



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

August 22, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of August 8, 2023 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and Discuss Conflict of Interest Council Bill
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss Parks Superintendent and Golf Maintenance Supervisor job descriptions
 2. Discuss City of Carthage Employee Health Fair
 3. Staff Reports
- 5. Adjournment**

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



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 8, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

OTHER COUNCIL MEMBERS: David Armstrong, Mayor Dan Rife

STAFF PRESENT: City Administrator Greg Dagnan, City Clerk Miranda Deal, and Deputy City Clerk Amy Taylor

Chair Robin Blair called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of July 25, 2023 Minutes

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

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

3. Citizens Participation

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

4. New Business

1. Consider and discuss conflict of interest C.B. 23-56

Ms. Cossey questioned why this council bill is being discussed at this time, and suggests there are errors and unclear wording in the document. She would like more clarification and discussion about C.B. 23-56. Ms. Cossey made a motion, seconded by Ms. Heckmaster, to table C.B. 23-56 until the August 22, 2023 meeting. Motion carried.

2. Staff Reports

Ms. Deal stated the auditors will be coming next month, and that Ms. Cox is nearing completion of closing fiscal year 2023 budget. Mr. Dagnan reported the city has stopped using OpenGov, who would like the opportunity to meet and discuss their new upgrades and options, and to present a new demo. A meeting is coming in the future.

5. Adjournment

ACTION:

Motion to adjourn at 5:47 PM by Ms. Cossey

Motion passed with a 4:0

AYES:

Robin Blair, Tiffany Cossey, Terri Heckmaster, Chris Taylor

AN EMERGENCY ORDINANCE TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, AS FOLLOWS:

Section I - Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

Section II - Conflicts of Interest. The Mayor or any member of the City Council who has a “substantial or private interest”, as defined by state law in any bill shall disclose on the records of the City Council the nature of his interest and shall disqualify himself from voting on any matters relating to this interest.

Section III - Disclosure Reports. Each elected official, the chief administrative officer, the chief purchasing officer, and the general counsel (if employed full-time) shall disclose the following information by May 1 if any such transactions were engaged in during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

c. The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year, the following information:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation

system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section IV – Filing of Reports. The reports, in the attached format, shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V – When Filed. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

a. Each person appointed to office shall file the statement within 30 days of such appointment or employment;

b. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI – Filing of Ordinance. The City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section VII – Emergency Ordinance. This Ordinance shall be considered and Emergency Ordinance under the terms of the Charter of the City of Carthage.

Section VIII – Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

PASSED AND APPROVED THIS _____ DAY OF _____ 2023.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit & Claims Committee

AN ORDINANCE TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, AS FOLLOWS:

Section I - Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

Section II - Conflicts of Interest.

- a. All elected and appointed officials, as well as employees of the City of Carthage (the City”) and its subdivisions, must comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes as well as any other state law governing official conduct.
- b. Any member of the governing body of the City, or any appointee or employee having significant influence within the operations of the City, who has a “substantial personal or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. If the body does not have an appointed clerk, the notice will be given to the Chair, or designated head, of the body. Notice of such interest will also be given, in writing, directly into the hands of the Mayor and City Council prior to any action being taken related to the conflict of interest. Such notice must be delivered at least seven calendar days prior to action being taken on the measure, bill, or ordinance.
 1. Persons indicated in this ordinance shall include, but not be limited to, the Mayor, members of the City Council, the City Administrator, the Assistant City Administrator, the General Council of the City (whether full time, part time, or on a contract basis), city board or committee appointees, and directors of city subdivisions and services.
 - i. City subdivisions and services shall include, but not be limited to, the Police Department, Fire Department, Parks and Recreation Department, and the Street Department.
 2. Any person shall be deemed to have the same interest as any other person who bears to them a relationship of first degree consanguinity or affinity. Disclosure of interests of such persons is therefore required to be disclosed.
 - i. A relationship of “first degree of consanguinity or affinity” is defined as all parents, children (whether natural, adopted, foster, or step), and current spouses.
 3. “Substantial personal or private interest” is defined as ownership by the individual, or those with first degree consanguinity or affinity, whether singularly or collectively,

directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year.

4. The term “given, in writing, directly into the hands of” shall mean either:
 - i. Delivery by the person’s city email address, wherein such person must be a direct recipient of such email, or
 - ii. Delivery of a printed copy of the notice, delivered to the person in city council chambers.
5. Failure of required notice to be given to the Mayor and each and every member of the City Council may invalidate the approval of the measure, bill, or ordinance and shall invalidate any contracts upon which such notice relied.
6. If required disclosure was not made and financial benefit resulted to such party, the City Council may vote to rescind the contract and such party which improperly benefitted shall be liable for repayment of fees and costs of restoration of the original positions of each party. In the event a contract for services arose, no claim for retention of any part of the benefit may be made under quantum meruit.
- c. The Mayor, any member of the City Council, member of a board, or member of a committee who has a substantial personal or private interest in any measure, bill, order or ordinance shall disqualify himself or herself from voting on any matters relating to this interest. Additionally, if any conflict of interest arises between the time of the last required disclosure report and the measure, bill, order or ordinance to be voted upon, the person with the conflict of interest must make a verbal disclosure of such person’s conflict of interest prior to any official discussion being held on the matter.

Section III - Disclosure Reports. Each elected official, the City Administrator, the Assistant City Administrator, the General Counsel, or any person appointed to office, a board, or committee shall disclose the following information by designated deadlines, transactions described in Section II during the previous calendar year:

- a. For any transaction over five hundred dollars (\$500) between the person required to make the disclosure and the City, the date, the identities of the parties to each transaction, and a description of the transaction. However, disclosure shall not be required for compensation received as an employee of the City, payment of any tax, fee or penalty due to the City, and other transfers for no consideration to the City.
- b. The date and the identities of the parties to each transaction described in Section II.
- c. In addition to the requirements of Section II (a) and (b), the City Administrator and the Assistant City Administrator shall disclose by May 1 for the previous calendar year, the following information:
 1. The name and address of each of the employers from whom income of one thousand dollars (\$1,000) or more was received during the year covered by the statement;
 2. The name and address of each sole proprietorship that he or she owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the

secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section IV – Filing of Reports. The reports shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V – When Filed. The financial interest statements shall be filed at the following times. No person is required to file more than one financial interest statement in any calendar year, though the statement filed by such person must be accurate and complete and disclose all known interests as of the time of filing.

- a. Each person appointed to office shall file the statement within thirty (30) days of such appointment or employment;
- b. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI – Identification of Certain Parties - The City Administrator is the chief administrative officer of the City and the Assistant City Administrator is the chief purchasing officer of the City.

Section VII – Filing of Ordinance. The City Clerk shall send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section VIII – Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

PASSED AND APPROVED THIS 22nd DAY OF August 2023.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Parks & Recreation
POSITION TITLE: Parks Superintendent

SALARY GRADE: L
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

The Park Superintendent shall oversee and superintend all maintenance and construction within the Carthage Parks & Recreation Department. This would include all routine maintenance and special maintenance projects. This would include all routine construction and repair as well as capital projects. Park Superintendent shall be responsible for the supervision of all maintenance crews within the Parks and Recreation Department and perform such other duties as shall be required of him by the Parks & Recreation Director.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Parks & Recreation Director, with considerable latitude for independent judgment and action. Incumbent is expected to demonstrate considerable independent judgement and knowledge in the performance of assigned duties. Work is reviewed through conferences and reports for results obtained. Exercises direct authority over supervisory, professional, and technical staff.

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

1. Plans and supervises the repair and maintenance of Parks, Parks structures and Parks facilities.
2. Directs maintenance programs involving such activities as playground equipment, facility repairs, vehicle and equipment maintenance, event set up and traffic control, spraying of pesticides and herbicides as needed.
3. Directs and supervises Park maintenance activities such as, mowing and trimming, snow and ice removal from facilities, tree removal, tree planting, sports field maintenance, trail and parking lot maintenance.
4. Plans and prepares the development of specifications for equipment and materials.
5. Assures proper maintenance and safe utilization of Parks equipment.
6. Investigates citizen complaints relative to Parks activities and initiates appropriate action to resolve the issue.
7. Maintains records and prepares written monthly reports for the Parks and Recreation Director.
8. Administers Departmental personnel function and supervises subordinate employees.
9. Monitors expenditures, prepares and monitors short and long-range capital improvement and maintenance programs for the department.
10. Coordinate the needs of scheduled events and activities within the Parks & Recreation Department facilities.
11. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

Revised September 2020

QUALIFICATIONS REQUIRED:

Knowledge: Knowledgeable in the use of the newest materials, construction methods, techniques, maintenance practices and equipment, used in constructing, maintaining, repairing, and using essential park equipment. Leadership qualities and experience, in working with, supervision, and managing employees. Operating maintenance and construction equipment with experience in constructing, maintaining, and repairing a variety of park structures; maintenance procedures and practices; park ordinances, and rules involved equipment operations; techniques for working with concrete, plumbing, and carpentry; landscape maintenance techniques. Occupational hazards and standard safety precautions necessary in the work. Management skills to analyze programs, policies, and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Plan, coordinate and direct activities of several maintenance crews involved in parks, golf, Memorial Hall and Civil War Museum maintenance and repair. Communicate clearly and concisely, both orally and in writing. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Select, organize, direct and coordinate the work of lower level staff. Communicate clearly and concisely, both orally and in writing. Respond tactfully to a variety of questions, inquiries and complaints.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** A minimum of five (5) to seven (7) years of prior municipal experience in a similar position preferred. Five (5) to seven (7) years supervisory experience is also required. Sufficient years in street/road repairs and maintenance. Heavy equipment operator experience. Skills in administrative and office management, including computer skills. Skills in leadership and supervision of employees. **Education:** High school graduate (or HSE-High School Equivalency Credential), including or supplemented by further course study in park facility maintenance, general construction and carpentry.

Physical Requirements: Primarily field environment with frequent office visits for communications with supervisor.

License/ Certificate: Possession of, or ability to maintain an appropriate valid Missouri Class E driver's license; to maintain a functioning mobile telephone.

SPECIAL REQUIREMENTS:

Schedule: Typical hours are 6:30 a.m. to 3:00 p.m... Additional hours may be required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

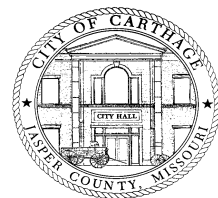
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. A job

Revised September 2020

requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

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

Signed: _____ Date:



Revised September 2020

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Golf
POSITION TITLE: Golf Maintenance Supervisor

SALARY GRADE: J
FLSA STATUS: Non-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;

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 compensatory time off in lieu of cash overtime.

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: _____





Health Assessment will include these services for **NO CHARGE**, provided by the **City of Carthage**:

- Lipid panel/blood cholesterol
- Glucose
- Blood pressure/pulse
- Weight and body composition

Additional services:

Bone Density \$10

Scan of the heel bone, determining the possibility of osteoporosis or osteopenia

Women's Health Profile \$125 (Health Assessment included)

- TSH, CBC, Chem 7, and Liver Function (Hepatic Panel)
Thyroid function, blood cell count, glucose, fluid & electrolytes, and kidney & liver functions

Men's Health Profile \$120 (Health Assessment included)

- PSA, CBC, Chem 7, and Liver Function (Hepatic Panel)
Prostate antigen, blood cell count, glucose, fluid & electrolytes, and kidney & liver functions

Cardiac Profile \$110 (Health Assessment included)

- CBC, Chem 12, and Ultra Sensitive CRP
Blood cell count, fluid & electrolytes, kidney & liver functions, and inflammation in vascular system

Thyroid Panel \$45

- TSH, Free T4

Arthritis Panel \$80

- Rheumatoid factor, Sed rate, Uric acid, ANA

A1C (three-month glucose average)	\$30	Magnesium	\$20
Basic metabolic panel (Chem 7)	\$30	PSA (prostate specific antigen)	\$20
Colorectal cancer kits (take home)	\$ 5	Rheumatoid factor	\$35
Complete blood count (CBC)	\$30	Sed Rate (Sedimentation Rate)	\$30
Comprehensive metabolic panel (CM12)	\$40	T3 Uptake	\$15
Free T4 (thyroid)	\$25	T4 Total (thyroid)	\$15
Gout screening (uric acid)	\$15	Testosterone	\$20
Hepatitis C	\$40	TSH (thyroid)	\$25
Homocysteine level	\$50	Ultra Sensitive CRP	\$40
Iron Level	\$30	Vitamin B 12 level	\$40
Iron with Iron Binding Capacity	\$50	Vitamin D (25-hydroxy)	\$40
Liver Function (Hepatic Panel)	\$40	COVID-19 Immune Response Test IgM/IgG	\$60

For best results, food and drink (except water) should be avoided for 8 hours prior to testing. Drink plenty of water and continue taking routine medications.

Above items may be purchased with cash, check, HSA, or credit card.

Who: City of Carthage Employees & Spouses

When and where: Thursday, September 27, 2023

Carthage Memorial Hall