City of Carthage, Missouri

CITY COUNCIL

October 11, 2022 - 6:30 PM
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 September 27, 2022 Minutes
6. **Presentations/Proclamations**
    1. Carthage Nazarene Church
    2. Alpha Delta Kappa
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**

    (Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. **Administrative Reports**
    1. City Administrator Report
13. **Report of Claims Presented Against the City**
    1. Motion and a second to approve the Claims
14. **Public Hearings**
15. **Old Business**

16. **New Business**

    1. C.B. 22-41 - An Ordinance authorizing the Mayor to execute a Real Estate Contract for the sale of land in the Myers Park Subdivision between the City of Carthage, Missouri and TC Garrison Properties, LLC a Missouri Limited Liability Company, Carthage, Missouri 64836
    2. C.B. 22-42 - An Ordinance to amend Section 800 - Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by amending Subsection 806 - Remote Work Policy

17. **Mayor's Appointments**

18. **Resolutions**

    1. Resolution 1983 - A Resolution of the Council of the City of Carthage, Missouri authorizing the approval of change order #2 to the Case to Macon Street Stormwater Improvement Project, to include the replacement of the collapsed box culvert, not to exceed the amount of $190,000.00
    2. Resolution 1984 - A Resolution authorizing the City of Carthage, Missouri to submit an application to the Missouri Department of Natural Resources Historic Preservation Fund Grant - Planning and Outreach Grant - for training requirements under the Certified Local Government (CLG) Program for annual training of the Planning, Zoning and Historic Preservation Commission

19. **Closing Comments**

20. **Executive Session**

21. **Adjournment**

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

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
September 27, 2022

The Carthage City Council met in regular session on the above date in the Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Ryan Huntley gave the invocation and Police Chief Bill Hawkins led the flag salute.

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

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

Mr. Elliff made a motion, seconded by Mr. Snow, to approve the minutes of the August 23, 2022 Council Meeting. Motion carried unanimously.

Mayor Rife presented the Hispanic Heritage Month Proclamation and the CWEP Public Power Week Proclamation. He also reported that he was able to attend the Hispanic Heritage celebration at Central Park and present the Proclamation.

During Citizen's Participation, Abi Almandinger presented the Q3 report for Vision Carthage. This presentation covered what they have been doing the last quarter, as well as what they will start to work on to finish out the year.

Mr. Snow reported that the Budget Ways & Means Committee is between meetings with the next meeting scheduled for October 10.

Ms. Blankenship reported that the Committee on Insurance, Audit and Claims met on this date and approved the claims. The employee health fair was discussed and the committee approved to cover up to $125 for employees on the health plan to have blood work done of their choosing at the health fair October 5. Ms. Blankenship made a motion, seconded by Ms. Blair, to approve the $125 cost per employee. The next meeting will be October 11.

Mr. Elliff reported that the Public Safety Committee met on September 19. Hometown Holidays from from November 25th to December 24th was discussed with Vision Carthage. They are requesting 5th Street between Grant and Main as well as the parking lot at 5th and Main be closed and vacated from November 21st to December 29th. The event will be open to the public on Friday and Saturdays from 4:30pm-10:30pm. Mr. Elliff made a motion, seconded by Mr. Hardesty to approve the closures as presented for Hometown Holidays. Motion carried. Julie Reams with the Chamber of Commerce was present to discuss Oktoberfest. She is requesting an off-duty officer for security in Central Park on Saturday October 8th for Oktoberfest. The event will include 3-4 food vendors/trucks, bands throughout the event, a beer garden, and games for the family. The event begins at 3:00pm requesting officers from 3:00pm to 10:00pm. Mr. Elliff made a motion, seconded by Mr. Snow to approve the use of an off-duty officer for security at Oktoberfest. Motion carried. Ms. Reams also talked with the committee on closing and vacating roads for the Maple Leaf Festival, the closures are listed below from the Public Safety meeting minutes.

Date	Time(s)	Description
10/14/2022	5pm-7pm	Grant (from 5th to 2nd) Friday to Saturday
10/14/2022	5pm-7pm	300 block of Main Friday to Saturday
10/14/2022	5pm-7pm	3rd (Grant to Main) Friday to Saturday
10/14/2022	5pm-7pm	4th (from Main to Howard) Friday to Saturday
10/14/2022	5pm-7pm	4th & Howard free parking lot - Friday & Saturday
10/14/2022	5pm-7pm	6th & Main free parking lot Friday to Saturday
10/15/2022	5am - 12 noon	Centennial (from Grand to but not including Main)
10/15/2022	5am - 7pm	3rd (from Grant to but not including Howard)
10/15/2022	5am - 7pm	Main (from 3rd to 2nd)
10/15/2022	5am - 7pm	3rd (From Main to Lyon)
10/15/2022	7am - 1pm	Grant/Grand (From Central to and including Centennial)
10/15/2022	7am - 1pm	Centennial (from Grand to but not including River)
10/15/2022	7am - 12 noon	Main (from Central to and including Chestnut)
10/15/2022	7am - 12 noon	Lyon (from Central to and including Chestnut)
10/15/2022	7am - 12 noon	Maple (from Central to and including 7th)
10/15/2022	7am - 12 noon	2nd-7th (from Garrison to but not including Howard)
10/15/2022	7am - 12 noon	Chestnut (from Garrison to but not including Howard)
10/15/2022	7am - 12 noon	Memorial Hall Parking Lot

Mr. Elliff made a motion, seconded by Ms. Ensor, to close and vacate the road closures as presented for the Maple Leaf Festival. Motion carried. The Maple Leaf Car Show/Cruise Night was discussed. They are requesting the following:

- Entry/exit through 3rd street and Lyon (closed and vacated)
- Using 3 sides of the square for cruise parking, excluding 4th street
- Using 3rd street from Lyon to Main Street for cruise parking
- Signage posted on each intersection around the Square directing Cruise traffic to Cruise entrance (3rd and Lyon)
- Vehicles back into parking spaces facing out
- DJ, registration tables, hot dog feed will be set up at the corner of 3rd and Grant Street

Mr. Elliff made a motion, seconded by Mr. Snow to approve the cruise night requests as presented. Motion carried. Chief Huntley spoke to the committee on the Zoll Auto CPR machines. The fire department has requested that $35,000 of the ARPA funds be used to purchase this equipment. He received a bid from Zell in the amount of $34,805.45 for two Zoll CPR machines. Mr. Elliff made a motion, seconded by Ms. Blankenship to accept the bid from Zoll in the amount of $34,805.45. Motion carried. Resolution 1982 discusses a donation to the fire department from the City of Neosho. Chief Huntley received one bid for his excavation/lawn preparation project at station 2. The bid was from Peck Schrader Excavating in the amount of $10,250.00. Mr. Elliff made a motion, seconded by Mr. Snow to accept the bid in the amount of $10,250.00. Motion carried. The fire department Safety Fair will be held on October 8 at Station 1. There was a request to close Sycamor from Garrison to the alley behind the station. Mr. Elliff made a motion, seconded by Mr. Snow to approve the road closure. Motion carried. The Shop with a Deputy fundraiser will be October 1. They are requesting to close the south side of the Square on October 1 between Main and Grant from 5-8:30 pm. Mr. Elliff made a motion, seconded by Mr. Snow to approve the road closure. Motion carried. There were staff and project updates from the fire and police departments as well. The next meeting is scheduled for October 17.

Ms. Otero reported that the Public Services Committee is between meetings with the next meeting scheduled for October 18.

Mr. Armstrong reported that the Public Works Committee is between meetings with the next meeting scheduled for October 4.

Special Committee and Board Liaison Reports were given by Mr. Elliff for Planning & Zoning, Mr. Snow for Carthage Water & Electric Plant Board, Mr. Hardesty for the Harry S. Truman Coordinating Council, Ms. Blair for the Carthage Tree Board, and Ms. Otero alerted the Council about the Carthage Humane Society fundraiser on October 1.

Mayor Rife reported on the emergency purchase letters he signed for the Memorial Hall elevator repairs and the Fire Department boiler replacement. He also reported on the recent MML conference, local second graders visiting at City Hall, and the Hispanic Heritage month event at Central park. He also reported on the CWEP crews that are headed to Florida to help recovery efforts after hurricane Ian hits.

During reports from Council Members, Mr. Armstrong thanked the City for allowing him and other City officials to attend the MML conference every year. Mr. Snow also thanked the City for the conference, he also mentioned he put Sunshine Law books on the newer council members desk for them to read and learn more about it, he thanked Mr. Dally for his quick response to a question the Public Safety Committee had, and he thanked Mr. Dagnan for clarifying the purchasing policy for the departments.

City Attorney Nate Dally reported that he thought it was really cool that the local second graders came up to City Hall to take a tour and to meet with the Mayor.

Police Chief Bill Hawkins reported that the Police Personnel Board had interviewed a potential SRO candidate, they are rehiring a former police officer who had left for another City, and they have hired a new taxi driver.

Fire Chief Ryan Huntley reported that they had promoted and filled open positions within the department, they will mark the beginning of the Maple Leaf bicycle tour on October 8th at Kellogg Lake, the safety fair will be from 10-2 on October 8, and they will be having the pancake feed this year the morning of the Maple Leaf Parade.

Public Works Director Zeb Carney reported that the new Public Works Administrative Assistant had started, they still have a few openings for the street department, the new Schreiber facility will be opening soon, and the Round-About at Garrison and George Phelps Blvd will be open temporarily until the asphalt company can make it back to town.

Parks & Recreation Director Mark Peterson reported on the Hispanic Heritage celebration on September 24. They estimated about 3000 people were in attendance. He also reported on his staffing issues, and Central Park is being prepared for the Sparkle in the Park event for the holiday season.

Assistant City Administrator Traci Cox reported that sales tax numbers for the month came in at 2% less than anticipated, but the year-to-date amount was still up $106,000 compared to last year. The use tax came in 13% above what was anticipated.

City Administrator Greg Dagnan sent out his report to the Council prior to the meeting on items he has been working on. He reported on a grant the City could potentially receive to fix the McGregor Street bridge and the 3rd Street bridge. He also reported on his MML conference attendance, being present for the Carthage Citizen of the Year Award, the Convention and Visitor's Bureau closing down, meeting with the City engineer for more bridge grants, the piece of marble from the State Capitol building that the City now has, and the State of the City address on November 4.

The Committee on Claims filed a report in the amount of $4,048,255.82 against the following funds: General Revenue $216,250.61, Public Health $153,515.91, Lodging Tax $1,299.60, Public Safety $32.50, Parks/Stormwater $74796.13, Fire Protection $21,713.04, Golf $17,510.46, Parks & Recreation $19.45, Myers Park $8,770.50, Use Tax $217.96, ARPA $620,000.00, Public Library $25,000.00, Payroll $909,129.66, and Carthage Water & Electric $2,000,000.00. Mr. Hardesty made a motion, seconded by Ms. Blankenship, to accept the report and allow the claims. Motion carried.

Under old business, C. B. 22-39 – An Ordinance to amend Section 300 – Compensation/ Classification of the Personnel Policy Manual of the City of Carthage by amending subsection 308 – Compensatory Time was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Otero, and Snow. The Council Bill was approved and numbered Ordinance 22-40.

C. B. 22-40 – An Ordinance to amend Section 10-26 of the Carthage Code to amend the requirement for firefighters was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Otero, and Snow. The Council Bill was approved and numbered Ordinance 22-41.

There was no new business.

Mr. Snow made a motion, seconded by Mr. Elliff to approve Resolution 1982 – A Resolution providing for the formal acceptance of a donation from the Neosho Fire Department to the City of Carthage Fire Department by the City Council of the City of Carthage, Missouri, pursuant to City policy. Resolution 1982 was adopted after a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Otero, and Snow.

Ms. Otero brought up some business that needed to be taken care of since the last Public Services meeting was cancelled.

Ms. Otero made a motion, seconded by Mr. Armstrong, to approve the closure of the Fair Acres parking lot for the Maple Leaf carnival from October 12-16. Motion carried unanimously.

During closing comments, Ms. Ensor said she was glad to be back to council after the last meetings cancellation. Mr. Armstrong was glad that the new CivicClerk software made all of the committee agendas identical with matching letterheads. Ms. Blankenship thanked the City for providing small tablets and microphones for Council use. Ms. Otero, Ms. Blair, and Ms. Cossey thanked Ms. Deal for her help with their CivicClerk questions. Ms. Cossey also sent well wishes to Ms. Cox since she will be out for the next several weeks. Mr. Snow thanked the students who were in attendance.

Mr. Elliff made a motion, seconded by Ms. Ensor, 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 and according to Section 610.021 (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor followed by a roll call vote on the board of 9 yeas and no nays. Ayes: Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Otero, and Snow. Motion carried at 7:28 p.m.

CLOSED SESSION

Mr. Elliff made a motion, seconded by Ms. Ensor, to return to the regular session of the Council Meeting at 8:54 p.m. followed by a roll call vote of 9 yeas and no nays. Ayes:

Armstrong, Blair, Blankenship, Cossey, Elliff, Ensor, Hardesty, Otero, and Snow. Motion carried.

Mr. Armstrong made a motion, seconded by Ms. Ensor to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:55 p.m.

Dan Rife, Mayor

Miranda Deal, City Clerk

PROCLAMATION

WHEREAS, **Carthage Nazarene Church has been generous to the Carthage area schools through the support of the Bright Futures Program; and**

WHEREAS, **Carthage Nazarene Church has used the testimony of God to work with people making positive changes in the lives of others; and**

WHEREAS, **Carthage Nazarene Church has invested into the lives of many people making positive changes in the lives of others; and**

WHEREAS, **Carthage Nazarene Church has consistently supported the law enforcement, fire, and medical professionals; and**

WHEREAS, **Carthage Nazarene Church has community leadership that has been focused on helping and supporting others; and**

WHEREAS, **Carthage Nazarene Church has a significant number of volunteers that are committed to serving and have accomplished many achievements in the community; and**

NOW, THEREFORE, I, Dan Rife, Mayor of the City of Carthage, MO, honor and recognize

Carthage Nazarene Church

On the occasion of its centennial anniversary, for one hundred years of faithful service to the Carthage community.

Dan Rife
Mayor

PROCLAMATION

WHEREAS, **Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding; and**

WHEREAS, **Alpha Delta Kappa gives recognition to outstanding women who are actively engaged in teaching profession; and**

WHEREAS, **Alpha Delta Kappa builds a fraternal fellowship among women in the teaching profession which will add to their effectiveness in the promotion of excellence in education; and**

WHEREAS, **Alpha Delta Kappa promotes high standards of education and thereby strengthens the status and advancement of the teaching profession; and**

WHEREAS, **Alpha Delta Kappa promotes educational and charitable projects and activities, sponsors scholarships, furthers and maintains worthy standards in the field of education and cooperates with worthy community programs relating to education and charities; and**

WHEREAS, **Alpha Delta Kappa contributes to world understanding, goodwill and peace through an international fellowship of women educators united in ideals of education; and**

NOW, THEREFORE, I, **Dan Rife, Mayor of the City of Carthage, MO, do hereby proclaim the month of October 2022 to be**

ALPHA DELTA KAPPA MONTH

in the City of Carthage, Missouri.

____
Dan Rife
Mayor

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, SEPTEMBER 27, 2022
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Trudy Blankenship, Robin Blair, and Tiffany Cossey.

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

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

Vice-Chair Trudy Blankenship called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting**: On a motion by Ms. Blair, the minutes of the August 23, 2022 meeting were approved 3-0.

2. **Review and approval of the Claims Report**: The Committee discussed items regarding the Claims Report. Ms. Cossey moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

3. **Staff Reports:**

   Ms. Deal reported that the employee health fair is next Wednesday October 5th from 6:60-8:30 am. Freeman will be doing the blood work this year and the packages to choose from on the testing are up to $125. This is a little less than the price approved from last year. The City covers a certain portion for employees to get testing done to see how their overall health is. Ms. Blair moved to approve the cost of up to $125 per person to get blood work done at the health fair. Motion carried 3-0.

   Ms. Cox reported that the auditors were here last week and that the City received a clean audit report. There were a few more journal entries they had to do this year compared to last year. She also reported that she will be out of the office for the next several weeks.

4. **Other Reports:** None.

ADJOURNMENT: Ms. Cossey made a motion to adjourn at 5:04 PM. Motion carried 3-0.

Miranda Deal

--NOTICE OF MEETING--

PUBLIC WORKS COMMITTEE

October 4, 2022

5:30 PM

CITY HALL

326 GRANT STREET

COUNCIL CHAMBERS

-- AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

NEW BUSINESS

OTHER BUSINESS

STAFF REPORTS

- Zeb Carney & Greg Dagnan

ADJOURNMENT

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

POSTED: 10/03/2022

BY: Julie Tilley

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 *Fax:* (417) 237-7011

"America's Maple Leaf City"

10-04-2022 PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: David Armstrong, Brandi Ensor, Robin Blair and Ed Hardesty.

Staff Members present: Zeb Carney, Public Works Director, Greg Dagnan, City Administrator and Julie Tilley, Public Works Administrative Coordinator.

Citizens: Abi Almandinger

Chairman David Armstrong called the Public Works Committee meeting to order at 5:30 p.m.

A motion was made by Brandi Ensor to accept the minutes from the August 2, 2022 Committee meeting. All ayes, motion passed.

New Business: There was no new business.

Staff Reports:

Zeb reported on the following:

- Case to Macon Stormwater project update. Zeb coordinated with RR a plan to continue stormwater concrete footing work up to the right of way of the RR Bridge. Cost for the work was $13,353.19. City staff was notified and the work was completed. The total for the project as of this date is $272,040.19.
  - Sidewalk collapse into stormwater ditch adjacent to the same area – the sidewalk and bridge (box culvert) will need to be replaced. Jason with Zanevan Engineering has submitted a cost estimate to replace the box culvert to be $160,000. After engineering fees and inspections, the total cost is projected to be $190,000. Overall, the project continues to be under budget. Committee Chair asked for a motion to send the change order for the box culvert replacement to the Mayor. Ed Hardesty made a motion to send the change order for the box culvert replacement to the Mayor. All ayes, motion carried.
- RAISE Grant – Baker Blvd. widening / Application denied. Received notification that a de-briefing letter would be sent to city at a later date to discuss reasons for denial.
- River Street Bridge / Handrail damaged by a truck. Cost estimate to repair is $4,000.
- Trash rate increase submitted by Republic Services. Increase (3%) is in alignment with contracted agreement.
- Staffing updates: Street Department has hired 2 new employees. The Department has also used Penmac for staffing with varying degree of success. The Public Works Department has hired a new Administrative Assistant, Rachel Sutherland.
- Maple Leaf Parade – met with Julie Reams and Josiah Bayless to discuss the parade and what is needed from the Street Department.
- Traffic Signal HH / Garrison – plan approval pending with MoDOT.
- Sidewalk TAP Grant Approval Awarded to the City – Fir Rd / Intermediate Center / Steadley School.

- Bridge / McGregor Street Funding Awarded to the City. The City portion is projected to be $212,000. A feasible timeline for project implementation/completion is approximately 3 years.
- Governor Cost Share update – HH/GE Phelps.
- 5 year CIP for personnel – met with Michael Miller to discuss.
- Schreiber's new build – Certificate of Occupancy has been issued. Discussed a timeframe for Schreiber's final payment toward the completion of the Round-A-Bout.
- Garrison Road widening update. Milling and Asphalt operations are pending Blevins scheduling.
- Round-A-Bout / I49 Exchange – Property owner letters have been sent out by MoDOT.
- Met with Kurt Schulte to discuss a proposed MHDC Housing project for Lilac Court/Sheila Ann Drive. The proposal focuses on housing for veterans, the disabled and the elderly.
- Discussions with Go Carwash / located by Arvest Bank on south Grand.
- New Car Wash project located on Central – adjacent to the Casey's.
- Chestnut/Garrison Traffic Signal – issues with the Signal Controller.
- Vehicle purchasing for the Department is an ongoing issue.
- Street Sweeper is back.
- Garrison Street Bridge update – Jason, Zanevan Engineering, has submitted a grant for work needed. The grant is an 80/20 split.
- Jasper County has been awarded a grant to rebuild the west Oak Street Bridge.
- PZ Meeting update – Representatives from SHPO were in attendance and gave a brief presentation. A CAMP training date has been set for Thursday, November 10th.
- Met with MPR to discuss any concerns with city buildings. Items have been addressed.
- Elevator at Memorial Hall and PD – have issues that are in need of repair.
- Plan to start remodel of Mayor's Office after the first of December.
- 6th & Main parking lot is completed.

Greg reported on the following:

- Comprehensive Plan update – a draft has been sent out for edits to Department Heads, edits have been considered and a meeting is being set in place to discuss.
- Tasked Michael Miller to work on a 5 year Personnel Plan.
- Steadley Foundation submittal/application. Fund 3 firemen for 3 years.
- Health Fair is scheduled for Wednesday, October 5.

No further discussion by committee.

Ed Hardesty made a motion to adjourn the meeting at 6:05 p.m. All ayes, motion carried.

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

October 10, 2022 - 5:30 PM
Council Chambers

AGENDA

1. **Old Business**
    1. Approval of August 8, 2022 Minutes
2. **Citizens Participation**
    (Citizens wishing to speak should notify Department Head or Committee Chair in advance)
3. **New Business**
    1. Consider Budget Adjustment for the FY 23 Budget Year
    2. Consider a Budget amendment to add $11,000 to the Parks and Recreation Budget to be used to remediate tree issues in Central Park that could interfere with Sparkle in the Park.
    3. Staff Reports
4. **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

October 11, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Old Business**
    1. Approval of September 27, 2022 Minutes
2. **Citizens Participation**
   (Citizens wishing to speak should notify Department Head or Committee Chair in advance)
3. **New Business**
    1. Consider and discuss Anthem Health Insurance renewals
    2. Consider and discuss Remote Work Policy
    3. Staff Reports
    4. Other Reports
4. **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

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
SEPTEMBER 27, 2022
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
   - **April Ford-Discuss E-911**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED SEPTEMBER 23, 2022, AT 8:00 A.M. (RSMO 610.020)

AGENDA

Planning, Zoning, and Historic Preservation Commission
Monday, October 3, 2022 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Monday, August 1, 2022

Public Hearing

Staff Report

New Business

1. P&Z and HP Grant Application
2. CLG Re-Certification
3. SHPO Presentation

Old Business

1. 353 Tax Abatement

Next Meeting: Monday, November 7, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Alan Bull	614 E Centennial	417-388-2309
	Member	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Joshua Anderson	1205 S Main	417-793-2196
Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Greg Dagnan	City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Mark Elliff	1511 Grand Ave	417-359-3662
Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010

Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: pwd@carthagemo.gov

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
OCTOBER 4, 2022
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
   - **Jasper County Sheriff-Act on the 2023 Jasper County Sheriff's Wellness Program**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   - **Act on the Jasper County Travel Policy**
   - **Discuss CourtFunds Process for Juror Payments**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED SEPTEMBER 30, 2022, AT 8:00 A.M. (RSMO 610.020)

City of Carthage, Missouri

TREE BOARD

October 4, 2022 - 4:30 PM
Carthage Parks and Recreation Office
521 Robert Ellis Young Drive
Carthage, MO 64836

AGENDA

1. **Old Business**
   1. Consider and Approve Minutes from Previous Meeting.
2. **Citizens Participation**
   (Citizens wishing to address the Board 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 the Parks & Recreation office at 417-237-7035.
3. **New Business**
   1. Discuss Arbor Day.
   2. Discuss Poster Contest.
4. **Staff Reports**
5. **Other Business**
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
TREE BOARD

October 4, 2022 - 4:30 PM
Carthage Parks and Recreation Office
521 Robert Ellis Young Drive
Carthage, MO 64836

MINUTES

1. Old Business

1. Consider and Approve Minutes from Previous Meeting.
   Mr. Stringer motioned to approve minutes from previous meeting.

2. Citizens Participation

(Citizens wishing to address the Board 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 the Parks & Recreation office at 417-237-7035.

3. New Business

1. Discuss Arbor Day.
   Mr. Smith confirmed that the tree seedlings that will be handed out for Arbor Day were ordered. Mrs. Cholley confirmed the order was placed for 400 seedlings and she will be checking the order and confirming that it was received. Mr. Smith confirmed that the seedlings will be passed out at the Arbor Day event on April 11th at Fairview Elementary and the remaining seedlings will be used to pass out at Food Truck Friday on April 14th from 4:00 to 7:30.
2. Discuss Poster Contest.
   No action on this item.

4. Staff Reports

5. Other Business

Next meeting is to be December 6th at 4:00PM in the Council Chamber at City Hall.

6. Adjournment

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION

302 S. Main ST
Carthage, MO 64836

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

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

COMMISSION AGENDA
OCTOBER 11, 2022
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
   PRAYER
   PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
   - **City of Carthage-Request for Resolution Declaring Experience Carthage the Destination Marketing Organization for the Division of Tourism**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
   - **Act on 4% CERF Contribution Election**
   - **Award Bid for the Oak Road Bridge Replacement Project**
10. PUBLIC HEARINGS

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

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

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

NOTICE POSTED OCTOBER 7, 2022, AT 4:30 P.M. (RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, October 11, 2022 5:15 p.m.

Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA
Roll Call of Members

Minutes from the Last Meeting/August

Financial Reports August and September

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports
- Building Committee
- Budget Committee
  - Amend 2021-2022 Budget
- Community Relations
- By-Laws
- Library Gardens
- ADA Compliance
- Communications
- Compensation/Wages
- New Business
  - Approve Building and Cyber insurance
- Payment of Bills
- Adjournment

City Administrator's Report 09/28/2022-10/7/22

City Staff and Internal Projects

- Met with CLG auditors from DNR (Planning and Zoning)
- Upstairs Office Construction Scheduled for December (Public Works, Streets)
- Updating of Comprehensive Plan moving forward; incorporated input from department heads (Planning and Zoning, Public Works, Engineering and Administration)
- 5 Year Personnel needs assessment almost complete (HR. Admin)
- MOU between CWEP, the City and the CEDC Board for Economic Director parameters has been reviewed by CEDC input and is ready to go to committee (Admin)
- Check out ExperienceCarthageMO.com Historic Walking Tour completed (Tourism)
- We did receive a grant to replace McGregor Street Bridge, with a match (Public Works, Engineering)
- Many aspects of Financial Tracking Software, OpenGov, is live and usable (Admin)
- City Employee Health Fair, very well attended and successful (HR and Health Committee)

Community

- Ribbon Cutting of Parking Lot and 6 and Main (City Staff)
- Attended 100 Anniversary of Carthage Nazarene Church
- Ribbon Cutting at New Colonial House (City Staff)
- Celebrated Public Power Week at Carthage Water and Electric
- All City Staff preparing for Upcoming Maple Leaf Festival

Meetings

- GRO Meeting/Really Focusing on bringing Childcare Options to the community
- Several Meetings regarding transition to a county wide public safety system
- P and Z
- Jasper County Commission Meeting
- Several Meetings with Mayor and various department heads
- Public Works Meeting
-

Upcoming

- Peachtree CID taxes are being collected, Peachtree communication with the State to resolve issued, still ongoing project
- Partnership with the Carthage Chamber to present a "State of the City" presentation on November 4th.
- Updating the comprehensive plan, strategic planning, implement some form of priority based budgeting, and the implementation of our new financial software.

COUNCIL BILL NO. ___22-41___ **ORDINANCE NO. _____________**

An Ordinance authorizing the Mayor to execute a Real Estate Contract for the sale of land in the Myers Park Subdivision between the City of Carthage, Missouri and TC Garrison Properties, LLC a Missouri Limited Liability Company, Carthage, Missouri 64836.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, a Real Estate Agreement for the sale of land in the Myers Park Subdivision between the City of Carthage, Missouri and TC Garrison Properties, LLC a Missouri Limited Liability Company, a copy of which Real Estate Agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance is to be considered an emergency ordinance under the terms of the charter of the City of Carthage.

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

PASSED AND APPROVED THIS ______ DAY OF ________________, 2022.

____

Dan Rife, Mayor

ATTEST:

____

Miranda Deal, City Clerk

CONTRACT FOR SALE OF REAL ESTATE

The parties to this Contract are the CITY OF CARTHAGE, MISSOURI, a Municipal Corporation, hereinafter referred to as "Seller", and TC Garrison Properties, LLC. a Missouri Limited Liability Company organized in the State of Missouri, hereinafter referred to as "Buyer".

1. Sale. Seller this date agrees to sell and Buyer agrees to purchase under the terms and conditions herein set out, real estate located in the City of Carthage in Jasper County, Missouri, consisting of approximately 20-22 acres, more or less, which parcel is legally described as:

   Myers Park Subdivision Plat 3 Lot 2 Block 2 and

   Myers Park Subdivision Plat 3 Lot 4 Block 2 and

   Any vacated roadways subject to utility easements and all Myers park regulations

   Final Legal attached as Exhibit A.

The parties will rely on a survey as the true an accurate legal description and total acreage for the sale. The acreage may differ based on easements, road right of ways and general errors with the Beacon acre calculations.

2. Purchase Price. The purchase price of the property shall be THREE HUNDRED SIXTY THOUSAND DOLLARS AND 00/100 ($360,000.00), which Buyer shall pay in cash or by certified funds as follows:

3. Title and Deed.

   A. At closing, Seller shall deliver a Corporation Warranty Deed to Buyer, conveying marketable fee simple title free and clear of all liens and encumbrances, except for easements of record and any other easements, public or private, which are clearly apparent to the ordinary person on ordinary inspection of the premises, and which Deed shall provide that the conveyance is expressly subject to the Myers Park Regulations and Development Standards set forth in the Code of the City of Carthage.

B. Seller shall provide to Buyer within twenty (20) days after the signing of this contract by both parties, a title search and commitment to issue an owner's policy of title insurance in the amount of the purchase price, naming Buyer as the insured, written by a title insurance company licensed to insure titles in Missouri, which policy shall insure Buyer's title to be marketable in fact and free and clear of all liens and encumbrances except for easements of record and any other easements, public or private, which are clearly apparent to the ordinary person on ordinary inspection of the premises, subject to the Myers Park Regulations and Development Standards set forth in the Code of the City of Carthage, and policy shall be issued after the Seller's Corporation Warranty Deed shall be placed of record.

C. After delivery of the title insurance commitment, Buyer shall have twenty (20) days in which to examine the said commitment and notify Seller in writing of any objection. If there are any objections to Seller's title to the property as disclosed by the commitment, Seller shall furnish to Buyer, within a reasonable time, a new or amended title insurance commitment satisfying any such objections, but if such commitment satisfying any such objections shall not be furnished within thirty (30) days after said notice, Buyer shall have the option of terminating this Contract.

D. Seller warrants and represents, as of the time of closing, that:

(1). Seller shall have good and merchantable title to the Property;

(2). That Seller shall have paid all taxes on the property (except those not due or delinquent); and that

(3). To the best of Seller's knowledge the Property is not contaminated with, nor threatened with contamination from outside sources by any chemical, material or substance to which exposure is prohibited, limited or regulated by any federal, state, county, local or regional authority or which is known to pose a hazard to health and safety and that the property has never been used for a landfill, dump site, or storage of hazardous substances.

4. Closing. The closing for the sale of the said property shall be held on or before ______________________.

5. Access to Real Property:

Buyer shall have the right to conduct, at its sole expense, inspections, tests, surveys and other studies including, but not limited to, a Phase I environmental audit, for the purpose of identifying the existence in, on or about the Property, of asbestos, PCB transformers, other toxic, hazardous or contaminated substances, or underground tanks, and Seller hereby grants Buyer and Buyer's agents the right to enter upon the Property at all reasonable and mutually agreed times for the purpose of conducting such inspections, tests, surveys and studies.

6. Closing; Expenses and Adjustments. At the closing hereof, Buyer shall pay to Seller the balance of the purchase price in cash or certified funds. Real estate taxes for the current year, if any, shall be pro-rated as of the date of closing based upon taxes for the prior year. Seller agrees to pay the fee for the preparation of this Contract, for the title search or commitment and the closing fee. Buyer shall pay for the owner's policy of title insurance and all recording fees.

7. Refund or Forfeiture of Earnest Money Deposit.

   If Buyer terminates this Agreement because obligations of Seller are not fulfilled or representations or warranties of Seller prove to be incorrect, then the earnest money deposit shall be returned to Buyer and neither party shall have any further liability under this Contract.

8. Cooperation. The parties agree to cooperate with the other parties and to execute and deliver such instruments and to do all such other acts as the other parties may be reasonably requested to do from time to time by the other parties in order to consummate this Contract.

9. Possession of the Property. Possession of the property shall be delivered to Buyer on the date of closing.

10. Infrastructure Improvements. The parties agree that Seller shall not be required to pay or to contribute to the cost of road or other infrastructure.

11. Option To Buy Back. Seller shall have the option to buy back the property for the price paid by Purchaser under the following conditions:

    A. Purchaser has not "Commenced Construction of Phase 1" as defined in the site plan provided to public works. Purchaser shall be deemed to have

Commenced Construction on the property only if the foundation and slab for the building has been completed within twelve (12) months from the effective date of this agreement;

B. Seller has given Purchaser written notice of Seller's intent to exercise Seller's option to buy back; and

C. Purchaser has not Commenced Construction within 90 days of the notice from Seller under the immediately preceding paragraph hereof and completed construction of the building within twelve (12) months after Commencement of Construction, with receipt of Certificate of Occupancy.

D. The purchase price will be the entirety that Seller will have to pay for the Buy Back and Buyer will not be entitled to any recoupment of any money paid by them above the selling price.

12. Assignment. Buyer's rights and obligations under this Contract may not be assigned without the prior written consent of Seller.

13. Miscellaneous. Notices, consents and approvals required by this agreement shall be either personally delivered or placed in the United States Mail, properly addressed and with certified or registered postage prepaid, to Seller at 326 Grant Street, Carthage, Missouri 64836, to the attention of Nathaniel Dally, City Attorney, and to Buyer at _________________________, _________, Missouri __________.

IN WITNESS WHEREOF, the parties have executed this Contract in one or more duplicate originals on the dates set forth adjacent to their respective signatures.

SELLER: **CITY OF CARTHAGE, MISSOURI**

Date **By:** **Dan Rife, Mayor**

(Seal) **ATTEST:**

Miranda Deal, City Clerk

BUYER:

Date **TC Garrison Properties, LLC**

By Printed name and Title

COUNCIL BILL NO. ___22-42___ **ORDINANCE NO. ___________**

An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by amending subsection 806 – Remote Work Policy.

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

SECTION I: Section **800 – Miscellaneous Policies** of the Personnel Policy Manual is hereby amended by amending subsection 806 – Remote Work Policy.

806. Remote Work Policy:

Objective

Telework, or remote work, is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of space, reduce operational costs, lessen the environmental impact of vehicle travel, and accommodate special needs of employees. By having a telework policy, the City of Carthage strives to be an example of how telework can enhance organizational and operational efficiency while enhancing the quality of life in the Carthage region. The City encourages the use of telework in situations where it will be to the mutual benefit of employees and the City.

Telecommuting allows employees to work at home for all or part of their workweek. The City of Carthage considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Employees approved for remote work may not have more than two (2) remote work days per week. Vacation days, sick days, and/or holidays used during the week will count as remote work days.

The City of Carthage retains the right to modify or revoke any or all of this policy at any time. Participation in the Remote Work Program is voluntary. A department head may not require an employee to participate and no employee has the "right" to participate in the Program.

Procedures

Department Heads are responsible for deciding who from their department will be eligible to work remotely, and who will be required to continue to report to work as normal. Typically, emergency operations of the city (police, fire, street-clearing crews) are not applicable to work remotely. Employees who are not part of emergency operations but whose work is essential to the daily operations of the city should be deemed a remote worker if applicable.

Telecommuting can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office as described below. Either an employee or a Department Head can suggest telecommuting as a possible work arrangement.

Scheduling possibilities include:

- Rotating days at home and in the office.
- Maintaining minimum staffing needed to remain efficient.
- Discussing and agreeing upon the number of telecommuting or remote days allowed each week, the work hours and schedule that the employee will maintain, and the manner and frequency of regular communication with the employee's supervisor(s), co-workers,

vendors, etc.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Expectations

The top priority of the City is to meet the needs of the citizens. The City may require employees to change or eliminate scheduled remote work days, or make the remote work schedule ineligible for certain positions based on our citizens’ needs. Professionalism in terms of job responsibilities, work product, and public contact will continue to follow the same high standards currently set for employees at onsite work locations.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City of Carthage for a minimum of 6 months of continuous, regular employment, must have a satisfactory performance record, and must have successfully completed their probationary period.

Before entering into any telecommuting agreement, the employee and Department Head, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and Department Head will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and Department Head will review the physical workspace needs and the appropriate location for the telework.

If the employee and Department Head agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the Department Head, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the Department Head and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the City of Carthage will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City of Carthage accepts no responsibility for damage or repairs to employee-owned equipment. The City of Carthage reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The City of Carthage will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The City of Carthage will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The City will not provide worksite furniture for remote workers. Remote workers will provide their own internet access.

Remote workers shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Remote workers shall surrender all equipment and/or data documents owned by the City immediately upon request. Confidential information must be returned to the City for proper disposal.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City of Carthage will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the City’s workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using a timesheet. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Remote workers may choose to take reasonable breaks as needed, in accordance with state and federal regulations. Remote workers must remain accessible during designated work hours and able to respond to inquiries within a reasonable time. Participants must notify their manager if they will be inaccessible during the scheduled hours. Remote workers may not perform personal business or activities during the agreed-upon Work Schedule. Remote workers must attend all scheduled meetings requiring an in-person presence, including but not limited to City or Department meetings.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

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

PASSED AND APPROVED THIS __________ DAY OF ________________, 2022.

____

Dan Rife, Mayor

ATTEST:

____

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

RESOLUTION NO. ___1983___

A RESOLUTION OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI AUTHORIZING THE APPROVAL OF CHANGE ORDER #2 TO THE CASE TO MACON STREET STORMWATER IMPROVEMENT PROJECT, TO INCLUDE THE REPLACEMENT OF THE COLLAPSED BOX CULVERT, NOT TO EXCEED THE AMOUNT OF $190,000.

WHEREAS, change orders which are revisions to a construction contract are an integral part of construction contracts administered by the City; and

WHEREAS, decisions on change orders must often be made in a timely manner to allow the contractor to continue with the work with a minimum of administrative delay; 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 therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable; and

WHEREAS, the City of Carthage has established a formal policy and procedure which allows the approval of change orders; and

WHEREAS, the proposed Change Order meets the policy guidelines and has been reviewed and recommended by the appropriate staff and parties to the contract;

NOW, THEREFORE BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, that Change order #2 to the Case to Macon Street Stormwater Improvement project is hereby approved.

PASSED AND APPROVED THIS __11th__ DAY OF __OCTOBER__, 2022.

____
Dan Rife, Mayor

ATTEST:

____
Miranda Deal, City Clerk
Sponsored by Public Works Committee

RESOLUTION NO. ___1984___

A RESOLUTION AUTHORIZING THE CITY OF CARTHAGE, MISSOURI TO SUBMIT AN APPLICATION TO THE MISSOURI DEPARTMENT OF NATURAL RESOURCES HISTORIC PRESERVATION FUND GRANT - PLANNING AND OUTREACH GRANT - FOR TRAINING REQUIREMENTS UNDER THE CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM FOR ANNUAL TRAINING OF THE PLANNING, ZONING AND HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Historic Preservation Fund Grants-In-Aid program, provides grants to States, Certified Local Governments, and other applicants to provide for the identification, evaluation, and protection of historic properties as defined by Congress; and

WHEREAS, Certified Local Governments, with an historic preservation mission are eligible to apply for the Historic Preservation Fund Grants; and

WHEREAS, the City of Carthage will be responsible for an amount not to exceed $15,000 of matching funds for the grant;

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

That Dan Rife, as Mayor of the City of Carthage, Missouri, be and is hereby authorized to execute and file an application on behalf of the City of Carthage, Missouri to submit an application to the Missouri Department of Natural Resources Historic Preservation Fund Grant - Planning and Outreach Grant - for training requirements under the certified local government (CLG) program for annual training of the Planning, Zoning and Historic Preservation Commission.

PASSED AND APPROVED THIS ___11th___ DAY OF ___October___, 2022.

____
Dan Rife, Mayor

ATTEST:

____
Miranda Deal, City Clerk
Sponsored by Planning and Zoning Committee