential accounts which have not established usage over these four months will be billed their month-to-month water usage until a complete, consecutive four-month billing base is established during the months of December, January, February and March. The definition of residential users, for Wastewater charges only, includes single-family dwellings, multiple-family dwellings, trailer courts, apartment houses and any other residential-type complex.

NET RATE:

Per Gallon, Residential Customers \$0.00449

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

5/8" meter	\$22.00	2" meter	\$28.60
3/4" - 1" meter	\$23.80	3" to 6" meter	\$50.50
1 1/2" meter	\$26.20	8-10" meter	\$75.50

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

For customers not using CWEP water, but using the wastewater service, monthly fees are as follows:

Up to 1,500 sq ft dwelling	\$33.15
1,500 to 2,500 sq ft dwelling	\$41.93
Over 2,500 sq ft dwelling	\$48.51

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
NON-RESIDENTIAL CUSTOMERS**

APPLICABILITY:

This rate applies to non-residential accounts served by the sanitary wastewater system of the City of Carthage, MO. For all non-residential usage, these rates are based upon actual month-to-month water consumption.

NET RATE:

Per Gallon, Non-Residential Customer \$0.00489

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

Up to 2" meter	\$29.60
3" to 6" meter	\$51.00
8"-10" meter	\$76.00
12" meter	\$101.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

EXTRA STRENGTH CHARGES (IF APPLICABLE):

Extra strength sewage charges may also be applicable as determined by the sampled strength of the discharge.

<u>Pollutant</u>	<u>Cost/1000 Gallons</u>
Biochemical Oxygen Demand (BOD)	\$0.0043
Total Suspended Solids (TSS)	\$0.0028
Fats, Oils and Grease (FOG)	\$0.0149
Total Nitrogen	Reserved
Total Phosphorous	Reserved

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include any franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

PERMITS REQUIRED:

Service under this tariff may be subject to issuance of a wastewater permit pursuant to City Ordinance #6002.

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
PAYMENT IN LIEU OF TAX**

APPLICATION:

This rider shall apply to all Electric, Water and Wastewater billings to customers located within the City of Carthage except for City or City department accounts.

RATE:

Charge amount shall be 3.5% of the applicable service charges. Such payment in lieu of tax shall not exceed \$100 per month, per metered account.

Effective January 1, 1994

CARTHAGE WATER & ELECTRIC PLANT SERVICE CHARGES

SERVICE PERFORMED:

Service - Connect Fee	\$30.00
Electric Service - Disconnect - at the pole	\$130.00
Electric Service - Reinstate - at the pole	\$130.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Water Service - Disconnect or Reconnect - after hours*	\$75.00
Service - Non-Payment Reinstate - during office hours	\$40.00
Service call due to Meter Tampering	\$100.00
Service charge for return check	\$25.00
Meter Test Fee - Electric**	\$50.00
Meter Test Fee - Water**	\$50.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
2" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
All other services (including hybrid and non-standard services)		Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
Temporary Meters:	Deposit: Fee for CWEP to set meter: Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire amount of the deposit.	\$1,000.00 \$50.00
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

* Fees waived for emergency situations

** Fees waived if meter fails test

Effective July 1, 2026

**CARTHAGE WATER & ELECTRIC PLANT
LATE PAYMENT PENALTY**

Customer account balances not paid by the past due date specified on the bill will be assessed a 10% late payment penalty charge. Penalty charges will not be assessed on balances previously penalized.

If a due date falls on a weekend or holiday, payments will be accepted without a late fee on the following business day.

CWEP will accept, without penalty, payments received in the mail and drop box prior to the start of business on the first business day following the past due date specified on the bill.

Effective July 1, 1994

Updated August 21, 2003

**CARTHAGE WATER & ELECTRIC PLANT
MISSOURI WATER PRIMACY FEE**

Rule 10 CSR 60-16.010 Levy and Collection of the Missouri Primacy Fee requires collection of a fee from all customers of public water systems based on the size of the water system and the customer's meter size. These fees are collected monthly and remitted to the Department of Natural Resources of the State of Missouri.

	<u>AMOUNT</u>
Water System service monthly connection fees are as follows:	
Unmetered customers and customers with a meter less than or equal to one inch	\$0.44
More than one inch and less than two inches	\$1.75
More than two inches and less than four inches	\$8.50
More than four inches	\$16.50

Enacted September 1, 1992

Updated by the Missouri Department of Natural Resources January 1, 2022

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER

Purpose:

The purpose of this economic development rider is to encourage industrial development in the Carthage Water & Electric Plant (CWEP) service territory.

Definitions:

1. Annual Load Factor:

The annual load factor applicable to the customer shall be determined by the following relationship:

$$\text{Load Factor: } \frac{\text{Annual Energy (kWh)}/\text{Hours in Year}}{\text{Average Billing Demand (kW)}}$$

2. Average Billing Demand:

The sum of monthly electric billing demands divided by the number of months. For calculation of annual load factor, the twelve most recent billing demands are applied, unless fewer than twelve months are available or practical, in which case the most recent available billing demands shall be applied.

3. Month:

The term "month" or "monthly" refers to the billing month as determined by CWEP.

4. New Industrial Customer:

A customer in CWEP's service territory utilizing new facilities which result in new load.

5. New Load:

The term "new load" refers to the amount of load that is added to CWEP's system after a date defined by contract.

Availability:

Electric service under this rider is only available to new industrial customers otherwise qualified for service under the Primary Service Rate and the General Service Rate and who make application for service.

For purposes of this rider, an industrial customer is defined as any business primarily engaged in the manufacturing or processing of a product for sale or resale or any other similar industrial-related activities as may be determined by CWEP.

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER (CONTINUED)

Applicability:

Upon the written request of the customer and acceptance by CWEP, the provisions of this rider will be applicable to customers who meet the following qualifications:

- 1) The monthly billing demand of the new customer is reasonably projected to be at least 200 kW within two years of the new customer first receiving service.

- 2) The annual load factor of the new customer is reasonably projected to equal or exceed an annual load factor of 50% within two years of the new customer first receiving service from CWEP.

- 3) If, as determined by CWEP, the new customer load fails to meet the applicability criteria at the end of the two-year projection period starting with the first month's application of the incentive discount provisions, CWEP may terminate the application of the provisions for the remaining years of the discount period.

- 4) Once a customer achieves 200 kW of monthly billing demand, the customer must maintain an average billing demand of 200 kW and an average load factor of 50%, as determined by CWEP, to continue to be eligible for this rider.

Written requests for service under this rider shall be accompanied by sufficiently detailed information to enable CWEP to determine whether the new customer is reasonably expected to meet the above criteria. All written requests for service under this rider will be considered by CWEP; however, requests which do not conform to the purpose and availability of this rider will not be approved.

Monthly Incentive Credit:

Under this rider, the customer will receive a bill credit which is determined as a percentage of all otherwise applicable demand charges for all kW of demand billing:

First Contract Year:	25%
Second Contract Year:	20%
Third Contract Year:	15%
Fourth Contract Year:	10%
Fifth Contract Year:	5%
Sixth Contract Year:	0%

Termination:

Failure of the customer to meet or maintain any of the applicable criteria of this rider or the terms of any applicable service contract may lead to termination of the contract and the application of this rider. If CWEP determines that the customer is non-compliant, the customer will be notified within thirty days of the determination and credits available in this rider will no longer apply to future bills.

Effective July 1, 2019

An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2026 - 2027.

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

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

WHEREAS, the budget shall be adopted by the affirmative vote of a majority of the members of the Council on or before the last day of the fiscal year currently ending; and

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

WHEREAS, if at any time during the fiscal year it appears probable that the revenues available will be insufficient to meet the amount appropriated, the Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations; and

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

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

SECTION I: The budget of the City of Carthage for Fiscal Year 2026 - 2027, a copy of which is attached hereto and incorporated herein, is hereby adopted.

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

SECTION III: Adoption of the budget by the City Council constitutes approximations of the expenditures for the fiscal year. To ensure adherence to the adopted budget and its associated goals, a budgetary control system is hereby adopted with the legal level for expenditure control established at the Fund level. Each Department Head is responsible for the budget in their respective departments. In order to enhance the ability to successfully execute the budget, to achieve long-range goals, facilitate achievement of programmatic, financial goals, and promote budgetary

compliance, the Level of-Control for administration of the Budget is established at the category level. Within the General Fund, Public Health Fund and the Golf Fund, the Budget Officer is authorized to transfer budgeted amounts between categories and departments within operating funds provided such transfers do not alter total expenditures approved by the City Council for the Fund. Any increase in appropriation at the fund level, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the City Council. Such amendment shall be provided by formal action of the City Council.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, CITY CLERK

Sponsored by: Budget Ways & Means Committee

An Ordinance accepting the First Re-plat of Creekside Subdivision Lots 42, 43 and 44, as submitted by Schuber Mitchell Homes, LLC generally located at Chapel Road and Marble Avenue, in the City of Carthage, Missouri.

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

SECTION I. The First Re-plat of Creekside Subdivision Lots 42, 43 and 44, an Addition to the City of Carthage, Jasper County, Missouri, which is attached hereto and incorporated herein, as recommended by the Planning and Zoning Commission of the City of Carthage, is hereby accepted by the Council of the City of Carthage.

SECTION II. The re-plat includes vacating the existing twenty-foot (20') Storm Drainage and Utility Easement located between Lots 43 and 44 and establishing a ten-foot (10') Storm Drainage and Utility Easement along the common property line of Lots 42 and 43, consisting of ten feet (10') on each adjoining lot. This modification is intended to allow for flexible lot design, efficient land use, and coordinated building placement consistent with the approved subdivision layout.

SECTION III: The legal description of the property is as follows:

All of Lots 42, 43 and 44 of the Creekside Subdivision as recorded in Plat Book 24, Page 27.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

ATTEST:

David B. Flanigan, Mayor

Sponsored by: Planning and Zoning Commission

Miranda Deal, City Clerk

Sponsored by: Planning and Zoning Commission

COUNCIL BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2025 – 2026 FOR SPECIFIED FUNDS (GENERAL FUND, PUBLIC SAFETY FUND, GOLF FUND AND CAPITAL IMPROVEMENT TAX FUND)

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

SECTION I: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- a.) the **Capital Improvements Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$15,000.00 to the Capital Outlay line item for the installation of park playground lights, to be reimbursed by McCune Brooks Regional Hospital Trust Parks Master Plan grant; and
- b.) an amount not to exceed \$24,820 to the Grant Revenue line item for the Local Violent Crime Prevention Grant for the Police Department, and an amount not to exceed \$24,820 to the Capital Outlay line item for the **Police Department**, for the purchase of police vehicle routers; and
- c.) an amount not to exceed \$35,400 to the Capital Outlay line item for the purchase of AED's for the **Fire Department**; and

SECTION II: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **Public Safety Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$40,468.00 to the Police Department Grant Revenue line item for the LEST grant, and an amount not to exceed \$28,348.00 to the Police Capital Outlay line item for the purchase of upfitting a patrol vehicle (\$17,341), a forensic computer (\$5,967), and Steel Body Armor (\$5,040), and an amount not to exceed \$12,120 to the Miscellaneous Expenses line item for ODET dues (\$4,000), First Two Software (\$3,600), FTO software (\$2,200), and Bro-outflow suppressors (\$2,320)
- b) an amount not to exceed \$9,845.52 to the Police Capital Outlay line item for an invoice to pay Axon for Tasers and Body Cameras; and
- c) an amount not to exceed \$5,948.00 to the Police Capital Outlay line item for the purchase of two rifles (\$2,130) and the purchase of exercise equipment for the department (\$3,818)

SECTION III: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **Capital Improvements Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$22,788.00 to the Capital Projects line item for the upfitting of the 2024 Ford Brush Truck

SECTION IV: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget

for the **Golf Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$26,045 to the Grant Revenue line item, and an amount not to exceed \$26,045 to the Capital Outlay line item for the Ash tree removal and replacement.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code

Sec. 10-2. Open burning.

(a) *Regulations.*

- (1) Open burning of yard waste is allowed provided it originates and is burned on the same premises and unless a permit by the Missouri Department of Natural Resources is issued which supersedes these regulations.
- (2) Yard waste must consist of tree limbs, leaves, brush, or untreated and unpainted wood wastes.
- (3) Open burning is permitted from 7:00 a.m. to 10:00 p.m.
- (4) The fire department must be notified prior to any burning.
- (5) Fires in approved containers may be no less than fifteen (15) feet from any structure.
- (6) Fires not in containers must be no less than twenty-five (25) feet from any structure.
- (7) Fire materials to be burned, not in containers, must be no larger than three (3) feet in diameter and two (2) feet high.
- (8) Fires not in containers larger than the designated size must be no less than fifty (50) feet from any structure and require approval from the fire department.
- (9) Fires must be constantly attended until the fire is extinguished.
- (10) A fire extinguisher with a minimum 4-S **4-A** rating, charged water hose, or other approved extinguishing equipment must be available for immediate utilization.
- (11) Fires may not be burned on any improved street, sidewalk, or alley.
- (12) Fires may not cause a hazardous condition of any kind.
- (13) Fires may not be burned during the time that a burn ban is issued.
- (14) Open Burning for Recreational Purposes: Campfires and other fires used solely for recreational purposes, ceremonial occasions or for outdoor noncommercial preparation of food are allowed. Fires shall include only vegetative woody materials or untreated wood products.**

- (b) Fire department **or police department** personnel have the authority to order the extinguishment of any fire not within regulations.

Mayor's Appointments

June 2026

Police and Fire Pension Committee

NAME	Department	Appointed	Expires
Jason Martin	Fire	Nov 2006	July 2028
Ken Lown	Fire	June 2026	July 2028
Jeff Pinnell	Police	Nov 2020	July 2028
Ethan Snow	Police	June 2026	July 2028

*appointments for this committee come from an election by eligible members of the pension from each department, terms are for two years and elections occur every even numbered year in June with terms starting July 1

Request for Proposals (RFP)

Tourism Support Services

City of Carthage, Missouri

I. Introduction

The City of Carthage is seeking proposals from qualified individuals or organizations to provide professional tourism management services. The selected contractor will lead tourism development, marketing, event coordination, and collaborative initiatives that enhance Carthage's visibility, visitor engagement, and economic impact.

This RFP outlines the scope of work, expectations, and submission requirements for interested parties.

II. Background

Carthage is a historic and culturally rich community known for its historic architecture, including the Jasper County Courthouse, Route 66 heritage, vibrant arts scene, Civil War history, and unique attractions. The City works closely with local organizations, businesses, and regional partners to promote tourism and strengthen the visitor experience.

III. Scope of Work

The Tourism Management Office will be responsible for planning, coordinating, and executing tourism-related activities and initiatives for the City of Carthage. Key responsibilities include, but are not limited to:

1. Market Analysis

- Assess regional, state, and national tourism and event trends with relevance to Carthage.
- Identify visitor demand drivers, target audiences, and emerging opportunities.
- Identify Carthage's portfolio of offerings and stakeholders.
- Evaluate gaps in current tourism offerings or other barriers to economic growth.

2. Collaboration & Community Partnerships

- Coordinate closely with the **Carthage Visitors Center** to align messaging, visitor services, and promotional efforts.
- Coordinate with local organizations such as chambers of commerce, historical societies, arts groups, event committees, and regional tourism alliances.
- Facilitate communication among tourism stakeholders to ensure cohesive and cooperative efforts.

3. Marketing & Promotion

- Develop and implement a comprehensive tourism marketing strategy including key economic goals.
- Manage digital marketing, including social media, website content, email campaigns, and online advertising.
- Produce promotional materials such as brochures, maps, and visitor guides.
- Promote Carthage’s attractions, events, and amenities to regional, national, and Route 66 audiences.

3. Event Coordination

- Support, coordinate, or lead tourism-related events, festivals, and community activities.
- Assist local organizations with event planning, logistics, and promotion when appropriate.
- Identify opportunities for new events that enhance Carthage’s tourism profile.

4. Trade Shows & Industry Engagement

- Represent the City at tourism trade shows, conferences, and industry events.
- Build relationships with travel writers, tour operators, and tourism networks.
- Develop partnerships that increase Carthage’s visibility and visitor traffic.

5. Reporting & Administration

- Provide regular reports to the City on tourism, marketing performance, and project updates.
- Manage the tourism budget in coordination with City staff.
- Maintain accurate records of activities, expenditures, and outcomes.

6. Contract Metrics

- Increase in Lodging Tax Revenue
- Website traffic
- Number of events supported or produced
- Completion of a Comprehensive Tourism Marketing Plan

IV. Qualifications

Proposals should demonstrate the proposer’s ability to perform the required services. Qualifications may include:

- Experience in tourism, marketing, public relations, event management, or related fields.
- Strong communication and organizational skills.
- Familiarity with Carthage and regional tourism assets (preferred).
- Ability to work collaboratively with diverse organizations and stakeholders.

- For organizations: description of team members and roles.

V. Proposal Requirements

Proposals must include the following:

1. **Cover Letter** summarizing interest and qualifications.
2. **Description of Experience** relevant to tourism, marketing, and event coordination.
3. **Approach & Work Plan** outlining how the proposer will fulfill the Scope of Work.
4. **References** from past clients or partners.
5. **For organizations:** identification of key personnel assigned to the project.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Quality and clarity of the proposed work plan
- Demonstrated ability to collaborate with community partners
- Cost effectiveness
- Understanding of Carthage's tourism needs and opportunities

VII. Submission Instructions

Proposals must be submitted by **[insert deadline]** to:

City of Carthage [Insert Department or Contact Name] [Address] [Email] [Phone Number]

Late submissions may not be considered.

IX. Questions

Questions regarding this RFP may be directed to:

[Contact Name] [Email] [Phone Number]

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Parks
POSITION TITLE: Administrative Assistant

SALARY GRADE: E
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is a responsible administrative assistant and clerical position which involves a wide variety of activities in assisting the Parks & Recreation Department in performing departmental tasks. Activities may include minute taking, skilled typing, and filing, canvassing, screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:

Under general supervision of the Parks and Recreation Director, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

ESSENTIAL FUNCTION STATEMENT: Essential responsibilities and duties may include, but are not limited to the following:

1. Serve as initial contact for the Parks Department both on the phone and in the reception area.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation and distribution of meeting notices and agendas.
4. Routine administrative details such as requisitioning or order supplies, checking operating reports for accuracy and conformance to policies and standards.
5. Ordering, maintaining, processing and preparation of invoices of materials and supplies for Administration Department.
6. Takes and prepares minutes for assigned committee responsibilities.
7. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization. Administers departmental personnel function and supervises subordinate employees.
8. Coordinates reservation and contract preparation and implementation for facility uses for locations such as Memorial Hall, park pavilions, etc.
9. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set

priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner. Communicate clearly and concisely, both orally and in writing. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours may be required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Acts.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed: _____ Date:



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Parks & Recreation
POSITION TITLE: Assistant Parks &
Recreation Director

SALARY GRADE: L
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position is a responsible professional role assisting in the administration, planning, organization, and evaluation of the programs, services, facilities, and operations of the Carthage Parks and Recreation Department. The Assistant Parks & Recreation Director provides leadership support to the Parks & Recreation Director and plays a key role in contract administration, project management, capital improvement coordination, and grant development and compliance. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Memorial Hall building. Included is the supervision of part time personnel in compliance with City policies. The position serves as acting Parks & Recreation Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Parks & Recreation Director, with considerable latitude for independent judgment and action within assigned areas of responsibility. Work is reviewed through reports and evaluation of results obtained. The Assistant Director may exercise supervisory authority over assigned professional, technical, seasonal, or clerical staff and may lead cross-functional project teams.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Assists in planning, organizing, directing, coordinating, and evaluating the operations, programs, and services of the Parks and Recreation Department.
2. Plans, organizes and coordinates all activities associated with running Memorial Hall in an efficient and effective manner.
3. Maintains and reports monthly and yearly attendance figures for Memorial Hall.
4. Assists with recruitment, hiring, scheduling, and workforce planning. Supports the training, supervision, and evaluation of department staff as assigned.
5. Manages and coordinates departmental projects, including park improvements, facility renovations, capital improvement projects, and special initiatives; develops project scopes, requests for proposals (RFPs), bid specifications, timelines, budgets, and performance benchmarks. Leads or assists with contract negotiations and administration.
6. Identifies grant funding opportunities and leads or supervises the preparation, submission, and administration of grant applications; ensures compliance with grant requirements, reporting deadlines, and reimbursement documentation.
7. Assists in the preparation, administration, and monitoring of the departmental operating and capital budgets; tracks revenues and expenditures and prepares reports as requested.
8. Coordinates with consultants, vendors, community partners, and other governmental agencies on projects, programs, and funding initiatives.
9. Ensures safe, clean, and properly maintained parks and facilities.
10. Assists with the development, implementation, and evaluation of departmental policies,

Revised June 2026

procedures, and standards of service.

11. Responds to citizen inquiries and concerns in a professional and timely manner.
12. Oversight of day-to-day operations of Memorial Hall and the Fair Acres Sports Complex.
13. Builds partnerships with schools, organizations, and community groups. Represent the department at meetings, events, and public forums.
14. Performs other duties as assigned that are within the scope, spirit, and purpose of the position.

QUALIFICATIONS REQUIRED:

Knowledge:

- Principles and practices of parks and recreation administration, programming, and facility management.
- Principles of project management, including scheduling, budgeting, and contractor oversight.
- Contract development, negotiation, and administration practices within a municipal environment.
- Grant research, application development, compliance, and reporting requirements.
- Principles of municipal budgeting, purchasing, and public administration.
- Principles of supervision, training, and performance evaluation.

Abilities:

- Plan, organize, and manage multiple projects and priorities simultaneously.
- Effectively negotiate and administer contracts and professional service agreements.
- Research, write, and manage grant applications and related compliance documentation.
- Analyze operational and financial data and develop sound recommendations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with supervisors, subordinates, elected officials, contractors, and the general public.
- Exercise sound judgment, discretion, and professionalism in a public-sector environment.
- Select, organize, direct and coordinate the work of staff members.
- Supervise subordinate employees in an efficient and effective manner.
- Ability to schedule and coordinate numerous events.

Experience, Education and Training: Experience: Three (3) to five (5) years of progressively responsible experience in parks and recreation, municipal administration, project management, or a related field. Experience with contract administration and grant writing is strongly preferred. Education: Graduation from high school (or HSE-High School Equivalency Credential)

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, sit, and communicate verbally. The employee may occasionally be required to lift or move objects weighing up to 50 pounds and to perform field inspections at parks and facilities.

Licenses and Certificates: Possession of, or ability to obtain, a valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work schedule is generally Monday through Friday during normal business hours; additional hours, including evenings or weekends, may be required to attend meetings, oversee projects, or support departmental events. Employee is subject to emergency call-in as needed.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed: _____ Date:



