



City of Carthage, Missouri

CITY COUNCIL

July 9, 2024 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

AMENDED AGENDA

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance to Flag**
4. **Calling of the Roll**
5. **Reading and Consideration of Minutes of Previous Meeting**
 1. Approval of June 25, 2024 Minutes
6. **Presentations/Proclamations**
7. **Public Comments**

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. **Reports of Standing Committees**
 1. Agendas and Minutes of Standing Committees
9. **Reports from Special Committees and Board Liaisons**
 1. Agendas and Minutes of Special Committees
10. **Report of the Mayor**
11. **Reports/Remarks of Councilmembers**

(During reports/remarks of councilmembers, members of the council may take this opportunity to report on meetings, make comments and/or express concerns regarding current issues impacting the city, or make announcements concerning topics of interest of the council.)
12. **Administrative Reports**
13. **Report of Claims Presented Against the City**
 1. Motion and a second to approve the Claims
14. **Public Hearings**
15. **Old Business**
 1. C.B. 24-31 -- An Ordinance authorizing the Mayor to enter into a contract with Sprouls Construction Inc. for the HH and Garrison Avenue Intersection and Signal Improvements in the amounts of \$254,499.43, in the City of Carthage, Missouri
 2. C.B. 24-32 -- An Ordinance of the City of Carthage, Missouri authorizing the

Mayor to execute a Supplemental Agreement between the City of Carthage, Missouri and Missouri Department of Transportation for sidewalk improvements, Airport Drive and Fairview Avenue/Route E - 571 to River Street/River Street to Pearl Street, pursuant to TAP 1601(706), in the City of Carthage, Missouri.

16. New Business

1. C.B. 24-33 -- An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and McGrath Human Resources Group Inc. to complete a Compensation System Market Update
2. C.B. 24-34 -- An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2023-2024 for specified funds (General Fund, Golf Fund, Civic Enhancement Fund, Public Safety Fund, Capital Improvements Fund, Public Health Fund, and ARPA Fund)
3. Review Recall Petition for the Removal of Tiffany Cossey

17. Mayor's Appointments

1. Police and Fire Pension
2. Carthage Water and Electric Plant Board

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

1. Additional Packet Correspondence

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

City of Carthage, Missouri

CITY COUNCIL

June 25, 2024 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

To hear the full comments and discussions, please refer to the recorded Youtube video of this meeting.

<https://www.youtube.com/watch?v=36FLMHopFI>

The Carthage City Council met in regular session on the above date in Council Chambers at 06:30 PM with Mayor Dan Rife presiding. Deputy Fire Chief Jason Martin gave the invocation. Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Dustin Edge, Alan Snow, Tom Barlow, Tiffany Cossey, and Jana Schramm. Interim City Administrator Traci Cox was also present.

The following Department Heads were present: Police Chief Bill Hawkins, Deputy Fire Chief Jason Martin, Parks & Recreation Director Abi Almandinger, and City Clerk Miranda Deal.

Mr. Snow made a motion, seconded by Mr. Taylor, to approve the amended minutes of January 23, 2024, the Special Council Meeting Minutes of June 3, 2024, the Council Meeting Minutes of June 11, 2024, and the Work Session Minutes of June 20, 2024. Motion carried.

During Citizen's Participation, Joel Terry, 2219 Alison St, spoke on the HH intersection light and the need for it. He doesn't believe that it is a necessity.

Tina Hallmark, 1708 Connor Drive, spoke to the council on what the Planning, Zoning, and Historic Preservation committee denied at their last meeting. She is part of a group who purchased vacant land near the high school and they had plans to build luxury townhomes in that area. There were concerns that apartments would be put in on that vacant land, but she reassured the council that they only had plans to build these luxury townhomes.

TJ Teed, 615 Airport Drive, thanked all those in uniform who have served all over the world. He also addressed a Facebook post that Ms. Cossey had made.

Jeff Hallmark, 1708 Connor Drive, also spoke about the townhomes that he and his wife had planned to build and stated that it was a \$20 million dollar project that they denied. He stated that someone had gone around that neighborhood and spread incorrect information on what was planning to go in on that land. Many people were told apartments, and not that they would be building and selling luxury townhomes.

Bill Putname, 624 Belle Air Place, paid tribute to the late Stephen Beimdiek. He also asked that the Mayor appoint Danny Lambeth or Pat Goff to the Carthage Water and Electric Plant Board to finish serving the last year of Mr. Beimdiek's term. He stated that the board needed someone with knowledge about the utility on the board and that it takes too long for new

people to get settled in and taught about the utility board. He also asked council to vote no to anyone else the Mayor tries to appoint.

Patrick Scott, 5305 County Road 175, told the council that they have to serve the city to the best of their ability and he hopes that the city can work together and move on. He also spoke on the townhome project that was mentioned by the Hallmarks, he states that the city needs that type of project and needs more housing.

Ronnie Wells, 2026 S Maple St, spoke to the council about moving on and solving hard issues that exist in Carthage, like the railroad bridges that need fixed. He also encouraged the council members to attend the MML conference because it provides a lot of useful information for them to help in their roles.

Kathleen McCaffery, located in the professional building and not an official Carthage resident, talked to the council about everyone working together and getting along. She stated that she had recent conversations with Bill Putnam, and a few meetings with the Mayor.

Mr. Snow reported that the Budget Ways and Means Committee met on June 24. The committee approved the budget that is in Council Bill 24-30, total budget was around 28 million, the general revenue fund where most items are budgeted out of was around 18 million. The committee had previously approved the rate increase requested by CW&EP, that appears in Council Bill 24-29. They also approved a budget adjustment for the golf and civic enhancement fund which appears in Resolution 2044. Ms. Cox reported to the committee that the sales tax numbers were down again, but the use tax is up.

Ms. Cossey reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. The next meeting is scheduled for July 9 at 5:30.

Ms. Heckmaster reported that the Public Safety Committee met on June 17. Nancy Corley was present to talk to the committee about spay and neuter prices, this was tabled until July to allow time to review the current ordinance. Roy Teed with the Jasper County Sheriff's Office was present to ask for road closures for the shop with a Deputy fundraiser. Ms. Heckmaster made a motion, seconded by Mr. Snow, to close the south and east sides of the square, 4th Street from Main to Grant and Grant from 4th Street to 3rd Street, and allow food trucks on October 5 from 5:30-9:30 pm for the fundraiser. Motion carried. Julie Reams was present to ask for road closures in the park for the Red, White, and Boom event on July 4. Ms. Heckmaster made a motion, seconded by Mr. Snow, to close Richard Webster Drive from Oak Street to the Skating Rink/Rock Stadium from 8 am to 10 pm on July 4 for the Red, White and Boom event. Motion carried. Roxanne Willard with the Jasper County Youth Fair was present to ask for closures in the park for the fair. Ms. Heckmaster made a motion, seconded by Mr. Snow, to close the road between Barn #7 and Chitwood Barn #6 from gate to gate beginning Wednesday July 10 through July 13 to keep livestock contained within the fence, Closure of the road between the Kolpin concession stand and the small pavilion #8 from July 10-13, allowing food trucks in the park from July 8-July 13, and allowing campers from July 6 – July 14 for exhibitor families, and allowing the kids to tend to the animals in the park past 10 pm. Motion carried. Lana Griffith was present to ask the committee to close Belle Air for the annual block party. Ms. Heckmaster made a motion, seconded by Mr. Taylor, to barricade Clinton, Fulton, and Grand and close Belle Air from Grand to the end of the cul-de-sac on June 30 from 5:45-8 pm. Motion carried. Jeff Meredith spoke to the committee about the excessive force policy that appears in Resolution 2043. The committee also reviewed bids for a brush bed/box for the new brush truck. Ms. Heckmaster made a motion, seconded by Mr. Snow to accept the

best bid from THL Fire Equipment in the amount of \$22,648.00. Motion carried. The next meeting will be July 15 at 5:30.

Mr. Edge reported the Public Services Committee met on June 18 and approved Resolution 2044. The next meeting is scheduled for July 16 at 5:30.

Mr. Taylor reported that the Public Works Committee had a special meeting on June 17. They approved the items that appear in Council Bill 24-31 and 24-32.

Special Committee and Board Liaison reports were given by Mr. Edge for Vision Carthage, Ms. Heckmaster for Planning, Zoning and Historic Preservation, and Ms. Leece for the Carthage Water and Electric Plant Board.

Mayor Rife reported on a recent meeting with the Humane Society and some council members, the sunshine law training, and budget perfections.

During Remarks from Council Members, Mr. Peterson reported on the sunshine law training, Ms. Leece reported on the Humane Society meeting. Ms. Heckmaster, Mr. Snow, Ms. Cossey and Ms. Schramm all thanked Ms. Cox for all of her hard work with the budget and picking up the extra tasks as the interim City Administrator. Ms. Cossey and Ms. Schramm expressed their condolences for the late Stephen Beimdiek.

Deputy Fire Chief Jason Martin reported that the Safe Haven baby box has been installed and it is still in the testing phase. They haven't heard back on the grant they applied for to be reimbursed up to 50% for debris cleanup after the May storms. He also explained the bids that were received for the brush truck. One of the companies required us to transport the truck to their facility in Indiana, the other would come to us, so they went with the higher bid for the company that did not require travel.

Parks and Recreation Director Abi Almandinger reported that Little League is winding down they had a great turnout for the year. There is a tree fund program happening through Vision Carthage if people are interested in donating. Her staff has been preparing for the upcoming 4th of July event at Municipal park.

Interim City Administrator Traci Cox reported that Jon Gold had a conflict and was unable to attend tonight's meeting but he will be at the next one. She also reported that the City of Carthage Wellness Committee is hosting a blood drive with the Community Blood Center of the Ozarks on June 27 from 11-4 at Memorial Hall. She thanked all staff for their work on the budget, there are a few items that need to be fixed within the Cleargov software, but they are working on it. She also reported that staff will undergo training for the new online budget book through Cleargov, it will be more detailed than previous years and it will be on our website once it is ready.

The Committee on Claims filed a report in the amount of \$689,881.52 against the following funds: General Revenue \$120,189.07, Public Health \$155,503.99, Lodging \$1,405.35, Parks/Stormwater \$9,687.00, Golf \$17,198.42, Capital Improvements \$21,962.61, Parks and Recreation \$26.86, Myers Park \$8,996.00, Use Tax \$4,999.17, Public Facilities \$52,525.06, ARPA \$49,686.00, and Payroll \$247,701.99. Ms. Cossey made a motion, seconded by Mr. Peterson, to accept the report and allow the claims. Motion carried.

The City of Carthage held a public hearing for the approval of the City of Carthage budget for the 2024-2025 fiscal year on Tuesday June 25, 2024 at 6:30 during the City Council Meeting. No citizens participated.

There was no old business.

Under New Business, C.B. 24-28 -- An Emergency Ordinance of the City of Carthage, Missouri authorizing the Mayor to execute an agreement between the City of Carthage, Missouri and Cellco Partnership DBA Verizon Wireless, for a temporary COW/COLT cell tower for Marian Days 2024 held in Carthage, Missouri was placed on first reading.

Mr. Snow made a motion, seconded by Mr. Peterson, to forward CB 24-28 to second reading due to its emergency status. Motion carried.

C.B. 24-28 -- An Emergency Ordinance of the City of Carthage, Missouri authorizing the Mayor to execute an agreement between the City of Carthage, Missouri and Cellco Partnership DBA Verizon Wireless, for a temporary COW/COLT cell tower for Marian Days 2024 held in Carthage, Missouri was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Snow, Barlow, Cossey, and Schramm. The Council Bill was approved and numbered Ordinance 24-30.

C.B. 24-29 -- An Emergency Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage, Water and Electric Plant Board was placed on first reading.

Mr. Snow made a motion, seconded by Ms. Heckmaster, to forward CB 24-29 to second reading due to its emergency status. Motion carried.

C.B. 24-29 -- An Emergency Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage Water and Electric Plant Board was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Snow, Barlow, Cossey, and Schramm. The Council Bill was approved and numbered Ordinance 24-31.

C.B. 24-30 -- An Emergency Ordinance adopting the budget of the City of Carthage, Missouri for the Fiscal Year 2024-2025, in the City of Carthage, Missouri was placed on first reading.

Mr. Snow made a motion, seconded by Ms. Heckmaster, to forward CB 24-30 to second reading due to its emergency status. Motion carried.

C.B. 24-30 -- An Emergency Ordinance adopting the budget of the City of Carthage, Missouri for the Fiscal Year 2024-2025, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Snow, Barlow, Cossey, and Schramm. The Council Bill was approved and numbered Ordinance 24-32.

C.B. 24-31 -- An Ordinance authorizing the Mayor to enter into a contract with Sprouls Construction Inc. for the HH and Garrison Avenue Intersection and Signal Improvements in the amounts of \$254,499.43, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 24-32 -- An Ordinance of the City of Carthage, Missouri authorizing the Mayor to execute a Supplemental Agreement between the City of Carthage, Missouri and Missouri Department of Transportation for sidewalk improvements, Airport Drive and Fairview Avenue/Route E – 571 to River Street/River Street to Pearl Street, pursuant to TAP 1601(706), in the City of Carthage, Missouri was placed on first reading with no action taken.

Mayor Rife called for a 5 minute recess at 7:48 pm. Council reconvened at 7:53.

Mr. Snow made a motion, seconded by Mr. Barlow, to approve the Mayor's reappointment of Sandy Swingle, Nancy Dymott, and Donna Thomason to the Library Board until July 2027

Mr. Snow made a motion, seconded by Mr. Taylor, to approve Resolution 2043 -- A Resolution of the City of Carthage, Missouri, establishing regulations regarding the use of excessive force during non-violent civil rights demonstrations, including physically barring access to a facility or location which is the subject of such demonstration, and providing penalties for violations thereof, in the City of Carthage, Missouri. Resolution 2043 was adopted by a roll call vote of 9 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Snow, Barlow, Cossey, and Schramm.

Mr. Snow made a motion, seconded by Mr. Taylor, to approve Resolution 2044 -- A Resolution authorizing a supplemental budget adjustment to the golf fund and civic enhancement fund for fiscal year 2023-2024. Resolution 2044 was adopted by a roll call vote of 9 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Snow, Barlow, Cossey, and Schramm.

Ms. Cox told the Council that this was a requirement for the downtown sidewalk grant, the state did not accept what we already had and sent to them.

During Closing Comments, Mr. Snow stated he looked forward to the Red, White and Boom event on July 4. He said there will be rain during the youth fair next month, and he encouraged everyone to celebrate the Fourth of July and remember those who fought for us.

Mr. Snow made a motion, seconded by Ms. Leece to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:59 p.m.



City of Carthage, Missouri

SPECIAL BUDGET WAYS & MEANS COMMITTEE

June 24, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Terri Heckmaster, Dustin Edge, Christopher Taylor

OTHER COUNCIL MEMBERS:

STAFF PRESENT: Acting City Administrator Traci Cox, Admin Assistant Dorothy Weber, Director of Tourism Jen Kirby, Parks Director Abi Almandinger and IT director Michael Keith.

Chairman Snow called the meeting to order at 5:30 PM

2. Old Business

1. Approval of May 22, 2024 Minutes

ACTION: Motion to Approve May 22, 2024 Minutes by Chris Taylor
Motion passed with a 4:0

AYES: Chris Taylor, Terri Heckmaster, Dustin Edge, Alan Snow

NOES: None

ABSTAIN: None

3. Citizens Participation

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

4. New Business

1. Budget Perfection

Ms. Cox presented the budget. She spoke about seasonal employees and carry-over capital projects. She gave a brief explanation about the reserve funds. Ms. Cox then stated that the Carthage citizens will have access to the budget on the City's website. Mr. Snow asked if all departments had reserve funds and Ms. Cox stated that only the general fund has reserve funds.

ACTION: Motion to Forward Budget to Council by Terri Heckmaster
Motion passed with a 4:0

AYES: Terri Heckmaster, Chris Taylor, Dustin Edge, Alan Snow

NOES: None

ABSTAIN: None

2. Consider and Discuss Budget Adjustment for Golf and Civic Enhancement
Ms. Cox discussed the budget adjustments for Golf and Civic Enhancement. She stated that funds were needed for fuel for golf carts and that donation revenues needed to be moved to Civic Enhancement.

ACTION: Motion to forward to Council by Dustin Edge

Motion passed with a 4:0

AYES: Dustin Edge, Terri Heckmaster, Alan Snow, Chris Taylor

NOES: None

ABSTAIN: None

3. Staff Reports

Ms. Cox stated that the budget has been perfected. She then stated that the sales tax revenue is \$12,000 under budget but that the use tax is higher than anticipated. Ms. Cox then stated that the signers on the downtown sidewalk grant have been changed. Mr. Snow asked Mrs. Almandinger if she could get a number on how many children participated in this year's Little League. Mr. Snow stated that all outside agency contracts will be forwarded as they exist, and future conversations can be had if the agencies would like changes or revisions. Mr. Snow asked Ms. Cox for the total amount for the tornado clean-up. Ms. Cox stated that there will be a 10% increase in insurance costs and that the work comp went down. She also stated that retirement went up 1%. Mr. Snow then asked if the health fair was in the 2024-2025 budget and Ms. Cox stated that it is.

5. Adjournment

ACTION:	Motion to adjourn by Alan Snow at 5:52
	Motion passed with a 4:0
AYES:	Chris Taylor, Dustin Edge, Terri Heckmaster, Alan Snow
NOES:	None
ABSTAIN:	None



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 25, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

OTHER COUNCIL MEMBERS: Mayor Dan Rife, Dustin Edge

STAFF PRESENT: Interim City Administrator Traci Cox and City Clerk Miranda Deal,

Chair Tiffany Cossey called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 11, 2024 Minutes

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

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

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

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Staff Reports

Ms. Cox reported that she and other staff will undergo training with Cleargov for the new online budget book. There were a few bugs when working on the budget through Cleargov, but those will be addressed and resolved soon. There was social media training for staff this morning. Ms. Cox also reported that she has been in talks with McGrath in regards to the City's salary study and getting the schedule reviewed to make sure it is still accurate and up to date. This will require a new contract which will come to the next Insurance Audit and Claims

meeting. She also reported on the insurance claim from the storm damage, there is more extensive damage to the parks building than originally thought. There will need to be RFP's published to get bids to repair the damage. She also reported that the Mayor has put together a committee to start the process of hiring a new City Administrator and Fire Chief. Fire Chief applications are due by July 5 and interviews will start after. The end of the fiscal year is June 30 and the year will not be finalized and closed out until mid-August.

There were questions on the audit process, bidding procedures, and the process for purchasing small services.

5. Adjournment

ACTION: Motion to adjourn at 5:52 pm by Terri Heckmaster
Motion passed with a 4:0

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE

July 2, 2024

5:30 PM

CITY HALL

326 GRANT STREET

COUNCIL CHAMBERS

-- AGENDA—

1. MEETING CANCELED DUE TO LACK OF BUSINESS

NEW BUSINESS

OTHER BUSINESS

STAFF REPORTS

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: 06/28/2024

BY: Rachel Sutherland

Meeting Minutes - Amended

June 20, 2024/ 5:30 PM / City Hall Council Chambers

Members Present: Jim Hunter, Jim Swatsenbarg, Matt Smith, Bill Barksdale, & Josh Anderson

Members Absent: Robin Harrison

Staff & Council: Traci Cox, Julie Tilley, & Terri Heckmaster

Staff Absent: Zeb Carney

Attendance: there was likely 75 to 100 people in attendance in the gallery

The meeting was called to order at 5:30 PM by Jim Hunter, Chairman

Approval of Previous Meeting Minutes

- Motion by Bill Barksdale to approve the previous meeting minutes, seconded by Matt Smith - All present voted in favor, minutes were approved

First Order of Business

- Bill Barksdale made a motion to restructure the agenda and move New Business item number one (1) to the beginning of the meeting before the Public Hearings in order to have the site discussion before the rezoning discussion which was to take place during the public hearing. This was seconded by Matt Smith - All present voted in favor, motion carried.

New Business

1. Revised : *Discuss a Preliminary Site Design for a 7.41 acre lot located west of River St. between Wendy Lane and Gene Taylor Drive.*
 - Tina Hallmark, Developer - first spoke about the plans to develop the vacant lot on River into Luxury Townhouses.
 - Ms. Hallmark stated that there had been a lot of misinformation going around and that the new development will certainly not be apartments (like a number of people in the area believe) but will actually be Townhouses and these will be sold to individuals and not rented.
 - The plan is to have a mix of 3 & 4 bedroom 2 ½ bath townhouses w/ some attached and some detached garages.
 - There will be a new street developed off of River Street to get access to the entire development
 - The development will happen in several phases

- There will be no duplexes or apartments
- Jeff Hallmark, Developer - also spoke about the plans for the new development and site design and noted that their intent is similar to that of The Villages at Rollins Creek.
 - There will be a total of 60 townhouses in the development
 - There will be no HOA, all the townhouses will be sold individually
 - The townhouses will be 2 Story
 - The selling price for the townhouses will be between \$260,000 - \$350,000
 - Square footage will be between 1,450 & 2,000 square feet
- Josh Anderson asked if there were any other lots zoned 'C' Apartments in there area and there are lots just to the north and a large number of lots about three blocks west and south of this lot that are zoned 'C' & 'E' General Business
- It was also noted that about half the properties surrounding this one are zoned 'B' Second Dwelling and could be developed into duplexes.

Staff Reports

- n/a

Public Hearing

1. *To Consider a Rezoning Request for a 7.41 acre lot located west of River St. between Wendy Lane and Gene Taylor Drive from 'A' First Dwelling to 'C' Apartment.*
 - There was a large crowd to speak against the rezoning request and development of the townhouses (which most believed to be apartments)
- Bob Miller; 2220 Rebekah St. - talked about a petition that he had taken around to every person in the neighborhood regarding the rezoning and how terrible it would be for the community.
 - He stated 85 residents signed the petition.
 - He also discussed that he believed the entire project was financially motivated.
 - He noted that all the houses in the surrounding area are only singles story and two story townhouses would look out of place
 - He was very worried about the current property values once the townhouses are built
- The general public had a number of comments and concerns that were just shouted from the gallery, a list of their concerns is as follows:
 1. Current property values will decrease if this development is built
 2. The owners will decide not to sell them and rent instead

3. The traffic on River will be terrible as it is already incredibly unsafe
 4. People were worried about if one person comes along and buys all the townhouses and makes them into apartments, then what?!?
 5. People are worried about where the new residents who buy the townhouses will park; if not in the garage then on the streets and that is dangerous
 6. People were worried about the development not being well maintained and falling into disrepair
 7. There is not enough police
 8. Crime rates will skyrocket
 9. Why don't the developer go buy a different vacant lot in town (people claimed there were tons of them)
 10. The general public had concerns about the type of people that might buy a townhouse
- The concerns listed above were mentioned over and over again by the general public throughout the meeting.
 - Jeff Meredith, Carthage Economic Development Corporation; spoke in favor of the development and stated that it is inline with the city's future plans. He also noted that he believes in zoning group 'A' (which many of the surrounding homes are in) it is allowable to build up to 3 stories.
 - Josh Anderson asked how it would work if the rezoning was recommended and moved forward to city council with the caveat that the development must move forward as stated on the plans and not be converted to apartments.
 - Jim Hunter noted that this was a possibility according to Zeb and that it was something that would likely need to be written into the zoning ordinance.
 - Jim Swatsenbarg discussed the possibility of making a totally new zoning ordinance for townhouses or at minimum making a sub-category for them.
 - This would need to be an agenda item and discussed in the future
 - Jim Swatsenbarg also mentioned that this type of development seemed like a great idea and provided some much needed affordable housing for the community
 - Josh Anderson asked how many lots the property could be platted for if it was turned into single family homes - The total number is 45 individual houses

- Jim Hunter talked about the future of the site and how development will eventually happen there, it likely wouldn't stay a large vacant parcel forever. He also noted that for the city to continue to grow in a positive manner these kinds of developments are important.
- Jim Hunter & Traci Cox noted that if passed the zoning request will go to two public readings with city council but the public will not have a chance to speak specifically regarding the rezoning, they would however speak during the public comments section.
- It was noted that this kind of development is becoming very popular in Northwest Arkansas and other fast growing areas.
- Bill Barksdale made a motion to deny the rezoning request, seconded by Matt Smith; 3 Ayes - Bill Barksdale, Matt Smith, & Jim Hunter; 2 Nays - Jim Swatsenbarg & Josh Anderson
 - The motion carried - the rezoning request was denied.

New Business

2. Discuss meeting dates for the commission

- There was general discussion amongst the commission regarding the date of the meetings. It was determined by general consensus to move the meeting date to the first Thursday of each month.
- The commission members also discussed reviewing/making rules and regulations for speakers from the general public during P,Z, & HP public hearings and discussions of new business.
 - This will be added to the July agenda
- The commission discussed the creation of a new zoning ordinance for townhouses.
 - This will also be added to the July agenda for discussion
- There was discussion regarding this year's required CLG training. The consensus was to do it independently and report back on which training everyone did. This will need to be listed on the annual CLG Report in September.
 - Josh Anderson will send everyone on the commission a list of training opportunities

Old Business

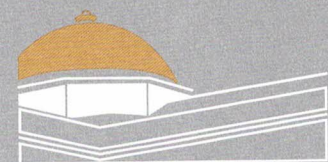
- Josh Anderson mentioned that PZ&HP had received a grant a while back and it had gone unused and the time frame to use the money was approaching . The grant was written when Abi Almandinger was the chairman of P&Z.
 - Traci Cox and Terri Heckmaster are going to investigate this further

- Josh Anderson will check with SHPO to see what they have regarding the grant and get the information for the states grant portal

Bill Barksdale handed in his resignation letter and it was accepted by chairman Jim Hunter. The commission wishes Bill all the best on his future endeavors and more time to relax!

Jim Swatsenbarg made a motion to adjourn the meeting, seconded by Josh Anderson, all present voted in favor; the meeting was adjourned at 7:29pm.

The next meeting is scheduled for Thursday, July 18th 2024 at 5:30pm in the City Council Chambers



**CARTHAGE
PUBLIC LIBRARY**

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, July 9th, 2024 5:15 p.m.

Carthage Public Library Board Room
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Financial Reports May and June 2024

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business

Payment of Bills

Adjournment



AGENDA

Planning, Zoning, and Historic Preservation Commission
Thursday, July 18, 2024 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, June 20, 2024

Public Hearing

1. Request for a Certificate of Appropriateness for exterior signage at property located at 325 S Main

Staff Report

New Business

1. Discuss procedure for citizen participation in a meeting
2. Discuss creating a zoning classification for townhouses

Old Business

1. Discuss CLG training opportunities
2. Update SHPO grant status

Next Meeting: Thursday, August 1, 2024

Adjourn

Commission Members

Voting Members:	Chairman	Jim Hunter	1514 S River	417-850-5355
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Joshua Anderson	1205 S Main	417-793-2196
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Robin Harrison	721 E 10th	417-483-8835
	Member	Matt Smith	1022 E Chestnut	417-437-2281

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator		City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Terri Heckmaster	1155 Grand	417-310-6178

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

COUNCIL BILL NO. 24-31

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with Sprouls Construction Inc for the HH and Garrison Avenue Intersection and Signal Improvements in the amount of \$254,499.43, in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract With Sprouls Construction Inc for the HH and Garrison Avenue Intersection and Signal Improvements, for the City of Carthage, a copy of which agreement 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 _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Works Committee



CIVIL
ENGINEERING

Project Management
Construction Plans
Permitting
Right of Way Negotiation
Utility Coordination
Project Specifications
Contract Documents
Agency Coordination

CONSTRUCTION
ENGINEERING

Bidding Services
Construction Inspection
Contract Administration
Project Documentation

STRUCTURAL
ENGINEERING

Highway Bridges
Forensic Investigations
Building Inspections
Residential Structures
Commercial Structures
Structure Rehabilitation

Zanevan Engineering, LLC
1221 Oak Street
Carthage, MO 64836
417.800.2500
www.zanevan.com

May 22, 2024

Zeb Carney
Public Works Director
623 E. 7th Street
Carthage, Missouri 64836

RE: Letter of Recommendation
Hwy. HH and Garrison Avenue Intersection Signal – Carthage, MO

Dear Mr. Carney:

The bids for the above referenced project have been reviewed and tabulated. It is the recommendation of this office to accept the low bid from Sprouls Construction, Inc. of Lamar, Missouri in the amount of \$254,499.43.

A copy of the bid tabulation is attached for your review and approval.

Sincerely,

Zanevan Engineering, LLC

Jason Eckhart, PE
President/Owner

Enclosure

BID TABULATION
HWY. HH AND GARRISON AVENUE INTERSECTION SIGNAL
CARTHAGE, MISSOURI
BID OPENING: MAY 21, 2024 @ 10 a.m.

SPROULS CONSTRUCTION, INC.
397 W. HWY. DD
LAMAR, MISSOURI 64759

Item No.	Description	No. Units	Unit	Unit Price	Extended Total
2022010	REMOVAL OF IMPROVEMENTS	1	LS	\$ 30,000.00	\$ 30,000.00
2079903	MISCELLANEOUS - LINEAR GRADING FOR ADA FACILITIES	491	LF	\$ 25.00	\$ 12,275.00
6083006	CONCRETE MEDIAN STRIP	7.1	SY	\$ 300.00	\$ 2,130.00
6086004	CONCRETE SIDEWALK, 4-INCH	225.8	SY	\$ 150.00	\$ 33,870.00
6131010	FULL-DEPTH PAVEMENT REPAIR	9.1	SY	\$ 300.00	\$ 2,730.00
6131014	FULL-DEPTH PAVEMENT REPAIR SAW CUT	62	LF	\$ 20.00	\$ 1,240.00
6169901	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 10,600.00	\$ 10,600.00
6205902A	6-INCH WHITE WATERBORNE PAVEMENT MARKING PAINT	225	LF	\$ 3.50	\$ 787.50
6205903A	6-INCH YELLOW WATERBORNE PAVEMENT MARKING PAINT	68	LF	\$ 3.50	\$ 238.00
620015	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 24-INCH WHITE	48	LF	\$ 58.00	\$ 2,784.00
620016	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 24-INCH YELLOW	78	LF	\$ 58.00	\$ 4,524.00
620021	PREFORMED THERMOPLASTIC PAVEMENT MARKING, LT./RT. ARROW	2	EA	\$ 350.00	\$ 700.00
620036	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 30-INCH WHITE, MID-BLOCK	19	EA	\$ 435.00	\$ 8,265.00
620042	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 12-INCH WHITE, YIELD LINE TRIANGLES	22	EA	\$ 70.00	\$ 1,540.00
8031000A	TURF TYPE TALL, FESCUE SODDING	222	SY	\$ 9.00	\$ 1,998.00
8069901	TEMPORARY EROSION CONTROL	1	LS	\$ 5,500.00	\$ 5,500.00
9013002	CONDUIT, 2-INCH RIGID, IN TRENCH	25	LF	\$ 50.60	\$ 1,265.00
9013003	CONDUIT, 3-INCH RIGID, IN TRENCH	50	LF	\$ 48.30	\$ 2,415.00
9015010	TRENCHING TYPE 1	75	LF	\$ 9.20	\$ 690.00
9020513	SIGNAL HEAD, TYPE 3B	6	EA	\$ 1,495.00	\$ 8,970.00
9020811	SIGNAL HEAD, TYPE 1S, PEDESTRIAN	2	EA	\$ 839.50	\$ 1,679.00
9020833	SH-FLAT SHEET - SIGNAL SIGN	40	SF	\$ 46.41	\$ 1,856.40
9020834	SIGNAL SIGN, MOUNTING HARDWARE	6	EA	\$ 396.75	\$ 2,380.50
9023215	POST, TYPE C, 20-FOOT ARM	1	EA	\$ 9,418.50	\$ 9,418.50
9023330	POST, TYPE B, 30-FOOT ARM	1	EA	\$ 25,096.45	\$ 25,096.45
9024170	CONTROLLER ASSEMBLY HOUSING, TYPE 170	1	EA	\$ 24,932.95	\$ 24,932.95
9024920	DETECTOR, PUSHBUTTON	2	EA	\$ 1,255.80	\$ 2,511.60
9024921	ACCESSIBLE PEDESTRIAN SIGNAL	2	EA	\$ 940.70	\$ 1,881.40
9024944	DETECTOR, VEHICLE INDUCTION LOOP (2 CHANNEL - RACK MOUNTED)	2	EA	\$ 379.50	\$ 759.00
9025014	SIGNAL HEAD, TYPE 4B	1	EA	\$ 1,725.00	\$ 1,725.00
9025020	CONDUIT, 1-INCH, LOOP DETECTOR WITH TRACER WIRE	20	LF	\$ 16.27	\$ 325.40
9028208	CABLE, 8 AWG, 1 CONDUCTOR, POWER	170	LF	\$ 2.30	\$ 391.00
9028308	CABLE, 16 AWG, 2 CONDUCTOR	280	LF	\$ 2.88	\$ 806.40
9028310	CABLE, 16 AWG, 5 CONDUCTOR	280	LF	\$ 4.49	\$ 1,257.20
9028311	CABLE, 16 AWG, 7 CONDUCTOR	960	LF	\$ 6.38	\$ 6,124.80
9028400	WIRE, 6 AWG, SOLID NEUTRAL	490	LF	\$ 2.82	\$ 1,381.80
9028500	CABLE, LOOP DETECTOR, IN DUCT	1030	LF	\$ 7.99	\$ 8,229.70
9028510	CABLE, LOOP DETECTOR, LEAD-IN	470	LF	\$ 3.83	\$ 1,800.10
9028610	POWER SUPPLY ASSEMBLY, TYPE 1	1	EA	\$ 8,625.00	\$ 8,625.00
9029100	BASE, CONCRETE	6.7	CY	\$ 2,242.50	\$ 15,024.75
9031010	CONCRETE FOOTINGS, EMBEDDED	1.3	CY	\$ 1,000.00	\$ 1,300.00
9031270A	2-INCH PSST POST - 12 GAUGE	48	LF	\$ 13.17	\$ 632.16
9031273A	DRIVEN POST ANCHOR FOR 2-INCH PSST - 12 GAUGE	6	EA	\$ 234.60	\$ 1,407.60
9031241	BREAKAWAY ASSEMBLY (PERFORATED SQUARE STEEL TUBE)	6	EA	\$ 155.25	\$ 931.50
9035004A	SH-FLAT SHEET	24	SF	\$ 24.73	\$ 593.52
9039902	MISCELLANEOUS - REMOVAL AND INSTALLATION OF EXISTING SIGNS	4	EA	\$ 226.55	\$ 906.20
TOTAL BID AMOUNT					\$ 254,499.43

*Submitted bid amount incorrect due to mathematical errors.

This is to certify that at 10:00 A.M. on May 21, 2024, at the office of the City of Carthage City Hall, Carthage, Missouri, the bids tabulated herein were publicly opened, read aloud and checked. The totals are correct as to additions and extensions.


Jason Eckhart, P.E.
Zanevan Engineering

COUNCIL BILL NO. 24-32

ORDINANCE NO. _____

An Ordinance of the City of Carthage, Missouri authorizing the Mayor to execute a Supplemental Agreement between the City of Carthage, Missouri and Missouri Department of Transportation for sidewalk improvements, Airport Drive and Fairview Avenue/Route E – 571 to River Street/River Street to Pearl Street, pursuant to TAP 1601(706), in the City of Carthage, Missouri.

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

SECTION I: The supplemental agreement for sidewalks along Airport Drive and Fairview Avenue/Route E – 571 to River Street/River Street to Pearl Street, attached hereto as Exhibit A and incorporated herein by reference is approved as a contractual obligation of the City of Carthage, Missouri.

SECTION II: The Mayor is hereby authorized and directed to execute said agreement, in Exhibit A, on behalf of the City of Carthage, Missouri, and to affix the municipal seal hereto and to attest the same.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Works

CCO FORM: FS31

Approved: 11/15 (MWH)

Revised: 10/22 (MWH)

Modified:

City of Carthage

TAP - 1601(706)

CFDA Number: 20.205

CFDA Title: Highway Planning and Construction

Award name/number: TAP – 1601(706)

Award Year: 2024

Federal Agency: Federal Highway Administration, Department of Transportation

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
TRANSPORTATION ENHANCEMENTS FUNDS
SUPPLEMENTAL AGREEMENT**

THIS SUPPLEMENTAL AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and City of Carthage (hereinafter, "City").

WITNESSETH:

WHEREAS, on March 1, 2024, the Commission and the City previously entered into a Transportation Enhancements Funds Agreement #2024-01-83061 as to public improvements designated as TAP–1601(706), for the construction of Sidewalk Improvements, (hereinafter, "Original Agreement"); and

WHEREAS, the Commission and the City now desire to revise the Original Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

(1) REVISION: Exhibit B of the Original Agreement is removed and replaced with the Exhibit B attached hereto.

(2) ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this Supplemental Agreement, the Original Agreement between the parties shall remain in full force and effect and shall extend and apply to this Supplemental Agreement as if fully written in this Supplemental Agreement.

Remainder of Page Intentionally Left Blank

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this _____ (date).

Executed by the Commission this _____ (date).

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF CARTHAGE

Title: _____

By _____
Title: _____

ATTEST:

ATTEST:

Secretary to the Commission

By _____
Title: _____ City Clerk

Approved as to Form:

Approved as to Form:

Commission Counsel

Title: _____

Ordinance No.: _____

Exhibit B - Project Schedule

Project Description: Airport Dr. and Fairview Ave. (Rte. E), from 571 to River St. and River St. to Pearl St. - Project: TAP-1601(706)

Task	Date
Date funding is made available or allocated to recipient	02/2024
Solicitation for Professional Engineering Services (advertised)	05/2024
Engineering Services Contract Approved	08/2024
Preliminary and Right-of-Way Plans Submittal (if Applicable)	08/2025
Plans, Specifications & Estimate (PS&E) Approval	10/2025
Advertisement for Letting	11/2025
Bid Opening	12/2025
Construction Contract Award or Planning Study completed (REQUIRED)	01/2026

*Note: the dates established in the schedule above will be used in the applicable ESC between the sponsor agency and consultant firm.

**Schedule dates are approximate as the project schedule will be actively managed and issues mitigated through the project delivery process. The Award Date or Planning Study Date deliverable is not approximate and a Supplemental Agreement is required to modify this date.

COUNCIL BILL NO. 24-33

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF CARTHAGE, MISSOURI AND MCGRATH HUMAN RESOURCES GROUP INC. TO COMPLETE A COMPENSATION SYSTEM MARKET UPDATE.

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, Missouri is hereby authorized to enter into an Agreement with McGrath Human Resources Group Inc. to conduct a Compensation System Market Update, a 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 ____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audits and Claims Committee



Professional Quotation Prepared for

City of Carthage, Missouri

Compensation System Market Update



Submitted By:
McGrath Human Resources Group

Corporate Office
PO Box 865
Jamestown, TN 38556

Wisconsin Office
Chippewa Falls, WI 54729

Dr. Victoria McGrath, CEO
victoriaphd@mcgrathconsulting.com
815.728.9111

June 3, 2024

June 3, 2024



Traci Cox
City Clerk
326 Grant St.
Carthage, MO 64836

Dear Traci:

Thank you for the opportunity to submit a quote to perform a Market Update for the City of Carthage.

Maintaining a competitive classification and compensation plan in today's current labor market is extremely challenging, yet essential to attract, motivate, engage, and retain a qualified workforce, especially with extreme market changes that started shortly after your original project concluded in 2020. McGrath Human Resources Group understands the issues public sector entities are facing as our firm provides human resources consulting services primarily for the public sector, with emphasis on compensation. We offer a transparent, engaging, and collaborative approach to develop a compensation solution built specifically for each client, which aligns with your compensation philosophy and strategy to attract and retain competent professionals, conform to all legal requirements, and fit within the City's fiscal reality.

Because of our previous partnership with the City's Compensation System, we have an intimate understanding of the compensation philosophy, organizational culture, and the vision you had for your community. That is not to say the organization has not changed, so we will approach this project with the same objectivity as a new client, to better understand the successes and challenges the City and departments have encountered to help provide recommendations to the City's System so the City can be poised to be a competitive employer in the region.

Detailed information regarding proposed deliverables, methodology, and other relevant information is presented. I am the authorized individual to contractually bind the Firm.

As you review the proposal, if you have any questions or require additional information, please do not hesitate to ask. We look forward to the opportunity to work with the City of Carthage and its employees on this important project.

Sincerely,

A handwritten signature in blue ink that reads "Victoria J. McGrath".

Victoria J. McGrath, Ph.D., CEO
815.728.9111 (office)
victoriaphd@mcgrathconsulting.com

Experience and Qualifications

McGrath Consulting Group, Inc. was started in 2000, specializing in public sector consulting in the fields of human resource management and public safety (fire, EMS, police, and communications). Our Firm has over 20 professional consultants who are assigned to projects based upon their professional background and skillset they bring to each client.

McGrath Human Resources Group is the Human Resources Division overseen by Dr. Victoria McGrath. Since 2000, McGrath has conducted hundreds of comprehensive compensation and classification studies nationwide. The Human Resources consulting team is comprised of experienced human resources practitioners from both the private sector and local city and county government.

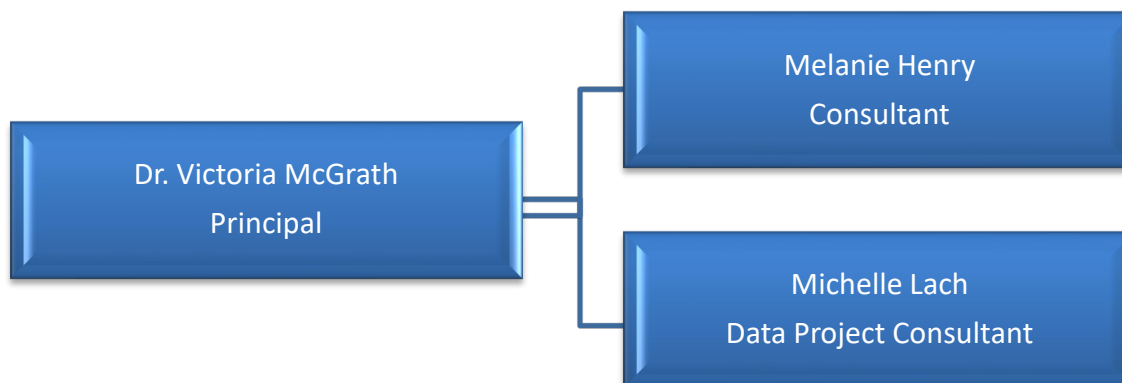
Company Name	McGrath Human Resources Group
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Service	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865 Jamestown, TN 38556
Responsible Party and Project Administrator	Dr. Victoria McGrath, Ph.D., SPHR CEO
Email Address	victoriaphd@mcgrathconsulting.com
Phone Number	(815) 728-9111
Fax Number	(815) 331-0215
Insurance	Erie Insurance: Auto, General Liability, and Workers Compensation Mount Vernon: Professional Liability Chubb: Cyber Security Liability
Office Locations	Chippewa Falls, WI Columbia, MO Jamestown, TN Katy, TX Strongsville, OH

We do not offer an off-the-shelf work product, but rather, we approach each client with the goal to understand your organization, culture, current and future needs, and fiscal reality to develop total compensation solutions that are developed uniquely for you, align with your compensation philosophy and strategy, while using a collaborative and transparent process.

Consulting Team

All consultants are McGrath consultants, and there is no subcontracting.

The Consultants were selected for this project based upon their areas of expertise, specialties, and related project experience. We operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project. Further, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise as needed. Primary members of the team for the City is provided as follows.



Project Overview

McGrath understands the City is seeking to update the current Compensation System, which was created in 2020. The market update will include an external market analysis to identify the competitive market, salary range adjustment recommendations to align to that market, which may include position pay grade changes, and costing for implementation.

Methodology and Approach

The proposal steps can be discussed and adjusted to meet the projects needs for the City.

1. Project Orientation and Assessment

The consultants will communicate with the City's project designee to provide a list of documents and data needed to begin the project and schedule the project kickoff virtual meeting. The consultants will then meet with Administration to:

- ❖ Discuss department/position changes.
- ❖ Discuss future needs.
- ❖ Identify if any comparable organizations list needs to be changed/updated.
- ❖ Review provided documents and data.
- ❖ Determine project communication expectations and strategies, project timeline, and identifiable milestones.

Department meetings are not typically necessary but can be included if City feels this is necessary.

2. Compensation Analysis

The Compensation analysis determines the organization's relative position in the comparable labor market. This analysis allows City leaders to understand the organization's compensation as a whole and by position, allowing them to make sound compensation decisions. Compensation Analysis will consist of collecting the minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the City to measure the City's alignment against the market.

3. Limited Classification Analysis (Job Evaluation)

Because the current classification structure was created in 2020, a job analysis will only be needed for positions that have substantially changed since 2020 that McGrath is not aware of. In these rare situations, the consulting team may ask to speak with Human Resources and the Department Director to assess if a Position Questionnaire or use of the job description will be needed.

4. McGrath 360Comp™ Integration

Upon completion of the market survey analysis, the consultants will schedule a virtual meeting to discuss the data summary obtained and share the findings and trends found in the analysis as it compares to the current Compensation System.

5. Schedule Update and Costing

Once the existing structure is updated, the consultants will meet with the Administration to review the recommended updates to identify any concerns prior to finalization. The consultants will also develop an initial fiscal impact if desired.

6. Finalization

Upon finalization of the project, the City will receive an updated Compensation System. A Fiscal impact/costing document in Excel format can be calculated, if desired. The City will also receive a brief **Final Report** outlining Study methodology, summary market findings, and recommended updates.

This report will first be provided to City Administration in draft form to allow for feedback before the reports are placed into final form and provided electronically.

No formal presentations are included, but can be added if desired by the City.

Proposed Project Schedule

The Firm will proceed with contacting the uniquely identified comparables upon the City's acceptance of the Proposal. Market data collection can commence once the comparable list is approved by the City. The Firm expects market findings to be available and recommendations to be available within 12-14 weeks of the commencement of the project.

Cost Proposal

McGrath Human Resources sets project fees based on the total project, which ensures the project comes in at the budgeted amount. Therefore, the fees listed below include all consulting professional fees, and administrative costs, excluding travel*.

Compensation Market Update: \$9,250

*Travel costs

in-person site visits may not be necessary, so travel expenses will be billed separately – and only if incurred for actual expenses for the Wisconsin based consultant. A maximum dollar limit may be set once number of onsite visits will be needed.

Terms of Payment

All invoices are due within 30 days of receipt.

Payment for the Project will be made in three (3) installments for scope of services:

\$ 2,000 upon completion of the signed contract;

\$ 5,250 upon submission of the draft report; and

\$ 2,000 (plus actual travel expenses) upon submission of the final report. If the optional project enhancements and/or benefits are added to the project, the cost will be added to the final invoice.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from June 3, 2024. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2023 - 2024 FOR SPECIFIED FUNDS (GENERAL FUND, GOLF FUND, CIVIC ENHANCEMENT FUND, PUBLIC SAFETY FUND, CAPITAL IMPROVEMENTS FUND, PUBLIC HEALTH FUND, AND ARPA FUND).

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

SECTION I: The City of Carthage's 2023 - 2024 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- a.) the **Police Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$45,000.00 to the Capital Outlay line item for the purchase of a new police car; and
- b.) the **Street Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$245,000.00 to the Capital Outlay line item (\$45,000 for a new truck and \$200,000 for the West Chestnut Culvert Replacement); and
- c.) the **Memorial Hall Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$19,039.00 to the Capital Outlay line item for lighting improvements; and
- d.) the **Parks Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$41,000.00 to the Capital Outlay line item for the tree inventory project; and
- e.) the **Central Municipal Activities**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$85,000.00 to the Professional fees line item, \$64,045.00 to the Utilities/P.I.L.O.T line item, and \$752,670.00 to the transfers to other funds line item for additional use tax; and
- f.) the **Fire Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$17,828.00 to the Capital Outlay line item for the replacement of a storm siren; and

SECTION II: The City of Carthage's 2023 - 2024 Annual Operating and Capital Budget for the **Golf Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$5,000.00 to the Maintenance line item for grass seed due to winter kill; and
- An amount not to exceed \$6,000.00 to the Gasoline line item due to increased cart rentals; and
- An amount not to exceed \$50,000.00 to the Retail Inventory line item; and

- An amount not to exceed \$12,500.00 to the Capital line item for a well pump; and

SECTION III: The City of Carthage's 2023 - 2024 Annual Operating and Capital Budget for the **Civic Enhancement Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- An amount not to exceed \$5,454.00 to the Supplies line item for Little League equipment; and

SECTION IV: The City of Carthage's 2023 -2024 Annual Operating and Capital Budget for the **Public Safety Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$34,975.00 to the General Tools & Supplies - Police line item (\$4,000.00 for 2024 ODET dues, \$2,000.00 for FTO Software, and \$28,975.00 for Toughbooks); and
- An amount not to exceed \$23,805.00 to the Safety Equipment line item for various safety equipment for the Police Department; and
- An amount not to exceed \$2,362.00 to the General Tools & Supplies – Fire line item for rope and water rescue gear; and

SECTION V: The City of Carthage's 2023 -2024 Annual Operating and Capital Budget for the **Capital Improvements Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$206,967.00 to the Casualty Insurance Activities line item for storm damage clean-up; and

SECTION VI: The City of Carthage's 2023 -2024 Annual Operating and Capital Budget for the **Public Health Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$11,000.00 to the Capital Outlay line item for a roof repair damaged in storms; and

SECTION VII: The City of Carthage's 2023 -2024 Annual Operating and Capital Budget for the **ARPA Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$43,457.00 to the Capital Outlay line item, (\$17,673.00 as a carry-over from Fiscal Year 2023 for the City Hall Door Access Project, and \$25,784.00 for Cleargov budgeting software); and
- An amount not to exceed \$3,947.00 to the Capital Outlay – Police line item, as a carry-over from Fiscal Year 2023 for the Police Take Home Vehicle Project; and
- An amount not to exceed \$7,750.00 to the Capital Outlay – Parks line item, as a carry-over from Fiscal Year 2023 for the new website fees; and

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means

Jasper County Courthouse
302 S. Main * Room 102
Carthage, MO 64836
Office: 417-358-0416
Fax: 417-358-0415

Jasper County Clerk

Charlie Davis

Jasper County Courts Building
633 S. Pearl Ave. Room 198
Joplin, MO 64801
Office: 417-625-4307
Fax: 417-625-4308

CERTIFICATION OF CARTHAGE RECALL PETITION FOR THE RECALL OF TIFFANY COSSEY

Total Signatures on petition sheets	508
NR – Not Registered	-18
RDA – Registered at Different Address	-14
WS – Wrong/Invalid Signatures	-4
<u>DS – Disqualified</u>	<u>-1</u>

Total Verified Valid Signatures 471



Charlie Davis

Jasper County Clerk
cdavis@jaspercountymo.gov
Office: 417-358-0416
Fax: 417-358-0415
Cell: 417-825-1193



Jasper County Courthouse
302 S. Main * Room 102
Carthage, MO 64836
Office: 417-358-0416
Fax: 417-358-0415

Jasper County Clerk
Charlie Davis

Jasper County Courts Building
633 S. Pearl Ave. Room 198
Joplin, MO 64801
Office: 417-625-4307
Fax: 417-625-4308

7/8/2024

Carthage Recall for Tiffany Cossey	Total #
Total Signatures	38
R = Registerered	37
NR = Not Registered	1



PETITION TO RECALL AND DEMAND THE ELECTION OF A SUCCESSOR

WARNING: IT IS AGAINST THE LAW:

For anyone to sign this petition with any name other than one's own or to knowingly sign one's name more than once for the same measure or to knowingly sign the petition when not a registered elector.

Do not sign this petition unless you are an eligible elector. To be an eligible elector you must be registered to vote and eligible to vote in the City of Carthage Ward 5 elections. Do not sign this petition unless you have read or have had read to you the proposed recall measure in its entirety and understand its meaning.

PETITION TO RECALL TIFFANY COSSEY FROM THE OFFICE OF WARD 5 CITY COUNCIL.

Grounds for the recall of Ward 5 Councilperson Cossey are as follows:

Misconduct in Office— Cossey's verbal attacks on Mayor Rife, City Administrator Dagnan, previous City Attorney Dally and fellow council members resulted in not following proper parliamentary procedures and revealed her lack of respect for the City of Carthage government as seen at the council meeting on 4/17/2024.

Misconduct in Office— Cossey instructed city employees to act against their job duties when the council doesn't have authority to give city employees directions and it was a clear overreach of the elected job duties expected of Cossey at the 5/10/2024 council meeting (Code of Ethics-Prohibition of Interference).

Incompetence— Refusal of training has led to Sunshine Law violations including adding things to meeting Agendas without proper procedures and leaving the city vulnerable to lawsuits including unlawful termination of the City Administrator Dagnan and impeachment of Mayor Rife which can result in losing hundreds of thousands of taxpayers' dollars (Article 5- Section 5.4-C).

By putting her self-interests above the city's interests, these actions have resulted in the citizens of Carthage losing confidence in Cossey's job performance which is a violation of the city's Code of Ethics (Declaration of Policy).

Circulator Affidavit

I do solemnly affirm under penalty of perjury that:

- I have read and understand the laws governing the circulation of petitions.
- I was a citizen of the United States, and at least 18 years of age at the time this section of the petition was circulated and signed by the listed electors.
- I circulated this section of the petition.
- Each signature on this petition was affixed in my presence.
- Each Signature on this petition is the signature of the person whose name it purports to be.
- To the best of my knowledge and belief each of the people signing this petition section was, at the time of signing, a registered elector.
- I have not paid or will not in the future pay and I believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition.
- I understand that I can be prosecuted for violating the laws governing the circulation of petitions, including the requirement that a circular truthfully completed the affidavit and that each signature on the petition was affixed in the circulator's presence.
- I understand the failing to make myself available to be deposed and to provide testimony in the event of a protest shall invalidate the petition section if it is challenged on the grounds of circulator fraud.

Circulators Name (printed)

Last Name

First Name

Permanent Residence Address (or location if homeless)

Street Number and Name (no P.O Boxes)

City/Town

County

State

Zip Code

Sign and Date in the Presence of a Notary

Signature of Circulator

Date Signed

A NOTARY PUBLIC MUST COMPLETE THIS SECTION:

State of Missouri

COUNTY OF _____

Subscribed and affirmed before me this _____ day of _____, 2024
Day Month

by _____
Print name of Circulator above

Type of ID provided by circulator: _____

Signature (and Title) of Notary/Official Administering Oath: _____

My Commission Expires: _____

**ORDER OF THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI TO
SUBMIT THE QUESTION OF THE REMOVAL OF TIFFANY COSSEY FROM OFFICE OF
CITY COUNCIL TO THE VOTERS ENTITLED TO VOTE FOR A SUCCESSOR TO THE
INCUMBENT SOUGHT TO BE REMOVED**

WHEREAS, §77.655 Revised Statute of Missouri and Section 9.9 of the Charter of the City of Carthage require the City Council to order the question of removal of a holder of an elective office be submitted to the voters upon the County Clerk certifying a Recall Petition and submitting it to the City Council.

WHEREAS, the City Council has received a CERTIFICATION OF CARTHAGE RECALL PETITION FOR THE RECALL OF TIFFANY COSSEY from Charlie Davis, the Clerk of Jasper County, Missouri.

THEREFORE, BE IT ORDERED that the question of the removal of Tiffany Cossey from the office of City Council of Carthage, Missouri be submitted to the voters entitled to vote for a successor to the incumbent sought to be removed in the following form:

- ☐ FOR the removal of Tiffany Cossey from the Office of City Council
- ☐ AGAINST the removal of Tiffany Cossey from the Office of City Council.

SO ORDERED this ____ day of July 2024.

Dan Rife, Mayor
City of Carthage

Attest: _____
Miranda Deal, City Clerk

Mayor's Appointments

July 2024

Police and Fire Pension Committee

2 Year Term – 6 Members – Meets on Call – Council Chambers

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Kristi Montague	417-358-4432	2020 S Garrison, Suite B	7/9/2024	7/2026

Mayor's Appointments

July 2024

Carthage Water and Electric Plant Board

**4 Year Term – 6 Members – Meets Third Thursday, 3 PM – CWEP Community
Room**

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Mark Gier	904-759-2984	828 Wendy Lane	7/9/2024	5/2026