



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

March 14, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of February 28, 2023 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 Golf Maintenance Supervisor job description
 2. Consider and Discuss Whistleblower policy
 3. Consider and Discuss remainder of Dick Horton bill
 4. Staff Reports
- 5. Adjournment**

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



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

February 28, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Deputy City Clerk Courtney Walker, HR Coordinator Michael Miller, Parks and Recreation Director Abi Almandinger

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

2. Old Business

1. Approval of February 14, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Robin Blair
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Trudy Blankenship
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

3. Citizens Participation

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

4. New Business

1. Discuss Remainder of Dick Horton Bill

Ms. Cox explained that Dick Horton sent in an itemization for his consulting hours and she recommended that the committee move forward with final payment. Ms. Blankenship made a motion to pay the remainder of the bill. Ms. Cossey explained why she would be voting no on the motion and voiced her concerns over the time that was billed for versus the itemization that was received. Ms. Blankenship made a motion to rescind her previous motion and table the discussion. Motion carried. There were additional spreadsheets provided to the committee that were not included in the packet.

ACTION: Motion to table item 4.1. until March 14th by Robin Blair
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

2. Consider and Discuss City of Carthage Wellness Packet

Mr. Miller presented the changes to the City of Carthage employee wellness packet. There were a few changes, including adding points for getting a pneumonia shot, the employee golf policy was added, and there is now a wellness success story page that features employees who have had positive lifestyle changes thanks to the wellness packet. Mr. Miller requested that the incentive amount remain the same at \$150 to be paid out in December to employees who have met the 100 point requirement on the wellness packet.

ACTION: Motion to approve the wellness packet and keep the \$150 incentive for employees by Tiffany Cossey
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

3. Consider and Discuss Dental & Vision Insurance Renewals

Mr. Miller presented renewal rates to the committee regarding dental and vision insurance. Delta Dental will remain the same price and VSP Vision had a 5% increase in cost. Mr. Miller did not look at other options because administration was happy with the cost and coverage. Mr. Miller also advised that employee participation was at approximately 50%.

ACTION: Motion to leave dental/vision plans as is by Trudy Blankenship
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

4. Consider and Discuss Parks & Golf Job Descriptions

Mr. Miller explained to the committee that some changes had been made to Parks and Golf job descriptions. There were slight changes to the verbiage of some part-time positions. The main change was to the Golf Operations Supervisor, being repositioned and combined with the Golf Pro position. Mr. Miller requested the Golf Maintenance Supervisor position be discussed at a later time.

ACTION: Motion to approve all job descriptions with an amendment to the Operations Supervisor position to reflect gender-neutral language and table the approval of Golf Maintenance Supervisor to a later date by Trudy Blankenship
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

5. Staff Reports

Ms. Deal reported that license renewals are still being worked on and that there

are several delinquent this year. A majority of the Food Truck licenses will start being sent in with the arrival of Food Truck Friday. She also reported that Opengov is hoping to start implementing the new financial system in mid April.

Ms. Cox reported that she invested \$1,000,000 in a one-year CD at Community National Bank. In addition, she will be looking at investing other funds into MOSIP, due the interest rates being 5.12% currently. She also reported that there were no health insurance claims over \$50,000 from October 2022 - December 2022.

Mr. Dagnan thanked Mr. Miller and Ms. Almandinger for their work on the job description changes.

5. Adjournment

ACTION: Motion to adjourn at 6:03 p.m by Trudy Blankenship

Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Golf
POSITION TITLE: Golf Maintenance Supervisor

SALARY GRADE: J
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This is a supervisory position that involves maintaining the Carthage Municipal Golf Course. Work involves supervising Golf Maintenance employees, maintaining quality putting greens, maintenance of facilities located on course, maintenance of equipment and minor construction projects.

SUPERVISION RECEIVED:

Under direct supervision of the Golf Operations Supervisor. Incumbent is expected to demonstrate considerable independent judgement and knowledge in the performance of assigned duties. Supervise employees on assigned duties dealing with all aspects of maintenance work by the Golf Department. Incumbent is a working supervisor.

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

1. Supervises Golf Maintenance Crew on a daily basis. Oversees and evaluates all work completed by Golf Maintenance. Prioritize and assign work to maintenance crew.
2. Carry out the work orders assigned to the employees on a daily basis, for the work and task to be accomplished for that particular workday.
3. Makes repairs such as irrigation system failures, mechanical, and electrical as needed.
4. Gathers information such as cost estimates for golf course projects and equipment costs.
5. Purchases all chemical supplies as needed for maintaining quality playing conditions on the course.
6. Keeps record of all work completed on the golf course.
7. Reports in writing on a monthly basis to the Golf Operations Supervisor.
8. Works with Golf Operations Supervisor related to course set up and maintenance needs.
9. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Golf Operations Supervisor.

QUALIFICATIONS REQUIRED:

Knowledge: Methods, equipment, tools and materials used in maintaining greens, fairways and other golf course areas. Turf grass maintenance including nutrient requirements and disease prevention. Requirements of maintaining a golf course in a safe, clean and orderly condition. Knowledge of proper chemical application and sprayer calibration. Proper operation of heavy grounds equipment. Maintenance and repair of irrigation systems.

Abilities: To supervise full and part time employees, able to keep records of spraying and other maintenance. Ability to understand and operate within a budget. Perform specialized

grounds keeping duties in the care and maintenance of the Carthage Municipal Golf Course. Safely operate a variety of mowers and other related service and make minor repairs on equipment.

Understand and follow written and oral directions. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience, Education and Training: Any combination of experience and training that would likely provide knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) years experience in a supervisory role in a golf course maintenance department. Education: High school graduate (or HSE-High School Equivalency Credential).

Physical Requirements: Lifting heavy objects; bending at the waist; stooping; kneeling or crouching to change cups; dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools; pushing and pulling mowers; sitting extended periods of time while operating grounds equipment; reaching overhead and horizontally to prune trees; standing and walking for extended periods of time; walking over rough and uneven surfaces.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri Class E driver's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 6:30 a.m. to 3:30 p.m. Monday through Friday. Employee scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Seasonal overtime is required for position.

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 aptitude 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: _____



An Ordinance to amend Section 600 – City Rules and Regulations of the Personnel Policy Manual of the City of Carthage by adding subsection 608 – Whistleblower Protection Policy.

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

SECTION I: Section **600 – City Rules and Regulations** of the Personnel Policy Manual is hereby amended by adding subsection 608 – Whistleblower Protection Policy.

608. Whistleblower Protection Policy: The City of Carthage requires Department Heads, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the City of Carthage, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

- 01. Reporting Responsibility:** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the City of Carthage can address and correct inappropriate conduct and actions. It is the responsibility of all Department Heads, officers, and employees to report concerns about violations of the City of Carthage's code of ethics or suspected violations of law or regulations that govern the City of Carthage's operations.
- 02. No Retaliation:** It is contrary to the values of the City of Carthage for anyone to retaliate against any Department Head, officer, or employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the City of Carthage. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
- 03. Reporting Procedure:** The City of Carthage encourages employees to share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with your Department Head. Supervisors and Department Heads are required to report complaints or concerns about suspected ethical and legal violation in writing to the City of Carthage's human resources department, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Department Head, or the City Administrator. Complaints against Department Heads must be submitted in writing directly to the human resources department.

- 04. Compliance Officer:** The City of Carthage's human resources department is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The City Administrator will advise the City Council and/or Department Head of all complaints and their resolution and will report at least annually to the Finance Director and/or Auditor on compliance activity relating to accounting or alleged financial improprieties.
- 05. Accounting and Auditing Matter:** The City of Carthage's City Administrator or human resources department shall immediately notify the Finance Director and/or Auditor of any concerns or complaint regarding city accounting practices, internal controls, or auditing and work with the Finance Director and/or Auditor until the matter is resolved.
- 06. Acting in Good Faith:** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- 07. Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- 08. Handling of Reported Violations:** The City of Carthage's City Administrator or human resources department will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

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 _____, 2023.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

Carthage Phase Two Contract
Additional Services Contract Signed on: March 14, 2022
Public Arts Policy Timesheet

Date	Topic	Time Spent	\$150 per hour
04.07.22	Initial meeting with Mark to discuss the need for a Public Arts Policy and to gather a good understanding about special interest groups and citizens-at-large preferences	4 hours	x
04.13.22	Added to research that Mark had already completed on sample Arts Policies from around the U.S.	4 hours	x
04.14.22	Met with Mark to discuss the pros and cons of each of the sample Arts Policies that had been identified in our research	4 hours	x
04.17.22	I began an initial edit of the sample Arts Policy to personalize it to Carthage	4 hours	x
04.20.22	I met with Mark to discuss my initial edits and sought his advice if they were moving us closer to a Policy that would fit in Carthage	4 hours	x
05.02.22	Based on our conversation on the 20 th , I made numerous additional edits to include a major re-ordering of the flow of the document	5 hours	x
05.13.22	Met with Mark to review the latest edits and re-ordering of the document	2 hours	x
05.13.22	I met with a professional graphic designer who works for me, as needed, to go through the entire report to ensure she understood needed changes in the design, addition of graphics, etc.	2 hours	x
05.15.22	Met with Mark to discuss the draft final document and noticed some additional tweaks that were needed	2 hours	x
05.15.22	Completed the final edits and my work on the Policy	2 hours	x
TOTAL		33 hours	

Carthage Phase Two Contract
Additional Services Contract Signed on: March 14, 2022
Consulting Hours Timesheet

Date	Task	Topic	Time Spent	\$100 Per Hour
03.30.22	Conversation in Carthage	Variety of topics: park staffing, need for policies, user group contracts, park and stormwater tax	1 hour	x
04.04.22	Research	Work on issues previously discussed on 3.30.22 to understand Carthage needs relative to national best practices	4 hours	x
04.11.22	YMCA	Editing response to Jonathan from Mark about Fair Acres Field Usage by others and to align with national best practices	2 hours	x
04.15.22	Playgrounds	Conversation about various new playground strategies	2 hours	x
04.8.22	Special Interest Groups	Conversation about special needs of special interest groups for field usage, etc.	2 hours	x
04.19.22	Special Interest Groups	Research on Carthage special interest group needs compared to other communities	4 hours	x
04.21.22	Trip to Carthage	Update on budget issues and preliminary discussion about possible budget strategies	4 hours	x
04.22.22	Trip to Carthage	Meet with Don Bucher and Terri about Precious Moments	4 hours	x
04.28.22	Trip to Carthage	Precious Moments Map Review and strategizing about how to proceed, Special Events Policy discussion (Kellogg Lake Contacts), Gifts Catalogue idea, website critique	4 hours	x
04.28.22	Kellogg Lake Rules	Phone meeting with Jo Ellis and her/my search for Kellogg Lake Park rules	1 hour	x
04.29.22	Website Critique	Develop a list of suggestions to upgrade the city/park department website	2 hours	
04.29.22	Kellogg Lake Rules	Gathering and reviewing documents from Miranda at the city clerk's office and additional comments from Jo	1 hour	x
05.03.22	Carthage Aquatics	Conversation about the future of Carthage aquatics without the involvement of the YMCA	2 hours	x
05.04.22	Aquatics Closure Issue	Prepared comments for Mark to use for his response to administration about pool closures	1 hour	x
05.11.22	Various	Talked about budget, A/E evaluation of four proposals	4 hours	x
05.16.22	Gifts Catalogue	Professional formatting of the document	2 hours	x
05.17.22	A/E Selection Process	Phone conversation about A/E presentation to the PSC	2 hours	x
05.18.22	Gifts Catalogue	Edits to the document formatting	1 hour	x

06.02.22	Trip to Carthage	Professional Services Contract/GLMV Talking Points, Budget Issue Conversation with focus on rightsizing	4 hours	x
06.05.22	A/E Selection Process	Conversation about the process to ensure its integrity	1 hour	x
06.21.22	Precious Moments	Appraisal discussion with Don (phone) and Terri	4 hours	x
08.10.22	Downtown Pocket Park	Met with Mark and Abi to discuss development approaches (survey, program)	3 hours	x
08.31.22	At Carthage	Precious Moments Status, Gifts Catalogue, YMCA partnership, trails, playgrounds, restrooms, arts policy	4 hours	x
09.05.22	Comp Plan	Met with Mark to review comp plan	3 hours	x
09.08.22	Trip to Carthage`	Talk about administrative issues	4 hours	x
09.08.22	Comp Plan	Edited the current comp plan to include more current data	4 hours	x
09.13.22	Park maintenance and management	Discussed numerous park maintenance and management issues and how best to approach them from a national best practice perspective	3 hours	x
09.16.22	Trip to Carthage	To prepare for PSC Meeting on 09.22 to discuss Precious Moments	4 hours	x
09.21.22	Precious Moments/PSC Presentation preparation	PSC Precious Moments Presentation Preparation	4 hours	x
09.22.22	Precious Moments/PSC Presentation preparation	Traveled to Mark's Office to review the ppt presentation	3 hours	x
09.28.22	Mark at his office	Talk about results of last night's PSC Meeting with a 7-2 vote to approve the pursuit of acquiring Precious Moments Park with outside funding only	4 hours	x
09.29.22	Precious Moments Partnerships	Work to develop an outreach document to potential Precious Moments partners		x
09.30.22	Grant Partners Packet	Formatting the document	3 hours	x
10.05.22	Trip to Carthage	Meeting with Don Bucher and Mark to discuss partnerships for the state grant	3 hours	x
10.12.22	Grant Partners Packet	Edited the draft packet, especially on finding imagery	1 hour	x
10.13.22	Trip to Carthage	Talk about issues with pursuing state grant for Precious Moments acquisition and other matters such as playground vendor decision	3 hours	x
10.13.22	Grant Partners Packet	Additional formatting of the document	2 hours	x
TOTAL			100 Hours	

Carthage Phase Two Contract
Additional Services Contract Signed on: March 14, 2022
Consulting Hours Timesheet for Precious Moments

Date	Task	Topic	Time Spent	\$100 Per Hour
04.22.22	Trip to Carthage	Meet with Don Bucher and Terri about Precious Moments	4 hours	x
DHC Notes	An initial meeting to express interest in acquisition of property for park purposes. Don expressed interest in having additional conversations			
04.28.22	Trip to Carthage	Precious Moments Map Review and strategizing about how to proceed, Special Events Policy discussion (Kellogg Lake Contacts), Gifts Catalogue idea, website critique	4 hours	x
DHC Notes	A second meeting to respond to Don's request to show us some maps and site development concepts that he and his family had created over many years to share some of their dreams for the property. Don presented ideas they had for revenue streams on the property.			
06.21.22	Precious Moments	Appraisal discussion with Don (phone) and Terri	4 hours	x
DHC Notes	A meeting to fully discuss the findings of an appraisal of the property that the city had completed. We were anxious about this presentation as the appraisal came in several million dollars below the number that we thought Don had in mind			
08.31.22	At Carthage	Precious Moments Status, Gifts Catalogue, YMCA partnership, trails, playgrounds, restrooms, arts policy, and a State Revitalization Grant Opportunity	4 hours	x
DHC Notes	This meeting was to listen to updates about various interactions between Mark, Terri, and Don since our last meeting. The outcome from the conversation was the knowledge that both parties continued to be interested in the land acquisition by the city			
09.16.22	Trip to Carthage	To prepare for Council Meeting on 09.22 to discuss Precious Moments	4 hours	x
DHC Notes	This meeting was to discuss how best to present the land acquisition details of Precious Moments to the City Council. Key components of the presentation were to focus on funding options, potential programming uses at the site, management options, best ways to deal with amenities on the property that the city may not want/need, and other potential future city-at-large uses of additional property beyond what is wanted for a park			
09.21.22	Precious Moments/Council Presentation preparation	Precious Moments Presentation Preparation to city council	4 hours	x
DHC Notes	This meeting was a continuation of the previous meeting on 09.16.22. As key community stakeholders weigh in on the acquisition opportunity, particularly potential funders, it was important to align as well as possible with the opportunity and community realities			
09.22.22	Precious Moments/Council Presentation preparation	Traveled to Mark's Office to review the ppt presentation	3 hours	x
DHC Notes	Because of the enormity of the land acquisition opportunity, we discussed every detail to make sure that we were in the position we felt we needed to be in			

09.28.22	Mark at his office	Talk about results of last night's Council Meeting with a 7-2 vote to approve the pursuit of acquiring Precious Moments Park with outside funding only	4 hours	x
DHC Notes	Because the 7-2 vote by the PSC Committee was overwhelming supportive of the land acquisition, but with outside funding only, we talked about all potential funding sources and the requirements of those sources keying on the State Revitalization Grant Opportunity			
09.29.22	Precious Moments Partnerships	Work to develop an outreach document to potential Precious Moments partners and add this information to the State Revitalization Grant Opportunity		x
DHC Notes	I suggested that I prepare an outreach document to potential Precious Moments partners. I shared my ideas about how the document should look, what it should say, and how best to present it to potential partners			
10.13.22	Trip to Carthage	Talk about issues with pursuing state grant for Precious Moments acquisition and other matters such as playground vendor decision	3 hours	x
DHC Notes	We talked about the progress Mark had made with a Precious Moments land acquisition grant, the effort it took to identify the grant, and the good news that local support for developing the property after acquisition had informal confirmation from a local trust. This \$2.0 M was identified by Shad Burner as the key component to meet the match. The other \$1.0 M part of the match will be the economic development opportunities, local/regional/state partnerships to use the property and the housing projects that the park property will anchor. We discussed Park Department management and operations resources moving forward after the acquisition process is completed, and overall community and regional impact of the new park			



Public Art Policy

This Public Art Policy guides the development and implementation of public art in Carthage. The policy is intended to provide Council, the Department of Parks and Recreation, the Public Services Committee, the arts community, and general community with a mechanism through which the City of Carthage assesses, acquires, and manages works of public art for municipally owned public spaces through purchase, loan, commission, or donation.

Part 1: Definitions

- 1.1 Mandate
- 1.2 Key Objectives
- 1.3 Guiding Principles

Part 2: Defining Public Art

- 2.1 Areas of Focus
- 2.2 Exclusions
- 2.3 Definitions

Part 3: Administration, Funding and Site Selection

- 3.1 Administration
- 3.2 Funding
- 3.3 Site Selection Criteria
- 3.4 Project Selection Process

Part 4: Acquisitions and Donations

- 4.1 Conflict of Interest
- 4.2 Acquisitions
- 4.3 Installation and Acceptance
- 4.4 Commission and Purchase Processes
- 4.5 Art Selection Committee
- 4.6 Acquisition Criteria
- 4.7 Artist Contract Terms
- 4.8 Donations

Part 5: Collection Management, Maintenance and Monitoring

- 5.1 Collection Management
- 5.2 Maintenance and Conservation

- 5.3 Alteration or Relocation
- 5.4 Transfer, Disposal and De accession
- 5.5 De-accession Process
- 5.6 Monitoring of Public Art Policy and Program

Part 1: Vision and Objectives

1.1 Mandate

To organize and leverage City, community and business resources, knowledge, and experience to support creative place-making across Carthage through contemporary and innovative public art initiatives and programs.

1.2 Key Objectives

- Contribute to a vibrant, high-quality public realm in Carthage.
- Engage the community in creative place-making across the entire City: downtown, residential, rural, and natural areas.
- Celebrate and promote Carthage's identity, including building on the City's complete history, diversity, and geography, while imagining new futures.
- Invest in the development of artists from a wide range of disciplines through a variety of training and commissioning opportunities.

1.3 Guiding Principles

- Strive for artistic value and creativity of approach.
- Cultural equity.
- Collaboration with artists, communities, municipal departments, other levels of government and the private sector.
- Follow best practices.
- Be responsive to community needs.
- Be risk-taking, creative, and innovative.
- Be transparent, accessible, and inclusive.
- Cultivate the local arts sector, including a wide variety of art forms and practices.
- Prioritize sites for public art/creative placemaking based on potential impact, both high profile and under-served areas.
- Encourage investment in the program from a wide variety of sources.

Part 2: Defining Public Art

2.1 Areas of Focus

The City of Carthage Public Art Program includes three main areas of focus:

1. **Temporary Public Art, Street Art, and Public Art Platforms:** Developing opportunities for diverse cultural expression in civic spaces, places and neighborhoods through the commission and exhibition of works of temporary public art from a variety of art forms including street art and establishing one or more public art platforms to exhibit a rotating display of art in a public venue. This work will not become part of the Civic Collection.
2. **Community Arts, Public Engagement and Education:** Engaging communities in developing Carthage's story and creative place-making across the City. Community members will be involved in the public art program through art-making, consultation, education, and promotions. This work will not become part of the Civic Collection.
3. **Public Art Development Program:** Encouraging provision of public art in significant development projects through the community planning process. The Director of Parks and Recreation, working collaboratively with the Public Art Committee, will offer assistance to private developers and other public entities in acquisition of public art where needed.

2.2 Limitations of this Policy

This policy does not include the following:

- Special events
- Archaeological, archival and museum collections/exhibitions
- Commemorations that are not created by an artist and/or sited in public space
- Graffiti management
- Work on private land
- Public art in City of Carthage facilities and on City of Carthage property that are leased or licensed to another party. Public art in facilities that are excluded from this policy are the responsibility of the organization occupying the facility.
- This Policy does not address changing the current City budget or allotting additional funds for the purchase of Public Art. It outlines the process for selecting works of art to be purchased through City of Carthage procurement policies, or for accepting /rejecting works of art proposed for donation to the City by individuals or organizations.

2.3 Definitions

City of Carthage Public Art Policy



Public Art is a work in any media created by an artist that has been planned and executed with the specific intention of being sited or staged in public space, acquired following the conditions established in the Public Art Policy of the City of Carthage.

A **Work of Art** is a work in any media created by one or more Artists.

Civic Collection shall be defined as the artifacts, archives, and works of art belonging to the City of Carthage.

Public Art Collection shall be defined as the works of public art belonging to the City of Carthage.

Public Space is defined herein as any space on or within City property accessible to the general public, or any space that is accessible to the general public and approved by the City as a viable public art project site.

Creative Place making is a practice that intentionally leverages the power of the arts, culture, and creativity to serve a community's interest while driving a broader agenda for change, growth and transformation in a way that also builds character and quality of place.

Acquisition is the acquiring of public art through commission, purchase, donation, gift, or bequest.

De-accession is the formal process to permanently remove an object from the Public Art Collection. Possibilities include selling, returning or destroying etc.

Types of Public art

Art that is **Site-specific**, whether long-term or temporary, functional, or aesthetic, stand-alone or integrated and in any media, is an original work that is created in response to the immediate context.

Integrated Public Art forms a physical part of a building, structure, or landscape. If the site were to be redeveloped, the art would be as well.

Stand-alone Public Art is not a physical part of a building, structure, or landscape.

Temporary Public Art is an original work by an artist(s) that is created for a specific occasion, time frame or event and which is situated at a particular site on a temporary basis. The art may cover a range of forms including, but not limited to, the visual arts, digital, sound art, and performance-based work.

A **Public Art Platform** is a place in public space reserved for the regular and temporary exhibit of new works of art. The art platform can take many forms including a physical podium, a sanctioned street art wall or a digital screen. The art platform could be dedicated exclusively to public art or shared with other content. To ensure success for

an art platform, there should be a regular funding stream or an endowment in place for new works of art before it is established.

Community Art is an artistic activity led by an artist based in a community setting involving community members, who contribute a variety of talents, to design and create a public art piece. The content of the artwork usually reflects local issues that have been identified by people within the community. Community Art helps people articulate their goals to build a strong place for the community.

Street Art is an urban style of Temporary Public Art on walls, sidewalks and roadways that is sanctioned and permitted.

Non-sanctioned Public Art is work that is initiated outside the Public Art Program scope and did not follow the City of Carthage's Public Art Policy. Therefore, works are not sanctioned and will not be included in the Public Art Collection.

Part 3: Administration, Funding and Site Selection

3.1 Administration

The Carthage Parks & Recreation Department has the primary responsibility for the management of the Public Art Program within a larger portfolio of the Department's work. The Department will create a Public Art Committee with whom it will work to administer the Public Arts Policy. The responsibilities related to the Public Art Program include:

Program Coordination:

- Managing art acquisition processes, including coordinating with the Public Art Committee, and technical reviews.
- Managing artist contracts and payments.
- Coordinating between the artist, City departments, and community agencies.
- Collaborating with City staff to coordinate public art projects and programs.
- Collaborating with the arts sector, community members and program partners (e.g. local organizations, private sector and other levels of government).
- Providing community outreach and education.

Management of Public Art Collection:

- Managing the Public Art Collection as one collection node within the larger Civic Collection, including acquisitions, maintenance, conservation, research, interpretation, and de-accessions.
- Maintaining an up-to-date inventory as well as processing and documenting new items and items being removed from the collection.

Council

The Mayor, Council and Public Service Committee are arms-length of any acquisition processes, but their role is to perform the following functions or empower staff to do so on Council's behalf:

- Review and approve the City of Carthage's Public Art Policy.
- Approve Municipal capital project allocations regarding public art.
- Approve negotiated agreements with private developers that may contain sections related to the provision of public art, where applicable.

3.2 Funding

Encourage the development of partnerships, grants and sponsorships from local organizations and businesses to further support the development of public art in public spaces. The City will encourage public art initiatives from the community through the development of partnerships with local organizations and businesses, advice from the Director of Parks and Recreation, assistance where appropriate, and where projects meet the Public Art Program goals and priorities.

3.3 Site Selection Values

Public Art sites for City projects and private developer contributions will be selected based on the following Site Selection Values:

1. Sites for public art will be accessible; visible; compatible with the site's current and potential uses; and compatible with surrounding sites and adjacent public art. Sites must be able to accommodate work, be safe and meet all required standards.
2. Public art will be located in a diversity of sites across Carthage and will not be concentrated in any one site or area.
3. Support economic development and revitalization efforts.
4. Placemaking and opportunities for art to create community.

3.4 Project Selection Process

Sites that best fit the Site Selection Criteria in **Section 3.3** above will be prioritized annually to fit within the funding available for the City's Public Art Program.

1. **Evaluation:** The Public Art Committee will evaluate proposed public art donation or purchase.
2. **Approval:** The Public Service Committee will vote on whether to approve the proposed public art installation and forward to the City Council.
3. **City Council Review:** The City Council will review the decision of the Public Service Committee and confirm by resolution.
4. **Purchase/Acceptance of Donation and Installation.**

Part 4: Acquisitions and Donations

4.1 Conflict of Interest

Carthage Council and staff shall declare a conflict of interest, pecuniary or any other interest, and remove themselves in all cases from a juried selection process, or any decision regarding the acquisition of public art in which he or she is involved either directly or indirectly.

4.2 Acquisitions

Public art acquisitions must be conducted in accordance with the criteria and processes outlined in this policy. Works may be acquired through any of five methods: commission; purchase; donation; loan; and lease. Elected officials and the Park and Recreation Department agree to adhere to the acquisition processes in this policy and not acquire works outside of this process.

The City will use a wide range of commissioning methods and can seek opportunities to engage the community through these processes and other programs, for example; educational events, workshops, lectures, and mentorships.

4.3 Installation and Acceptance

The responsibility for the installation of public art acquired will be identified, in advance, through the agreement of purchase, commission, donation or rental contract. All acquired public art will be condition-reported upon receipt by the Director of Parks and Recreation, or his designee, who is managing the public art acquisition, and any problems found will be referred to the artist(s)/installer/lender for resolution as appropriate.

4.4 Public Art Committee

Public art acquisitions shall be reviewed by The Public Art Committee. The selected winning scheme shall be recommended to the Director of Parks and Recreation. The Public Art Committee must be established for each acquisition or donation over \$5,000 in value, but they may also be established for works of a lesser amount. The Director of Parks and Recreation and The Public Art Committee will be responsible for selecting an artist for a commission or an artwork for purchase following the Acquisition Criteria below.

Public Art Committee members include recognized arts and design professionals such as practicing artists, curators, art critics, art educators, architects, and landscape architects. Local representation with interests in the site could include a neighborhood or community representative from a local association, a business representative, or a resident.

The Public Art Committee typically consists of three or five members, with the majority being qualified art and design experts. While the ultimate objective of the panel is to reach a unanimous decision, members may be divided in their evaluations and as such, a panel will consist of uneven numbers to enable a majority vote. Depending on the scope of the competition, invited members may be local or regional art professionals.

The Public Art Committee shall recommend an artist to the Director of Parks and Recreation. All recommendations will remain confidential until the Park and Recreation Department announces the results. Relevant City staff and other experts may attend the adjudication session as applicable to the project and/or provide their input, but they will be non-voting advisors.

4.6 Acquisition Criteria

Artist Evaluation Criteria

The Park and Recreation Department, working collaboratively with The Public Art Committee will consider the following criteria when selecting an artist:

- The mandate, and objectives of the Public Art Program overall, and the specific aims in the project/program brief.
- Artistic excellence of previous work.
- Ability to achieve highest quality of contemporary artistic excellence and innovation.
- Professional qualifications and relevant working experience as related to public art, project management and working with a design team, project team and/or community group, as appropriate.
- Potential to comprehend, access and interpret relevant technical requirements.
- Interest in and understanding of the public art opportunity and the context.

4.6 Artwork Acquisition Criteria

When evaluating specific art proposals, the Director of Parks & Recreation, with input from the Public Art Committee and relevant City staff, will use the Artist Evaluation Criteria as well as the following criteria:

- Artistic value and creativity of approach.
- Compliance with the objectives and requirements.
- Appropriateness to the site and community context.
- Maintenance and conservation requirements.
- Budget, timeline and technical feasibility and probability of success.

4.6 Donations

The City of Carthage recognizes that individuals or organizations may wish to make donations of public art.

All donations are to be referred to the Director of Parks and Recreation for evaluation. Donations having a value of more than \$5000 or that are deemed to be politically sensitive must be assessed by the Public Service Committee. Proposals for donations of works in progress may be given conditional approval, for a period of no longer than two years, after which the proposed donation will be re-evaluated.

The following information must be provided by the potential donor when submitting a donation proposal:

- 4.6..1 Information about the artwork including photographs of the artwork (if existing) or illustrations (if proposed);
- 4.6..2 Maintenance and conservation plan, including the condition of the work and any repairs needed;
- 4.6..3 Site and installation requirements of the artwork;
- 4.6..4 Projected budget for installation and ongoing maintenance of the artwork; and
- 4.6..5 Legal proof of the donor's authority to donate the work.

Donation Criteria

The following criteria will be used by the Park and Recreation Department in collaboration with the Public Art Committee, as needed, to assess proposed donated artworks:

- 4.6.1 Artwork acquisition criteria.
- 4.6.2 Compatibility with the City's Civic Collection Policy, Public Art Collection, and the objectives of the Public Art Program.
- 4.6.3 Authenticity and provenance.
- 4.6.4 Absence of restrictive conditions imposed by the donor and any conflicts of interest.
- 4.6.5 The physical condition, durability, and maintenance requirements of the artwork.
- 4.6.6 Alignment with the City of Carthage Vision and Mission Statement.

Associated Donation Costs

Unless waived by the City, the donor is responsible for all costs including, but not limited to:

- 4.6.7 Appraisal or evaluation by a certified specialist.
- 4.6.8 Photographs for inventory and insurance purposes.
- 4.6.9 Transporting the donation.
- 4.6.10 10% of the value of the donation to cover future maintenance and conservation (more for artwork deemed to be subject to a high maintenance cost)
- 4.6.11 Any costs associated with the engineering, site planning and preparation and installation of the artwork.

Part 5: Collection Management, Maintenance and De-accessioning

5.1 Collection Management

Identification

After final acceptance of the public art by the City of Carthage, the City shall, at its

expense, prepare and install at the public art site, or in the surrounding area, a plaque or other signage that identifies the artist, the title of the artwork and the year of completion. The City shall reasonably maintain such notice in good repair against the effects of time and the elements.

5.2 Alteration or Relocation

Due to the changing nature of urban and built environments, the location of an artwork may, in time, no longer be appropriate to the context, and the City may determine that the artwork shall be relocated. Where this is the case, the City of Carthage will notify the artist of any proposed significant alteration to the public art site or any relocation of the artwork that would affect the intended character and appearance of the art. The City will endeavor to contact the artist to consult with them prior to any such alteration but will not be bound by the artist's advice. Where the artist does not agree to the change, the artist has the right to renounce authorship of the artwork.

5.3 De-accession Process

1. **Evaluation:** The Public Art Committee will evaluate the work of art based on the Removal/De-Accessing criteria.
2. **Public Notice:** Public notice will be made, and the public will have an opportunity to provide comment.
3. **Approval:** The Public Service Committee will vote to de-access a piece of public art and forward to the City Council.
4. **City Council Review:** The City Council will review the decision of the Public Service Committee and confirm by resolution.
5. **Removal/De-accession.**

5.4 Monitoring of the Public Art Policy and Program

Carthage Parks & Recreation, in consultation with the Public Art Committee will monitor the Public Art Policy and Program implementation to determine if:

- The assumptions underpinning the policy continue to be valid.
- Policy priorities remain constant.
- The policy is being carried out as intended.
- The policy is having the desired outcome.

The City of Carthage

Date: 10/31/2022

Requisition No.: **PARKS 134**

Firm: Dick Horton Consulting

Address: 507 Norris Drive

Parks 110

Pittsburg, Kansas 66762

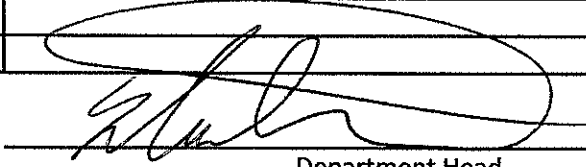
Fiscal Year 2022-2023

Distribution: **128-49500.800**

Dick Horton Contract Addendum - Parks Stormwater Sales Tax

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

Signed:



Department Head

CC

an

u



INVOICE

Date: October 28, 2022
INVOICE # 1

Consulting Services

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

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

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

Thank you for your business!



INVOICE

Date: October 28, 2022

INVOICE # 1

Consulting Services

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

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

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

Thank you for your business!

COUNCIL BILL NO. 22-06

ORDINANCE NO. 22-07

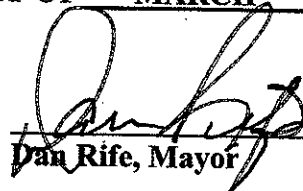
An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri.

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

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

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

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



Dan Rife, Mayor

ATTEST:



Traci Cox, City Clerk

Sponsored by: Public Services Committee

Dick Horton Consulting

507 Norris
Pittsburg KS 66762



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

Date

February 15, 2022

City of Carthage Rules and Regulations

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

Period of Performance

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

Scope of Work

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

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

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

Deliverables

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

Consultant Fee

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

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

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

Invoice Procedures

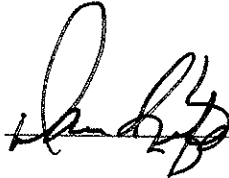
DHC will submit an invoice to the Park and Recreation Department on a periodic basis when specific tasks have been completed and approved by the Director of Parks and Recreation.

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

City of Carthage

Dick Horton Consulting

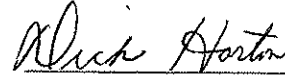
By:
Name:



Title: *MAYOR*

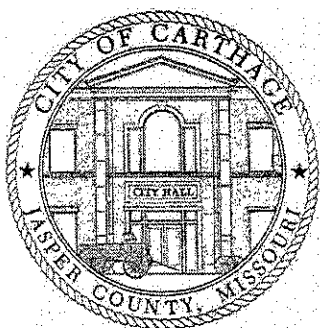
Date: *3-10-22*

By:
Name:



Title: *OWNER*

Date: *3.14.22*



The City of Carthage

"America's Maple Leaf City"

November 30, 2022

Dick Horton Consulting
507 Norris
Pittsburg, KS 66762

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

Dear Mr. Horton,

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

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

Gifts Catalogue:

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

Public Arts Policy:

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

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

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

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

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

Consulting Hours:

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

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

Nate Dally,
City Attorney
City of Carthage, Missouri