



City of Carthage, Missouri

CITY COUNCIL

July 23, 2024 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance to Flag**
4. **Calling of the Roll**
5. **Reading and Consideration of Minutes of Previous Meeting**
 1. Approval of July 9, 2024 Minutes
6. **Presentations/Proclamations**
 1. Marian Days Proclamation
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. 24-33 -- 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)

16. New Business

1. C.B. 24-35 -- An Emergency Ordinance authorizing the Mayor to sign an agreement with Missouri Division of Tourism to be the DMO, and to accept and administer \$55,970.00 for Missouri Fiscal Year 2025
2. C.B. 24-36 -- An Emergency Ordinance to enter into a Memorandum of Understanding Agreement with the City of Joplin, for Participation in the Missouri Division of Tourism ("MDT") Marketing Matching Grant ("MMG") program, in the City of Carthage, Missouri.
3. C.B. 24-37 -- An Emergency Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2023-2024 and for Fiscal Year 2024-2025 for the General Revenue Fund
4. C.B. 24-38 -- An Ordinance authorizing the Mayor to enter into an Agreement between the City of Carthage, Missouri and Placer Labs, Inc. for the use of an advanced location analytics platform to provide visibility and accurate, actionable insights into consumer demand for any location, with reporting that includes visit trends.
5. C.B. 24-39 -- An Ordinance authorizing the Mayor to enter into an amended contract with the Carthage Chamber of Commerce for Specified Services in the City of Carthage, from July 1, 2024 to June 30, 2026, in the City of Carthage, Missouri.
6. C.B. 24-40 -- An Ordinance to amend Section 2-498. Composition; Appointment, of the Code of Carthage.
7. Consider and discuss picnic license for the golf course couples tournament
8. Consider and discuss Articles of Impeachment and a hearing date for the impeachment hearing

17. Mayor's Appointments

18. Resolutions

1. Resolution 2045 -- A Resolution authorizing City support and permissions for several programs as part of the 45th Annual Marian Days Celebration in the City of Carthage, Missouri
2. Resolution 2046 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund for Fiscal Year 2024-2025

19. Closing Comments

20. Executive Session

1. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (1), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEGAL ACTIONS, CAUSES OF ACTION OR LITIGATION INVOLVING A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES AND ITS ATTORNEYS.

2. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.

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

July 9, 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=APrG8g3wYB8>

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, Tom Barlow, and Tiffany Cossey. Council Members Alan Snow and Jana Schramm were absent. Interim City Administrator Traci Cox and City Attorney Jon Gold were 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.

Ms. Cossey made a motion, seconded by Mr. Edge, to approve the minutes of the June 25, 2024 Council Meeting. Motion carried.

During Citizen's Participation, Jeff Meredith with the CEDC gave a presentation over a potential Chapter 100 project that could be coming before the council at a later date.

Debbie Smallwood, 805 S Country Club Road, addressed her concerns over being targeted because of new council members she was in support of, she also talked about a Facebook page that has been making comments. She expressed her support for Ms. Cossey.

Karen Trotter, 615 Euclid Blvd, thanked all for the Red White and Boom event. She also talked about the divide within the city and brought up things that have been said in the past.

Kirk Friesen, brought up the Facebook comments that Debbie had made. He also gave the registered voter counts for the wards and said that he and others went door to door getting signatures for the recall of Tiffany Cossey. He encouraged council to go out to their wards and go to an area they have never been in and ask them questions about what can be done to make Carthage better. He also asked why the employees who are displeased are not allowed to voice their displeasures.

Joel Terry, 2219 Alison Street, talked about the HH stoplight and the need for it. He would like to see the money used to fill the holes in the road that are being left from the gas company. He also talked about the Facebook page.

Ms. Heckmaster reported that the Budget Ways and Means Committee met on July 8. She reported that Jeff Meredith was present to discuss expenses for the economic development park. He asked the committee for funds to purchase a large sign for the advertisement of available land, funds to have a water delineation study done, and funds to purchase the right of way from the Swearingen Trust to put the entrance of the road in for the economic development park. The committee approved having a budget adjustment come before them for the amount of \$20,000 to purchase an advertisement sign which is estimated to be around \$12,000 and then to have the water delineation study done which is estimated to be around \$7,000. The budget amendment in Council Bill 24-34 was approved, these are end of year adjustments as well as the adjustments that have been approved by emergency purchase procedures and budget adjustments. Vision Carthage did not want to change their current contract with the City, so no further action was taken by the committee. The Chamber of Commerce contract was changed to include: the City having a Champion membership, which allows the City to have an ex-officio member on the board. The City gets 3 four person teams at the Chambers annual golf tournament and the tourism rent was removed. Under the scope of services, there was a section added for what the City would provide. The City will provide use of the golf course for the annual golf tournament, use of Memorial Hall for four days for the Chamber Banquet, and the use of Memorial Hall for three days for the business expo. There is no council bill on the agenda for this amended contract. It will be sent to Mr. Gold for approval and will come before council at the next meeting. Ms. Cox reported that the sales tax was up and the use tax was down compared to the same month last year. It was also reported that the online budget book is moving forward and so is the upgrade for the financial software. The next meeting is scheduled for August 12 at 5:30.

Ms. Cossey reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. The committee also approved Council Bill 24-33 which is for McGrath Human Resources to do an update on the salary study the City had done in 2020. There was also a motion to request a closed session at the next council meeting to discuss the status of the refund with Opengov. The next meeting is scheduled for July 23 at 5:30.

Ms. Heckmaster reported that the Public Safety Committee is between meetings with the next meeting scheduled for July 15.

Mr. Edge reported the Public Services Committee is between meetings with the next meeting scheduled for July 16.

Mr. Taylor reported that the Public Works Committee did not meet on July 2 due to lack of business. The next meeting is scheduled for August 6.

Special Committee and Board Liaison reports were given by Mr. Barlow for the Library Board.

Mayor Rife thanked all departments involved for the Red White and Boom event on July 4. He also introduced the new City Attorney Jon Gold.

During Remarks from Council Members, Mr. Peterson, Ms. Heckmaster, and Mr. Edge thanked all involved for the Red White and Boom event. Ms. Heckmaster also welcomed Mr.

Gold. Ms. Cossey spoke on the recall against her and the things she has tried to accomplish as a council member. She stated that if she does get recalled at the November election, she has no regrets on the things she has done and she will not stop doing what she thinks is right. She is proud to put her name with her actions.

Parks and Recreation Director Abi Almandinger reported that they are in the middle of the All Star games for Little League and that they were asked to host this year. She also thanked all of the departments that helped with the Red White and Boom event and reported that it went well.

Interim City Administrator Traci Cox reported that work with Cleargov continues for the online budget book, and the process has started for upgrading the financial software. She also made a comment on the road work with Spire and says that many are displeased included the City and we are making every effort to communicate any issues with the company to get them fixed. She also reported that she has started work on closing out the end of fiscal year 2023.

The Committee on Claims filed a report in the amount of \$3,034,009.67 against the following funds: General Revenue \$173,872.02, Public Health \$1,935.89, Lodging \$3,171.36, Parks/Stormwater \$57,490.79, Golf \$9,006.92, Capital Improvements \$221,387.65, Myers Park \$7,556.00, Use Tax \$67,243.89, Public Facilities \$11,030.82, Library \$25,000.00, Payroll \$456,314.33, and Carthage Water & Electric \$2,000,000.00. Ms. Cossey made a motion, seconded by Mr. Taylor, to accept the report and allow the claims. Motion carried.

Under Old Business, 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 second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Barlow, and Cossey. The Council Bill was approved and numbered Ordinance 24-33.

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 second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Edge, Barlow, and Cossey. The Council Bill was approved and numbered Ordinance 24-34.

Under New Business, 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 was placed on first reading with no action taken.

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) was placed on first reading with no action taken.

Review Recall Petition for the Removal of Tiffany Cossey- Mr. Gold reviewed the recall process and explained that there is no motion required to pass this Order that he has prepared since the language in the Charter requires that the question be ordered. The Order will be

signed by the Mayor and the Clerk and then an election is to be held as soon as practicable which would most likely be the November ballot.

Ms. Leece made a motion, seconded by Mr. Taylor, to approve the Mayor's appointment of Kristi Montague to the Police and Fire Pension Committee until July 2026. Motion carried

Ms. Heckmaster made a motion, seconded by Mr. Peterson, to approve the Mayor's appointment of Mark Gier to the Carthage Water and Electric Plant Board until May 2026. Motion carried

During Closing Comments, Ms. Heckmaster commended the approval of Mark Gier to the Carthage Water and Electric Plant Board.

Mr. Barlow made a motion, seconded by Mr. Taylor, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:26 p.m.

PROCLAMATION

WHEREAS, the Congregation of the Mother of the Redeemer, will be hosting the Marian Days celebration August 1-4, 2024; and

WHEREAS, the 2024 event marks the 45th Anniversary of the celebration; and

WHEREAS, the City of Carthage has a strong bond of friendship with the Congregation; and

NOW, THEREFORE, I, Dan Rife, Mayor of the City of Carthage, declare August 1-4, 2024, to be

MARIAN DAYS

in the City of Carthage and do call upon all citizens to welcome our visitors with warmth and hospitality.

Dan Rife
Mayor



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

July 8, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Dustin Edge, Christopher Taylor

MEMBERS ABSENT: Terri Heckmaster

OTHER COUNCIL MEMBERS:

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

Chairman Snow called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 24, 2024, Minutes

ACTION:	Motion to approve item 2.1. by Christopher Taylor
	Motion Passed with a 3:0
AYES:	Alan Snow, Dustin Edge, Christopher Taylor

3. Citizens Participation

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

4. New Business

1. Consider and Discuss expenses for Economic Development Park

Jeff Meredith was present to discuss expenses for the economic development park. He asked the committee for funds to purchase a large sign for the advertisement of available land, funds to have a water delineation study done, and funds to purchase the right of way from the Swearingen Trust to put the entrance of the road in for the economic development park.

ACTION:	Motion to move forward with a budget adjustment for \$20,000 for a sign and t delineation study by Christopher Taylor
	Motion Passed with a 3:0

AYES:	Alan Snow, Dustin Edge, Christopher Taylor
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2. Consider and Discuss budget amendment for fiscal year 2023-2024

Ms. Cox reviewed a few items on the budget adjustment and answered questions from the committee members. These amounts are some end of year adjustments as well as the adjustments that have been approved by emergency purchase procedures and budget adjustments.

ACTION:	Motion to forward to full council for approval by Christopher Taylor
	Motion Passed with a 3:0
AYES:	Alan Snow, Dustin Edge, Christopher Taylor

3. Discuss current contract with Vision Carthage

Vision Carthage has expressed that they wish to make no changes to their contract at this time. There was no further action taken.

4. Discuss current contract with the Carthage Chamber of Commerce

Ms. Cox reported on the changes that have been made with the Chamber of Commerce contract. The City now has a Champion membership which allows for the ex-officio board member. The City gets 3 four person golf teams at the annual golf tournament and the tourism rent was removed. Under the scope of services, there was a section added that stated what the City would provide. The City will provide use of the golf course for the annual golf tournament, use of Memorial Hall for four days for the annual banquet and three days for the business expo. There is no council bill for this amended contract yet, the new contract will have to be sent to the attorney with a Council Bill for approval before going to council.

ACTION:	Motion to have a council bill created and forward the amended contract to council Edge
	Motion Passed with a 3:0
AYES:	Alan Snow, Dustin Edge, Christopher Taylor

5. Staff Reports

Ms. Cox reported on the new online budget book process. Department heads will have access and receive training soon to get their budget summaries updated, the process has also started on upgrading the financial software. She reported that the sales tax came in at \$269,921.33 which is higher when compared to the same month last year which was \$265,634.06. The use tax came in at \$94,524.26 which is down compared to the same month last year which was \$106,311.56. She reported that the marijuana tax came in at \$11,315.01. She also reported that there were enough certified signatures for the recall of Ms. Cossey, and that the attorney is preparing an order to present to the council at the council meeting.

5. Adjournment

ACTION:	Motion to Adjourn at 06:15 PM by Christopher Taylor
	Motion Passed with a 3:0
AYES:	Alan Snow, Dustin Edge, Christopher Taylor



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 9, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Derek Peterson, Terri Heckmaster

MEMBERS ABSENT: Jana Schramm

OTHER COUNCIL MEMBERS: Mayor Dan Rife, Dustin Edge

STAFF PRESENT: Assistant 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 25, 2024 Minutes

ACTION:	Motion to accept/approve item 2.1. by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION:	Motion to accept/approve item 2.2. by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Consider and Discuss agreement with McGrath Human Resources Group for a Compensation System Market Update

Ms. Cox reported on what this compensation market update is for. This is to make sure that the City is still up to date with salaries after implementing the current salary study back in October of 2020. This company already has all of our information, so they will just have to compare current salaries with those cities that were used in the original study. The study will

make sure that the salaries are still at the correct places and make sure we have kept up with the step increases and cost of living adjustments. If this was bid out for another company, the City would have to pay for an entire new study to be done which would be a greater expense. It was also mentioned that when Lockton presented the salary study for Carthage Water and Electric, they stated that after COVID the labor market greatly changed and it is now recommended that every 2 years salary studies should be reviewed.

ACTION:	Motion to approve item 4.1 and forward to Council by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

2. Staff Reports

Ms. Cox reported that there has been a lot of requests for documents lately, staff is making progress with the online budget book and the implementation of the new financial software. She also reported that the Mayor will be meeting with Mr. Grundy from Carthage Hardware to discuss the purchasing MOU the City has with him.

Ms. Cossey asked about the status of the refund from Opengov. Ms. Cox said that it has not been given to the new attorney yet due to other items needing addressed first, but we could ask him to look into it and that we could have a closed session at the next council meeting he will be able to attend.

ACTION:	Motion to request closed session for legal matters at the next council meeting Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

5. Adjournment

ACTION:	Motion to Adjourn at 05:46 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster



July 15, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of 6-17-24 Minutes
- 3. Citizen Participation**

(Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)

 1. Consider and discuss Cars and coffee car show. - Eddie Grundy
 2. Consider and discuss car show - Michael Hendrix
 3. Consider and discuss noise ordinance- Holly Williams
- 4. New Business**
 1. Consider and discuss CRM Marian Days 2024 - Chief Hawkins
 2. Staff Reports
 - Fire Department
 - Police Department
- 5. Adjournment**

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



City of Carthage, Missouri **PUBLIC SAFETY COMMITTEE**

July 15, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Terri Heckmaster, Alan Snow, Tom Barlow, Christopher Taylor

OTHERS PRESENT:

STAFF PRESENT: Police Chief Bill Hawkins, Deputy Fire Chief Jason Martin, Interim City Administrator Traci Cox, City Clerk Miranda Deal

Chair Terri Heckmaster called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of 6-17-24 Minutes

ACTION:	Motion to approve item 2.1. by Christopher Taylor
	Motion Passed with a 4:0
AYES:	Terri Heckmaster, Alan Snow, Tom Barlow, Christopher Taylor

3. Citizen Participation

(Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)

1. Consider and discuss Cars and coffee car show. - Eddie Grundy

Eddie Grundy was not present at the start of the meeting. Items 2 and 3 under old business were discussed first.

Mr. Grundy was present to ask the committee for permission to do cars and coffee on the square on the last Saturday's of the month. He stated that his current last Saturday of the month event outside of his business has been a great success and he would like to expand on that. He would have cars park on the inside of the square, leaving parking spaces in front of businesses open for customers and it would be from 8-10 am on the last Saturday of the month. He stated that Springfield currently does this and they have great success. If the event gets too big, he will come back to the committee to get further permissions to ensure everyone's safety. Signs were discussed to help notify drivers that

there could be increased foot traffic. Mr. Taylor said he would ask public works if they have a pedestrian crossing sign, or if one could be made. There could also be traffic cones supplied to warn drivers near the crosswalk to slow down and look for pedestrians. The first date of this cars and coffee event would be July 27. No further action was taken.

2. Consider and discuss car show - Michael Hendrix

Michael Hendrix with Cruisin Main was present to speak about hosting a Cruise In night on the Carthage Square August 30 and October 11 from 6-9 pm. He spoke with the committee about doing similar events in Webb City and formerly in Joplin, he would like to have a DJ present and get businesses on the square involved. There wouldn't be other vendors present at this time, but he hopes to grow it into a larger event. He preferred that the streets be closed around the square to prevent people from driving around since there would be a lot of people out, including children. There were questions asked from the committee and other staff if the businesses who are open at night had been contacted and are on board with the square being closed on a Friday night. The approval to close the entire square would have to come before the council, so there was a motion made to close the whole square and if there were any businesses not on board, adjustments could be made at the council meeting.

ACTION:	Motion to Close the square and allow cars to back into parking spaces on Aug 11 from 5:30-9 pm by Alan Snow
	Motion Passed with a 4:0
AYES:	Terri Heckmaster, Alan Snow, Tom Barlow, Christopher Taylor

3. Consider and discuss noise ordinance- Holly Williams

Holly Williams was present to speak about a noise complaint she had on the church on S Baker Blvd that is next to her house. She has repeatedly called the police department and reported them and they are still blaring their music and sound systems to where it greatly disturbs her in her home. Chief Hawkins stated that multiple citations have been issued to someone at the church, he was unsure what the court date was due to the lack of a prosecuting attorney pushing court cases back. Ms. Heckmaster stated that she had reached out to the court administrator and the court date for the citations have been scheduled for September. Ms. Cox stated that she would ask Mr. Gold about what could be done about someone having multiple violations of the noise ordinance, Chief Hawkins advised Ms. Williams to call the police department rather than sending a message through the City website.

4. **New Business**

1. Consider and discuss CRM Marian Days 2024 - Chief Hawkins

Chief Hawkins spoke about the requests from the Fathers at the CRM. The requests are similar to years past and there are no new requests. Mr. Snow told the committee since some of the members were new, that the college actually reimburses the city for part of the costs for the added security. They pay 75% and the City pays 25%. There were questions asked on how much extra security is provided, Chief Hawkins stated that on Friday and Saturday there are as many as 45 officers on the ground spread out. There was a resolution in the packet that had all of the requests listed. This has been passed in previous years and

there is also a proclamation that the Mayor typically signs and presents to them at the Friendship dinner they host for City employees.

ACTION:	Motion to forward the resolution to council for approval by Alan Snow
	Motion Passed with a 4:0
AYES:	Terri Heckmaster, Alan Snow, Tom Barlow, Christopher Taylor

2. Staff Reports

Fire Department

Deputy Chief Martin reported that there have been some phone calls regarding a political sign that was put up near station 2. The sign is not on City property, but it looks like it due to the fire department mowing out farther than the property line to help keep rodents away. They have stopped mowing that far out to resolve the issue. They have gotten the contract signed for the brush truck bid that was approved at the last council, so work will start on that soon. The Ferrara Engine that is replacing E614 is scheduled for an August delivery, this truck was supposed to be delivered back in February. The fire department was approved one new hire this fiscal year, but that is on hold until a new fire chief is hired. The fire department is also assisting the police department in getting things prepped for Marian days. Ms. Cox stated that the bids for the new fire engine were approved and to secure the low interest rate, the funds were put into an escrow account.

Police Department

Chief Hawkins reported that his department is busy with Marian days prep. He also reported that they have received the car that was from a year and a half ago, they should be getting the wrecked vehicle replacement on Thursday, and the new cars that council had approved have been ordered. So as far as vehicles go, they are doing good right now.

Ms. Cox reported that she had looked up the Cruisin Main Facebook page and saw a post about the Cruise In that the committee had approved earlier in the evening, it was initially reported that there wouldn't be vendors at these first few events, but the post on Facebook was looking for vendors. Chief Hawkins said he would call Mr. Hendrix and get some clarifying information before Tuesday's council meeting.

5. Adjournment

ACTION:	Motion to Adjourn at 06:37 PM by Alan Snow
	Motion Passed with a 4:0
AYES:	Terri Heckmaster, Alan Snow, Tom Barlow, Christopher Taylor



City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

July 16, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of Previous Minutes
- 3. Citizen Participation**

(Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Angie Judd at the Parks & Recreation office at 417-237-7035, or email a.judd@carthagemo.gov.)
- 4. New Business**
 1. Consider and Discuss Pup Walk and Pet Show.
 2. Consider and Discuss Soles 4 Paws 5k Run and 1M Dog/Cat-Walk.
 3. Consider and Discuss Rallye in the Park event.
 4. Consider and Discuss options for future Aquatic Facility.
 5. Consider and Discuss contract with Placer AI.
 6. Consider and Discuss grant from State of Missouri.
 7. Consider and Discuss MOU with the City of Joplin.
- 5. Staff Reports**
- 6. Other Business**
- 7. 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**

July 23, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 9, 2024 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss Tourism Director job description
 2. Consider and discuss Mechanic job description
 3. Staff Reports
- 5. Adjournment**

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



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

July 23, 2024 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 8, 2024 Minutes
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss budget amendment for Paul Martin Services for FY 23-24 and FY 24-25
 2. 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 **FIRE CHIEF HIRING COMMITTEE**

July 11, 2024 - 1:00 PM
CITY HALL

AGENDA

1. **Call to Order**
2. **Executive Session**
 1. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (3), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS HIRING, FIRING, DISCIPLINING OR PROMOTING OF PARTICULAR EMPLOYEES BY A PUBLIC GOVERNMENTAL BODY WHEN PERSONAL INFORMATION ABOUT THE EMPLOYEE IS DISCUSSED OR RECORDED.
3. **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

FIRE CHIEF HIRING COMMITTEE

July 11, 2024 - 1:00 PM
CITY HALL

MINUTES

1. Call to Order

MEMBERS PRESENT: Mayor Dan Rife, Alan Snow, Terri Heckmaster, Interim City Administrator Traci Cox, HR Coordinator Michael Miller

Mayor Rife called the meeting to order at 01:00 PM.

2. Executive Session

Mr. Snow made a motion, seconded by Ms. Heckmaster, to close the meeting according to section 610.021 (3), the agenda includes the possibility of a vote to close part of the meeting to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. Motion carried at 1:03 pm. by a vote of 5 yeas and 0 nays. Ayes: Mayor Rife, Alan Snow, Terri Heckmaster, Michael Miller, And Traci Cox.

During the closed session, 17 applicant's for fire chief were reviewed. The applicant's were narrowed down and there will be interviews set up with 8 individual's

3. Adjournment

Mr. Snow made a motion, seconded by Ms. Heckmaster, to adjourn the closed session and the meeting. Motion carried at 1:36 pm. by a vote of 5 yeas and 0 nays. Ayes: Mayor Rife, Alan Snow, Terri Heckmaster, Michael Miller, And Traci Cox.



City of Carthage, Missouri
**CITY ADMINISTRATOR HIRING
COMMITTEE**

July 11, 2024 - 3:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Citizens Participation**
3. **New Business**
 1. Consider and Discuss Administration job descriptions
4. **Executive Session**
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

CITY ADMINISTRATOR HIRING COMMITTEE

July 11, 2024 - 3:00 PM
CITY HALL

MINUTES

1. Call to Order

MEMBERS PRESENT: Mayor Rife, Alan Snow, Tiffany Cossey, Lori Leece, HR Coordinator Michael Miller, and Interim City Administrator Traci Cox

Mayor Dan Rife called the meeting to order at 3:00 PM.

2. Citizens Participation-none

3. New Business

1. Consider and Discuss Administration job descriptions - Job descriptions for both the City Administrator and Assistant City Administrator were reviewed line by line and changes were proposed to both.

Mr. Snow left the meeting at 4:00 PM

4. Executive Session - there was no executive session

5. Adjournment

Ms. Cossey made a motion, seconded by Ms. Leece to adjourn the meeting at 4:36 PM.
Motion carried.



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet July 18th, 2024, 3:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: June 18th, 2024
Closed session: June 18th, 2024

APPROVAL OF DISBURSEMENTS: June \$3,590,194.24

FINANCIAL STATEMENT:

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of bids for Water Treatment Chemicals
2. Recommendation for the Purchase of a Forklift

STAFF REPORTS

BOARD MEMBER COMMENTS:

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Megan Kirby, P O Box 611 Carthage, MO 64836 417-237-7300

POLICE AND FIRE PENSION COMMITTEE
Tuesday, July 23, 2024
11:30 A. M.
Carthage City Hall, Council Chambers

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Daniel Hepp
2. Update on vested term cashout project
3. Training Session

Other Business

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 _____

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.

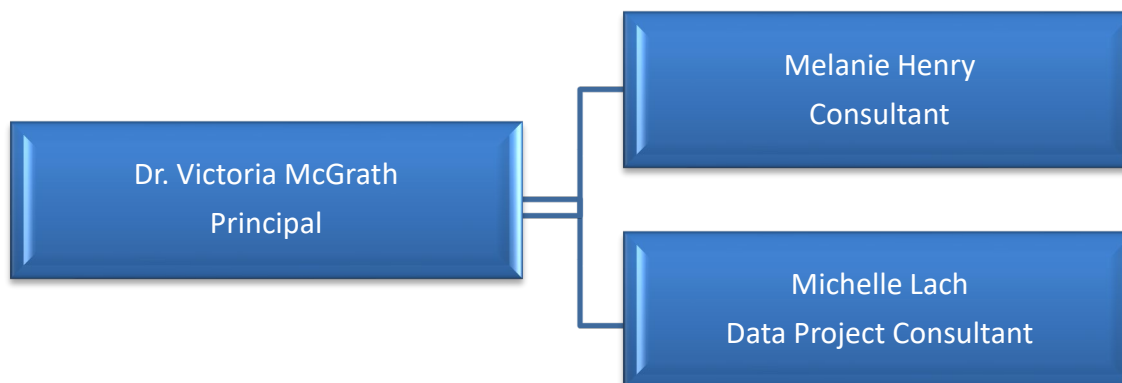
Company Name	McGrath Human Resources Group
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Service	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865 Jamestown, TN 38556
Responsible Party and Project Administrator	Dr. Victoria McGrath, Ph.D., 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

COUNCIL BILL NO. 24-35

ORDINANCE NO. _____

An Emergency Ordinance authorizing the Mayor to sign an agreement with Missouri Division of Tourism to be the DMO, and to accept and administer \$55,970.00 for Missouri Fiscal Year 2025

**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 agreement with Missouri Division of Tourism to administer and accept \$55,970.00 as the DMO for Missouri Fiscal Year 2025, a copy of which contract is attached hereto and incorporated herein as if set out in full.

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

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Services



July 1, 2024

Jen Kirby
City of Carthage
326 Grant Street
Carthage, Missouri 64836

Dear Jen:

Welcome back and congratulations!

We are pleased to announce that the City of Carthage will participate in the FY25 Cooperative Marketing Program. State funds in the amount of \$55,970.00 have been reserved for the reimbursement of qualified expenses for "City of Carthage, Experience Carthage" as outlined in the approved application. Attached you will find a copy of contract number 25-039-20-093027. Please refer to the assigned contract number in all related communications. Also, review all materials carefully, including the Terms and Conditions of this contract found on pages four and five of this letter.

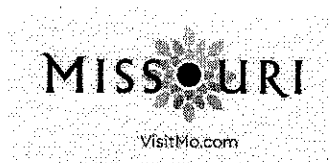
To accept this award, please follow these instructions:

1. Print out the *Notice of Award*, which is page three of this letter.
2. Secure the signatures and date of signatures for both the project director and the President/CEO of the DMO. If it is not possible to secure both signatures on one copy, you may collect the signatures on two separate copies.
3. Scan and upload a copy of the signed *Notice of Award* to your Submittable account. You may do this by opening your application submission and uploading through the Messages tab.
4. After the Division of Tourism (MDT) Director signs the contract, you will receive a finalized copy via Submittable.

Some important things to note:

- All awards are contingent on MDT funding. Award amounts may change at anytime.
- It is important that this process be completed by July 1, 2024. If we do not receive a signed "*Notice of Award*" we will assume that you are declining the funding.
- You may not begin incurring costs for this project until July 1, 2024. This is also the contract's effective date.

Conveniently located on the Program tab of <https://Industry.VisitMO.com/>, you will find information on a variety of relevant topics developed to assist you as you complete your FY25 Cooperative Marketing Program project. It is important that the most current versions of the Guidelines and the appropriate forms be used.



Participants are expected to complete all activities as outlined in the timeline presented with the application. It is important to keep the Cooperative Marketing staff informed of any delays to the approved project and changes must be approved in advance. Also, please notify the appropriate MDT staff of any changes in your organization including project director, address, email address, etc., so that your organization receives all important program information promptly.

The Division of Tourism values our cooperative partnerships. We wish you every success with your project and want to assist you in every way we can. You will be contacted via phone and email from time to time throughout the year with important information and reminders relating to your project. Please feel free to contact us with any questions or concerns.

Leslie Hoey, Cooperative Marketing Program Coordinator:

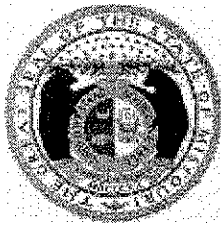
573-526-1551 or Leslie.hoey@ded.mo.gov

Megan Rogers, Cooperative Marketing Manager:

573-751-3246 or Megan.rogers@ded.mo.gov

Sincerely,

Megan Rogers
Cooperative Marketing Manager



NOTICE OF AWARD

State Of Missouri
Division Of Tourism
Cooperative Marketing Program
PO Box 1055, Jefferson City, MO 65102

CONTRACT NUMBER 25-039-20-090327	CONTRACT TYPE Marketing Matching Grant
PROJECT NAME City of Carthage, Experience Carthage	CONTRACT PERIOD July 1, 2024 through June 30, 2025
CONTRACTOR/DMO NAME City of Carthage	VENDOR NUMBER 44-6000157
ADDRESS 326 Grant Street Carthage, MO 64836	AMOUNT APPROVED \$55,970.00
ACCEPTED BY THE DIVISION OF TOURISM AS FOLLOWS: The proposal submitted is accepted in accordance with the following additions, amendments and/or revisions: • Terms and Conditions (attached) • <u>Required outcome measurement:</u> 1. Project Assessment Report form 2. Tax Revenue Comparison Report • Award amount is contingent on MDT funding levels and may be reduced unilaterally by the Division of Tourism due to the unavailability of funds or reduced appropriation authority, including but not limited to withholdings made pursuant to Mo. Const. Art. IV §27.	
DIRECTOR OF THE DIVISION OF TOURISM <i>Signature</i> Stephen Foutes	DATE

ACCEPTANCE OF AWARD	
This Award Agreement may be executed in one or more counterparts, each of which is an original and all of which constitute the Award Agreement. As representatives for the above mentioned DMO, we hereby accept the award of the Cooperative Marketing Grant, matching funds for implementation of the project/contract described herein. IN WITNESS WHEREOF, the parties hereto have executed this Award Agreement effective as of the date last set forth below.	
CEO, Dan Rife <i>Signature</i>	DATE
PROJECT DIRECTOR, Jen Kirby <i>Signature</i>	DATE

STATE OF MISSOURI
DIVISION OF TOURISM, COOPERATIVE MARKETING PROGRAMS
TERMS AND CONDITIONS

This contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained herein. Any change must be accomplished by a formal signed amendment prior to the effective date of such change.

1. APPLICABLE LAWS, REGULATIONS AND GUIDELINES

- The contract shall be construed according to the laws of the State of Missouri (state). The contractor shall comply with all local, state, and federal laws and program guidelines related to the performance of the contract to the extent that the same may be applicable.
- To the extent that a provision of the contract is contrary to the guidelines of the Cooperative Marketing programs, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the state.
- The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
- In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

2. COMPLETION OF CONTRACTED SERVICES

- The contractor understands and agrees that the marketing activities approved in the application or subsequently approved revision must be completed as described within the application and that all activities must comply with all provisions of the program requirements as listed in the most current Program & Reports Guides.
- The contractor shall not transfer any interest in the contract, whether by assignment or otherwise.

3. APPROVAL AND ACCEPTANCE

- Advertising and marketing activities must take place within the time frame stated in the contract or approved revision.
- No creative execution received by the agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect and approve said materials, artwork, and/or creative design.
- All marketing and advertising creative that does not comply with the specifications and/or requirements or that is otherwise unacceptable may be rejected. In addition, creative execution that is discovered to be of poor quality or does not conform to reasonable standards upon inspection may be rejected.
- Artwork for ads placed with funding from the Marketing Matching Grant program must receive approval from MDT prior to placement each program year.

4. QUARTERLY REPORTING AND REIMBURSEMENT OF APPROVED EXPENSES

- Reimbursement for all approved services shall be made in arrears as a part of a Quarterly Project Update/Reimbursement Request form submitted each fiscal quarter with all required documentation as stated in the most current Grant Program & Reports Guide and must utilize official, current program forms or database.
- At least 50% of the cost of each invoice must be paid by the contractor before an invoice may be submitted for reimbursement.
- The State of Missouri assumes no obligation for activities beyond those specifically outlined in the application. Any unauthorized activity is subject to the state's rejection and shall be denied reimbursement.

5. OUTCOME MEASUREMENT

The contractor agrees and understands that measurement of the marketing project outcome is required as outlined in the most current Program & Reports Guide, that the required documents must be submitted in a timely manner, and that failure to do so will be considered a breach of contract.

6. CONFLICT OF INTEREST

Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.

7. WARRANTY

The contractor expressly warrants that all services provided shall: (1) conform to the specifications, drawings, samples or other descriptions which were furnished to the agency, (2) are fit and sufficient for the purpose intended, (3) be of good creative quality, and (4) meet the terms of performance as described in the FY2025 Program & Reports Guide. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said products and services.

8. REMEDIES AND RIGHTS

- No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

9. CANCELLATION OF CONTRACT

- In the event of material breach of the contractual obligations by the contractor, the state may cancel the contract. At its sole discretion, the state may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed in a timeframe determined by the state agency.
- If the contractor fails to cure the breach or if circumstances demand immediate action, the state agency will issue a notice of cancellation terminating the contract immediately and /or suspending or revoking the DMO's certification.
- If the state cancels the contract for breach, the state reserves the right to obtain the services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the state deems appropriate.
- The contractor understands and agrees that funds required to reimburse the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.
- The funding for this project/application may be reduced unilaterally by the Division of Tourism due to the unavailability of funds or reduced appropriation authority, including but not limited to withholdings made pursuant to Mo. Const. Art. IV §27.

10. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

COUNCIL BILL NO. 24-36

ORDINANCE NO. _____

An Emergency Ordinance to enter into a Memorandum of Understanding Agreement with the City of Joplin, for Participation in the Missouri Division of Tourism (“MDT”) Marketing Matching Grant (“MMG”) program, 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 Memorandum of Understanding with the City of Joplin, for Participation in the Missouri Division of Tourism (“MDT”) Marketing Matching Grant (“MMG”) program, a copy of which is attached hereto and incorporated herein as if set out in full.

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

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Services

MEMORANDUM OF UNDERSTANDING

This Agreement is made and entered into this _____ day of _____, 2024, by and between the **City of Carthage, Missouri** (hereinafter referred to as “Carthage”), and the **City of Joplin, Missouri** (hereinafter referred to as “Joplin”), collectively referred to as “the parties”.

WHEREAS, the Missouri Division of Tourism (“MDT”) has implemented the Marketing Matching Grant (“MMG”) program for the purpose of increasing visitation and tourism spending in Missouri; and

WHEREAS, the MMG program reimburses up to 50% of approved media projects; and

WHEREAS, the City of Carthage, Missouri, is a Destination Marketing Organization (“DMO”) and responsible for disbursing MMG program funds for Jasper County, Missouri; and,

WHEREAS, the City of Joplin, Missouri, is an MMG program recipient; and

WHEREAS, the purpose of this Agreement is to better define the responsibilities of Carthage and Joplin regarding participation in the MMG program.

NOW, THEREFORE, in exchange for valuable consideration each received from the other, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

1. MMG program. The Parties acknowledge and agree that Joplin has applied for and been granted an approved project and will buy the media for said project to be reimbursed by MDT through Carthage as its DMO. The current estimate of the award to Joplin is \$35,971.00. Carthage shall have no financial obligation under this Agreement other than to disburse MDT funds consistent with MDT DMO guidelines.

2. Term. This Agreement shall be effective from July 1, 2024, through June 30, 2025.

3. Termination. Either party may terminate its obligations under this Agreement by giving thirty (30) days’ written notice to the other party.

4. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.

5. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of the other party.

6. Choice of Law and Venue. This Agreement has been made, and its validity, performance, and effect shall be determined in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Jasper County, Missouri.

7. Compliance with laws. The Parties shall observe and comply with all Federal, State, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

8. Consequential Damages. In no event shall either party be liable to the other party for special, indirect, or consequential damages.

9. Entire Agreement. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

10. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

11. Indemnification. Subject to the sovereign immunity of each party which is expressly preserved by each party, each party agrees to indemnify, defend, and hold harmless the other party from any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses therewith made, brought, or obtained on account of the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be either party, their elected officials, officers, agents, contractors, or employees, or any third person in any way connected with the parties hereto, which loss of life or property, or injury or damage to persons or property, shall be due to the indemnifying party's intentional, reckless, or grossly negligent acts performed under this Agreement.

12. Notices. All notices required or permitted hereinunder and required to be in writing may be given by first class mail addressed to City and District at the addresses as follows:

City of Carthage, Missouri
ATTN: City Administrator
326 Grant Street
Carthage, MO 64836

City of Joplin, Missouri
ATTN: City Manager
602 S. Main St.
Joplin, MO 64801

The date of delivery of any notice given by mail shall be the date falling on the second full day after the day of its mailing.

13. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

14. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

15. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

IN WITNESS WHEREOF, the Parties have caused these presents to be executed in duplicate as of the day and year first above written.

CITY OF CARTHAGE, MISSOURI

CITY OF JOPLIN, MISSOURI

By:
Its: authorized signatory

By:
Its: authorized signatory

ATTEST:

ATTEST:

Miranda Deal, City Clerk

Holly Nagy, City Clerk

COUNCIL BILL NO. 24-37

ORDINANCE NO. _____

AN EMERGENCY ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2023 - 2024 AND FOR FISCAL YEAR 2024-2025 FOR THE GENERAL REVENUE 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 **Central Municipal Activities**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$5,008.86 to the Professional Fees line item; and

SECTION II: The City of Carthage's 2024 - 2025 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

b.) the **Central Municipal Activities**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$15,000.00 to the Professional Fees line item; and

SECTION III: This ordinance shall be considered an emergency under the terms of the City Charter

SECTION IV: 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

Paul Martin Law LLC
1406 N. Broadway
Saint Louis, MO 63102
paul@paulmartinlaw.org

Invoice

BILL TO
City of Carthage

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1115	04/30/2024	\$2,500.00	07/31/2024	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/15/2024	Services	TCs/T. Cossey re retention to pursue possible misfeasance of city administration; draft appointing resolution and engagement letter; EM/T. Cossey re same	1:06	0.00	0.00
04/16/2024	Services	Revise hiring resolution and engagement letter; TC and EM/T. Cossey re status	0:36	0.00	0.00
04/27/2024	Services	Detailed review of charter and code re. respective responsibilities of mayor, city council, and city administrator; review/organize notes; TC and EM/T. Cossey	4:42	250.00	1,175.00
04/28/2024	Services	Review additional documents potentially relating to removal; outline potential reasons for removal; review germane docs and charter provisions; draft removal resolution and bill of impeachment	4:42	250.00	1,175.00
04/29/2024	Services	EMs and TC/client re status of legislative changes and options; revise draft bill of impeachment	0:36	250.00	150.00

BALANCE DUE \$2,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/16/2024	Services	members re process EMs/N. Nickolas, M. Deal, and T. Cossey re city's contracts with Lauber Municipal Firm; additional research on legality of suspending mayor pending impeachment; TC/B. Lassey re CWEP incident; review city's purchasing policy, Lauber firm's 5/15 "contract", and city minutes re previous termination of LMF; TCs/T. Cossey re same; EMs/N. Nickolas re same; revise resolution and bill of impeachment	4:12	250.00	1,050.00
05/17/2024	Services	Travel time to attend special CC MTG	8:30	125.00	1,062.50
05/17/2024	Services	Prepare for/attend special CC MTG	2:30	250.00	625.00
05/17/2024	Services	Mileage (529 M. x \$0.67)	1	354.43	354.43
05/18/2024	Services	Review charter re authority to veto impeachment resolution; research conflicts of interest; TCs/T. Cossey and A. Snow re same	2:18	250.00	575.00
05/19/2024	Services	Additional research on conflicts of interest and parliamentary rules; continue to draft/revise impeachment ordinance., bill of impeachment, and amended impeachment resolution; TC and detailed EM to T. Cossey re same	3:36	250.00	900.00
05/20/2024	Services	Travel time to attend special city council meeting	8:30	125.00	1,062.50
05/20/2024	Services	Additional research re prohibitory conflicts of interest; prepare for/attend special CC MTG	1:48	250.00	450.00
05/20/2024	Services	Mileage (529 M. x \$0.67)	1	354.43	354.43
05/21/2024	Services	EMs/T. Cossey and A. Snow re tonight's proceedings and agenda problem; EMs/M. Deal re various impeachment matters; EMs/M. Deal, B. Hawkins, D. Rife, C. Thornton, T. Englemeyer, and A. Snow re waiver of service of impeachment resolution; EMs/T. Englemeyer re status	1:18	250.00	325.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/22/2024	Services	of proceeding EMs and TC/M. Deal re 5/21 council actions; EMs/T. Cossey re same	0:18	250.00	75.00
05/24/2024	Services	EM and TC/C. Thornton re possible special council session to discuss impeachment settlement; analyze possible settlement scenarios; TC/T. Cossey re same	0:42	250.00	175.00
05/25/2024	Services	TCs and EMs/C. Thornton and T. Cossey re possible special session to discuss impeachment settlement; EMs/M. Deal re delivery of resolution and ordinance to mayor; review Mo. AG's response to Sunshine Law complaints; begin outline of impeachment testimony	2:12	250.00	550.00
05/28/2024	Services	TCs and EMs/C. Thornton & T. Cossey re city administrator status and city attorney retention; prepare for impeachment hearing	3:12	250.00	800.00
05/29/2024	Services	Multiple EMs/T. Engelmeyer, C. Thornton, and M. Deal re hearing process; research applicability of Sec. 536.070 (discovery depositions) to Rife impeachment; prepare testimony of M. Deal and B. Lasley; TC/B. Lasley re same; EMs and TC/T. Cossey re status	7:42	250.00	1,925.00
05/30/2024	Services	Prepare for impeachment trial	6:24	250.00	1,600.00
05/31/2024	Services	Prepare for impeachment trial; review Rife circuit court petition and suggestions in support; TC/T. Cossey re trial prep and Rife petition; EMs/C. Thornton and T. Engelmeyer re Rife petition and impeachment hearing status	8:12	250.00	2,050.00

BALANCE DUE

\$17,133.86

Paul Martin Law LLC
 1406 N. Broadway
 Saint Louis, MO 63102
 paul@paulmartinlaw.org

Invoice

BILL TO
City of Carthage

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1122	06/14/2024	\$10,375.00	07/14/2024	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/01/2024	Services	Research issues involved in Mayor Rife's petition for temporary restraining order and begin draft of suggestions in opposition	6:30	250.00	1,625.00
06/02/2024	Services	Continue work on Suggetions in Opposition to Mayor Rife's petition for temporary restraining order	5:42	250.00	1,425.00
06/03/2024	Services	Draft/revise suggestions in opposition to TRO motion; file and email clients re same; prepare for impeachment hearing	6:30	250.00	1,625.00
06/04/2024	Services	Draft and file application for change of judge; prepare for impeachment hearing; review temporary restraining order and multiple TCs/court clerks, clients, and reporters re same; research, draft, and file motion to reconsider TRO order; detailed EM/clients re same	6:36	250.00	1,650.00
06/06/2024	Services	Research, draft, and file motions to dissolve/dismiss TRO action and for sanctions; TC/ct. clerk re hearing date; EM/clients re status of court case; check Mo.Casnet re judge assignment; TC/ct. clerk for J. Nicholls (Barton Co., assigned judge) re case status and hearing date	2:42	250.00	675.00
06/07/2024	Services	Detailed EMs/J. Nicholls re	1:12	250.00	300.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/10/2024	Services	case status and pending motions; receive and file exhibit (6/3 mtg. minutes) in support of motion to dismiss. Review/analyze motion to amend pleadings and proposed First Amended Petition; draft Articles of Incorporation; EM and TC/client re status	3:48	250.00	950.00
06/11/2024	Services	Research and draft motion for judgment on the pleadings (Rife First Amended Petition) and memorandum in support of same; TC/J. Shelby re case status; detailed client EM re Rife's motion to amend petition, council's MFJOTP, and case status	8:30	250.00	2,125.00

BALANCE DUE

\$10,375.00

COUNCIL BILL NO. 24-38

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an Agreement between the City of Carthage, Missouri and Placer Labs, Inc. for the use of an advanced location analytics platform to provide visibility and accurate, actionable insights into consumer demand for any location, with reporting that includes visit trends.

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 Placer Labs, Inc. for the use of an advanced location analytics platform to provide visibility and accurate, actionable insights into consumer demand for any location, with reporting that includes visit trends, 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: Public Services Committee



PLACER LABS, INC.

ORDER FORM

City of Carthage, Missouri	(“Customer”)	Placer Labs, Inc.	(“Placer”)
Address:	326 Grant Street Carthage, MO 64836	Address:	440 N Barranca Ave., #1277 Covina, CA 91723
Contact Person:	Traci Cox	Contact Person	Chris Harder
Email:	t.cox@carthagemo.gov	Billing Contact Person:	Jason Tsui
Phone:	417-237-7000	Billing Email*:	billing@placer.ai
Billing Contact Email:	t.cox@carthagemo.gov	Billing Phone*:	415-228-2444 ext 806

*Not for use for official notices.

1. Services.

The services provided under this Order Form (the “**Services**”) include:

- Access, via Placer Venue Analytics Platform (“**Placer’s Platform**”), to all major venues within the United States
- Customer may not provide access to any third party agents acting on its behalf (including any consultants, contractors, or other agents of Customer) without prior written consent from Placer. Any such approved access may be subject to an additional fee pursuant to a written amendment to this Order Form
- Access, via Placer’s Platform, to reports, including Visits, Trade Areas, Customer Journey, Customer Insights, Dwell Times, and Visitation by Hour/Day
- Actionable insights include:
 - Foot traffic counts and dwell time
 - True Trade Areas displaying frequent-visitors-density by home and work locations
 - Customers’ demographics, interests, and time spent at relevant locations
 - Where customers are coming from and going to, and the routes they take
 - Benchmarking of Foot Traffic, Market Share, Audiences, and other key metrics
 - Competitive insights
 - Void Analysis Reports
- Access to Xtra reports per ad hoc needs; in Excel, KML, Tableau, and other formats: Quarterly Maximum of 26 credits; Annual Maximum of 104 credits
- Premier Customer Support
 - Regular meetings with Placer's Customer Success Team
 - Live, Virtual Training support as reasonably needed
- Access to STI Demographics Bundle + Mosaic Data Set, and AGS CrimeRisk. The applicable Advanced Demographics and Psychographics are generated using the Input Datasets from the data vendors as set forth below:

Description	Input Datasets Used
STI Demographics Bundle	PopStats
	Spending Patterns
	Workplace
	Market Outlook
Experian Mosaic	Mosaic Segmentation
AGS CrimeRisk	CrimeRisk

2. Permitted Uses

The data, information and materials accessible via the Services are referred to as “**Placer Data**”. Customer may use Placer Data solely for the following purposes (“**Permitted Uses**”): (a) Customer may use Placer Data for Customer’s internal business purposes; and (b) Customer may incorporate Placer Data into Research Data, as described and subject to the restrictions below.

“**Research Data**” means datasets and other materials created by Customer that result in any part from Customer’s use of Placer Data. The Customer may share Research Data with current and potential customers, and in marketing materials; provided that the Customer shall cite Placer as a provider of such information (for such purpose only, Placer grants Customer the rights to use the Placer.ai name and logo, provided that any such use of the Placer.ai name and logo must clearly indicate that Placer is the provider of data only, and is not involved in any analysis, conclusion, recommendation). Customer shall not, directly or indirectly, resell, distribute, sublicense, display or otherwise provide Placer Data to any third parties, except that Customer may display Placer Data as part of Research Data.

3. Term and Termination.

Initial Term: The initial term of this Order Form will begin as of the last signature date set forth below, and will continue for 12 consecutive months thereafter (the “**Initial Term**”). Each renewal or additional term, if any, is referred to as “**Additional Term**,” and the Initial Term and any Additional Terms are referred to collectively as the “**Term**.”

Additional Term: Following expiration of the Initial Term, this Order Form shall be automatically renewed for additional periods of the same duration as the Initial Term, unless either party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term.

Termination: Either party may terminate this Order Form upon thirty (30) days’ notice if the other party materially breaches any of the terms or conditions of this Order Form or the Agreement (as defined below), and the breach remains uncured during such thirty (30) days. In addition, Placer may immediately suspend Customer’s access to the Services, or terminate the Order Form, in the event of non-payment by the Customer or breach by Customer of any restrictions regarding usage of the Services.

4. Fees.

\$19,500/year invoiced: in full upon signing this Order Form.

Invoice sent electronically to Customer’s billing contact email via NetSuite.

Customer shall pay the fees set forth above in this Order Form.

Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection.

Customer is responsible for all applicable taxes arising directly from the Services other than U.S. taxes based on Placer’s net income.

If Customer believes that Placer has billed Customer incorrectly, Customer must contact Placer no later than sixty (60) days after the closing date on the first billing statement in which the error or problem appeared in order to receive an adjustment or credit. Inquiries should be directed to Placer’s customer support department at support@placer.ai.

Placer may increase the Fees any time following the Initial Term (but not more frequently than once in any twelve (12) month period). The amount of such annual increase will equal the greater of CPI or five percent (5%) per annum.

In the event of any termination, Customer will pay in full for the Services.

All billing will be sent via electronic invoice to the Customer contact indicated above. Customer shall pay all fees within thirty (30) days of the invoice date.

5. Support.

Placer will use commercially reasonable efforts to provide customer service and technical support in connection with the Services on weekdays during the hours of 9:00 A.M. through 5:00 P.M. Pacific Time, with the exclusion of federal holidays. For any such support, please contact us at support@placer.ai.

6. Mutual NDA.

Each party (the “**Receiving Party**”) understands that the other party (the “**Disclosing Party**”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “**Proprietary Information**” of the Disclosing Party). Proprietary Information of Placer includes, without limitation, non-public information regarding features, functionalities and performance of, and pricing for, the Services. The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted by the Agreement) or disclose to any third party any Proprietary Information. The foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public, (b) was in the possession of or known to the Receiving Party, prior to disclosure thereof by the Disclosing Party, without any restrictions or confidentiality obligations, (c) was rightfully disclosed to it, without any restrictions or confidentiality obligations, by a third party, (d) was independently developed without use of any Proprietary Information of the Disclosing Party, or (e) is required to be disclosed by law, provided that the Receiving Party provides the Disclosing Party with prompt written notice of such requirement and reasonably cooperates with the Disclosing Party to limit or challenge such requirement. These provisions regarding Proprietary Information shall apply in perpetuity and shall survive any termination of the Order Form or the Agreement.

7. Miscellaneous.

All notices under the Order Form and the Agreement will be in writing and will be deemed to have been duly given (a) upon delivery by a recognized delivery service (e.g., FedEx) with delivery confirmation, (b) upon receipt, if sent by U.S. certified or registered mail, return receipt requested, or (c) when sent via email, if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient. Notices shall be sent to the addresses set forth in the Order Form, which addresses may be subsequently modified by written notice given in accordance with these provisions.

Trial Offering. If Placer provides Customer with additional Services or Placer Data during the Term and identifies such Services or Placer Data as for evaluation or trial purposes only (a “Trial Offering”), access to the Trial Offering is permitted only during the period designated by Placer (or if not designated, 30 days from receipt of access) (“Trial Subscription Term”), unless the Trial Offering is earlier terminated as provided below. Notwithstanding any provision included in this Order Form or the Agreement to the contrary, in respect of the Trial Offering Customer acknowledges and agrees that: (i) either party may terminate the Trial Subscription Term immediately and without liability upon written notice to the other party; (ii) any Trial Offering is provided “as is”; (iii) Placer provides no warranty, service levels or indemnity for any Trial Offering and (iv) Placer's liability related to any Trial Offering will not exceed USD \$100. Notwithstanding the foregoing, the Services and Placer Data provided in this Order Form is not considered a Trial Offering.

Customer grants Placer the right to use Customer’s company name and company logo, for Placer’s promotional purposes.

This Order Form is entered into by and between Customer and Placer effective as of the date of the last signature below. This Order Form and use of the Services are governed by, and Customer and Placer agree to, the License Agreement located at <https://www.placer.ai/placer-license-agreement/> (the “**Agreement**”); provided, however, that in the event of any conflict between this Order Form and the Agreement, this Order Form shall control. Unless otherwise defined in this Order Form, capitalized terms herein have the same meaning as in the Agreement.

“Customer”

City of Carthage, Missouri
By:
Name:
Title:
Date:

“Placer”

Placer Labs, Inc.
By:
Name:
Title:
Date:

COUNCIL BILL NO. 24-39

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an amended contract with the Carthage Chamber of Commerce for Specified Services in the City of Carthage, from July 1, 2024 to June 30, 2026, 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 for Services with the Carthage Chamber of Commerce for Services from July 1, 2023 to June 30, 2026 in the amount of Thirty-Eight Thousand Eight Hundred Eighty-Two dollars and 00/100, with a 3% increase the following year, 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: Budget Ways & Means

AMENDED AGREEMENT
by and between
THE CITY OF CARTHAGE, MISSOURI
and
THE CARTHAGE CHAMBER OF COMMERCE

This Agreement, made and entered into this _____ day of _____, 2024, is by and between Carthage Chamber of Commerce, (“Chamber”), and the City of Carthage, Missouri (“City”).

WITNESSETH:

WHEREAS, the Carthage Chamber of Commerce has undertaken many projects for the benefit of the City of Carthage, its businesses, and its citizens; and

WHEREAS, the City has determined that it is in the best interests of the City, and important to the promotion of commerce within and surrounding the City, to compensate the Chamber for the performance of services pursuant to this Agreement.

NOW, THEREFORE, in consideration of mutual undertakings and mutual benefits from the services set forth herein, the City and Chamber agree as follows:

I. SCOPE OF SERVICES

The Chamber will provide the following:

- a. The city will have a Chamber Champion membership.
- b. This city will be a Presenting Sponsor at the Carthage Chamber of Commerce Annual Banquet. This includes the presentation of the City of Carthage, “Industry of the Year award” and 10 tickets to the Annual Banquet.
- c. Booth Representation at the Annual Biz Expo, may be used for any department the City of Carthage deems necessary, i.e. parks, tourism, etc.
- d. Golf Team Registrations for the Annual Golf Scramble. This includes three, four person teams.
- e. The city will be a Presenting Sponsor of the Maple Leaf Festival. This includes the City logo present on all signage affiliated with Maple Leaf and the opportunity to have a float in the annual parade.
- f. City of Carthage Relocation Guide, (brochures printed yearly to be distributed to new residents and potential new residents. Available online, and key locations, approx. 4,000 printed) the City logo to appear on all publications.

- g. Media outreach, and appearances promoting businesses in Carthage and the City of Carthage, includes, TV, radio, newspaper print and any other media outlets.
- h. Administrating business enhancement & enrichment classes for businesses to attend to keep their businesses successful while driving business into their doors. Creation of Chamber Gift Certificates to keep dollars local that supports the local sales tax base. Collaborating with other groups & organizations to promote Carthage and attract visitors while providing value to our current residents. Writing letters of support for business expansions, along with new business prospects to secure funding to invest in Carthage.
- i. Successful social media, website, and other outside media avenues to promote Carthage and the business community, i.e., MAKO, US Chamber, Missouri Chamber, 16Chamber Institute, and all legislative events both locally, state, and nationally.

The City will provide the following:

- a. Use of the Carthage Municipal Golf Course for the Annual Chamber Golf Tournament.
- b. Use of Memorial Hall for the Annual Chamber Banquet.
- c. Use of Memorial Hall for the Annual Business Expo.

II. TERM AND TIME OF PERFORMANCE

This amendment shall be effective July 1, 2024 to June 30, 2026.

III. COMPENSATION AND METHOD OF PAYMENT

The City hereby agrees to compensate Carthage Chamber of Commerce for the Services as outlined in Section I in twelve (12) equal, monthly installments for a total of \$37,750 for FY23-24, payable beginning July 1. The contract fee to the Chamber will increase 3% per year until termination or until June 30, 2026, whichever occurs first. The estimated 2024 contract will be \$38,882 and 2025 will be \$40,048.

IV. UPDATES AND REVIEW PROCESS

Carthage Chamber of Commerce will meet with the City Council quarterly to review the progress of the efforts of Carthage Chamber of Commerce. They will review the scope of work, goals for next quarter, and review any reports Carthage Chamber of Commerce may provide. The City Council may request information or a report at any time. Carthage Chamber of Commerce shall provide the requested information or report within thirty (30) days.

V. REPRESENTATION ON BOARD

Carthage Chamber of Commerce's Board of Directors oversee the operation of Carthage Chamber of Commerce, and the City will possess one ex officio seat on the Board.

VI. CHANGES

No change in this Contract shall be made except in writing prior to the change in work or terms being performed. Carthage Chamber of Commerce shall make any and all changes in the Work without invalidating this Contract when specifically required to do so in writing by the City. Carthage Chamber of Commerce, prior to the commencement of such changed or revised work, shall submit promptly to the City, a written cost or credit proposal for such revised Work. No work or change shall be undertaken or compensated for without prior written authorization from the City.

VII. ACCOUNTING

During the period of this Contract, the Chamber shall maintain books of accounts of its expenses and charges in connection with this Contract in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by Carthage Chamber.

VIII. ENTIRE AGREEMENT

This contract contains all the agreements of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties. Any oral representations or modifications concerning this instrument are of no force or effect excepting a subsequent modification in writing signed by all the parties hereto.

IX. TRANSFERABILITY

Neither City nor Chamber shall assign any rights or duties under this Contract without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Contract.

(continued on next page)

X. SEVERABILITY

All parties agree that should any provision of this contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this contract, which shall continue in full force and effect.

XI. THIRD PARTY RIGHTS

Nothing in this Contract is intended to benefit any third party not a party to this Contract, and no provision of this Contract shall confer any rights upon any such third party.

XII. INDEPENDENT CONTRACTOR

Carthage Chamber of Commerce is not authorized or empowered to make any commitments or incur any obligation on behalf of the City, but merely to provide the Services provided for herein as an independent contractor.

XIII. TERMINATION OF CONTRACT

This Agreement may be terminated at any time by written, mutual agreement of the parties. The City shall have the right to terminate this Agreement in the event that Carthage Chamber of Commerce is in default or violation of the terms or provisions of this Agreement and fails to cure such default or violation within thirty (30) working days after receipt of a written Notice of Default, unless a longer time is agreed upon by both parties in writing. In case the default is not cured or remedied within thirty (30) working days or a longer period of time if agreed upon, the City may exercise its option to terminate this Agreement upon five (5) days written notice thereafter. In the event of termination, Carthage Chamber of Commerce shall refund to the City a pro-rated portion of the compensation paid pursuant to section III above. The pro-rated amount shall be determined by dividing the annual payment recited in section III by 365, and multiplying this daily amount by the number of days remaining in the year from and after the effective date of termination. Carthage Chamber of Commerce shall refund the pro-rated amount to the City within 30 days of the effective date of termination.

If neither party terminates this contract, it shall automatically terminate and expire June 30, 2026.

(continued on next page)

XIV. NOTICE

Any notice required by this contract is deemed to be given if it is mailed by United States certified mail, postage prepaid, and addressed as hereinafter specified.

Notice to the City shall be addressed to:

City Administrator
City of Carthage, Missouri
326 Grant Street
Carthage, Missouri 64836

Notice to Carthage Chamber of Commerce shall be addressed to:

Executive Director
Carthage Chamber of Commerce
402 S. Garrison
Carthage, MO 64836

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CITY OF CARTHAGE, MISSOURI

CARTHAGE CHAMBER OF COMMERCE INC.

Dan Rife, Mayor

Tyler Smith, Board President

ATTEST:

ATTEST:

Miranda Deal, *City Clerk*

Secretary

COUNCIL BILL NO. 24-40

ORDINANCE NO. _____

An Ordinance to amend Section 2-498. Composition; Appointment, of the Code of Carthage.

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

SECTION I: Section 2-498 of the Code of the City of Carthage is hereby amended as follows:

Sec. 2-498- Composition; Appointment

The commission shall consist of six (6) members appointed by the mayor with the approval of the council, two (2) members appointed by the Carthage R-9 School District, **two (2) members appointed by the county commission**, and one (1) member appointed to represent all other districts levying ad valorem taxes. Of the members first appointed by the municipality, two (2) shall be designated to serve for term of two (2) years, two (2) shall be designated to serve for term of three (3) years and two (2) shall be designated to serve for term of four (4) years from the date of said initial appointment. Thereafter, the members appointed by the municipality shall serve for a term of four (4) years.

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: Budget Ways & Means Committee



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALCOHOL AND TOBACCO CONTROL

APPLICATION BY ORGANIZATION FOR PICNIC LICENSE

BUSINESS INFORMATION

LEGAL NAME OF ENTITY

DOING BUSINESS AS

PHYSICAL LOCATION ADDRESS OF ENTITY TO BE LICENSED (STREET ADDRESS)

CITY, STATE, ZIP CODE

COUNTY

BUSINESS TELEPHONE NUMBER

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

EVENT INFORMATION

DATE(S) OF EVENT (MAXIMUM OF SEVEN CONSECUTIVE DAYS)

PHYSICAL ADDRESS OF EVENT LOCATION

MANAGING OFFICER INFORMATION FOR THE ORGANIZATION

LAST NAME

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

PLACE OF BIRTH

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

HOME PHONE NUMBER

E-MAIL ADDRESS

CURRENT ADDRESS

CITY

STATE & ZIP CODE

IS MANAGING OFFICER A NATURALIZED CITIZEN?

☐ YES ☐ NO

IF YES, LIST DATE AND COURT WHICH ADMITTED YOU TO CITIZENSHIP.

INFORMATION CONCERNING OWNER(S), MANAGING OFFICER, SHAREHOLDER(S), MEMBER(S)**YES NO**

- 1 Has the organization, the managing officer, any officer or director, or any person with a direct or indirect financial interest in the organization ever been charged with or indicted for, received a suspended imposition of sentence for, or been convicted of a violation of any Federal law, law of the State of Missouri or any other state or country, or entered and/or been present in the United States in violation of Federal immigration laws? ☐ ☐
- 2 Has the organization, the managing officer, any officer or director, or any person with a direct or indirect financial interest in the organization ever had a license revoked or suspended by the Supervisor of Alcohol and Tobacco Control or by the licensing authority of any other state, county or city? ☐ ☐
- 3 Does the organization, any officer or director, or the managing officer have any direct or indirect financial interest in any brewery, winery, distillery, rectifying or blending plant, or gasohol facility, or wholesale liquor or beer concern, either as part owner, shareholder, agent, employee or otherwise? ☐ ☐
- 4 Will any distiller, wholesaler, winemaker or brewer, or any employee, officer, or agent thereof, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to the organization, except ordinary commercial credit for liquor sold to the organization and accept such articles and services, if any, as are permitted by Section 311.070, RSMo, or the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control, or any who has done so? ☐ ☐
- 5 Is this application made by the organization as a subterfuge to permit any person or entity other than the organization to secure a license from the Supervisor of Alcohol and Tobacco Control, in the organization's name, for his/it's benefit? ☐ ☐

IF YOU ANSWERED "YES" TO ANY QUESTION ABOVE, EXPLAIN THE ANSWER IN DETAIL BELOW BY PLACING THE QUESTION NUMBER NEXT TO THE EXPLANATION. USE ADDITIONAL SHEET(S) IF NECESSARY.

QUESTION #	EXPLANATION

IMPORTANT

You are required to report any change of fact contained herein within ten (10) days!

The organization understands that false answers are grounds for denial of a license. The organization understands that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked, suspended, fined, placed on probation or otherwise disciplined by the Supervisor.

The organization acknowledges that any license granted by the Supervisor will be subject to the provisions of Chapter 311, RSMo, and the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control, and that failure to conform thereto will subject its license to suspension, revocation, fine, probation or other discipline by the Supervisor. Further, the organization agrees to allow inspections made in accordance with the Rules and Regulations of the Supervisor of Alcohol and Tobacco Control, and authorizes the Supervisor of Alcohol and Tobacco Control or his duly appointed Agents to examine and secure copies of any and all business records or documents related in any way to this business, including, but not limited to, those on file with any bookkeeper.

The organization authorizes the Supervisor of Alcohol and Tobacco Control or his duly appointed Agents to examine and secure copies of any and all financial records, including without limitation, signature cards, checking and savings account statements, notes and loan documents, deposit and withdrawal records, and escrow documents of its financial institution(s), and any financial documents related to the business.

The organization authorizes the Supervisor of Alcohol and Tobacco Control or his duly appointed Agents to conduct a criminal record check of the managing officer and of all the organization's officers and directors.

I, _____, of lawful age, being first duly sworn upon my oath,

(TYPE OR PRINT NAME)

depose and say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

SIGNATURE OF MANAGING OFFICER

DATE

FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW

Based on the information contained herein, the undersigned forward this application for consideration by the Supervisor of Alcohol and Tobacco Control and hereby recommend that this application be approved and the license issued.

AGENT

DISTRICT SUPERVISOR

STATE SUPERVISOR



CHECKLIST OF REQUIREMENTS FOR TEMPORARY PICNIC LICENSE

FOR LICENSED OR UNLICENSED CHURCH, SCHOOL, CIVIC, SERVICE, FRATERNAL, VETERAN, POLITICAL, OR CHARITABLE CLUBS OR ORGANIZATIONS

ALLOWS WHOLESALERS TO PROVIDE CUSTOMARY STORAGE, COOLING AND/OR DISPENSING EQUIPMENT FOR USE BY LICENSEE AT SUCH PICNIC, BAZAAR, FAIR OR SIMILAR GATHERING.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR PICNIC LICENSE – Completed and signed.
2. LICENSE FEE – **Money order or Cashier's Check** made payable to Missouri Director of Revenue. Fee is \$25.00. Licenses are valid for seven (7) consecutive days.
3. NATURALIZATION CERTIFICATE OR PASSPORT – If the managing officer was born outside the U.S., a copy of their naturalization certificate or valid U.S. Passport is required.
4. MISSOURI RETAIL SALES TAX LICENSE – Copy of the Missouri Retail Sales Tax License or exemption letter from the Missouri Department of Revenue, (573) 751-5860.
5. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed "To Supervisor of Liquor Control." **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
6. TAX RECEIPT – Copy of the managing officer's paid personal property tax or real estate tax receipt for the preceding year. A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed.
7. VOTER REGISTRATION – Proof of voter registration (ex. copy of voter registration card, letter, etc.) or printout from the Missouri Secretary of State's [voter verification website](#).
8. PROPERTY OWNER PERMISSION – Written notice from the property owner giving the applicant permission to sell/serve alcohol at a specific location on a specific date(s).
9. MULTIPLE STANDS – If there will be multiple stands/booths at the temporary event, EACH STAND MUST HAVE A SEPARATE LICENSE (a separate application, fee, and property owner permission per stand).



CHECKLIST OF REQUIREMENTS FOR TEMPORARY PICNIC LICENSE

REMINDER: LICENSEES ARE REQUIRED TO OBTAIN CITY AND COUNTY LICENSES, WHERE APPLICABLE.

In addition to the foregoing requirements, applicants applying for Retail Liquor by the Drink (Picnic) licenses are required by law to notify the Director of Revenue. Notification should be submitted on the organization's letterhead if possible and include the event name, date(s), and include the statement that the organization accepts responsibility for the collection and payment of any applicable sales tax. Notice can be submitted by mail to the Truman State Office Building, Room 330, 301 West High Street, Jefferson City, Missouri 65101, or by fax (573) 522-1271.

RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 rd Street, Ste. 180 Raytown, MO 64133	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806
(816) 743-8888	(573) 526-4026	(314) 416-6280	(417) 895-5004
Servicing: Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	Servicing: Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	Servicing: Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	Servicing: Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright

BEFORE THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
ACTING AS A BOARD OF IMPEACHMENT

In The Matter of the Impeachment	)
of the Mayor:	)
	)
City of Carthage,	)
	)
Relator,	)
	)
v.	)
	)
Dan Rife,	)
	)
Respondent.	)

Articles of Impeachment

WHEREAS, Dan Rife is the duly-elected Mayor of the City of Carthage, Missouri;
and

WHEREAS, the Carthage City Council, sitting as a board of impeachment pursuant to the authority granted by Sections 2-121 and 2-122 of the Carthage City Code, desire to file charges against Mayor Rife for the consideration of his potential removal from office and further desire to establish a procedure for same;

NOW, THEREFORE, the Carthage City Council hereby charges Mayor Rife, and establishes the procedure for the consideration of the charges and his potential removal from office, as provided herein.

Statement of Charges

Mayor Dan Rife is hereby charged with the willful violation of the ordinances and charter of the City of Carthage Missouri, and the breach of his official duties and obligations, by committing one or more of the following acts of misfeasance, malfeasance, or non-feasance;

1. On April 1, 2022 the Carthage City Council approved the hiring of Greg Dagnan as the Carthage City Administrator. On or about April 7, 2022 Mayor Rife, without the authority of the Carthage City Council, "confirmed" in writing that Mr. Dagnan was given a ten year employment term, a "for cause" removal standard, and a severance payment of three months' salary. By confirming in writing Mr. Dagnan's employment in such fashion, Mayor Rife violated:

- A. Section 5.3 of the Carthage City Charter, which provides that the employment of the city administrator “shall be for an indefinite term”;
- B. Section 5.4(b) of the Charter, which provides that the city administrator shall serve “at the pleasure of the appointing authority”, i.e., the Carthage City Council;
- C. Section 2-160 of the Carthage City Code, which provides for the termination of the city administrator without cause and with a severance payment of only one-half -month’s salary;
- D. Section 432.070 of the Revised Statutes of Missouri, which requires all contracts of the city, and the terms of such contracts, to be approved by the Carthage City Council and executed by the parties as so authorized;
- E. Section 4.1 of the Carthage City Charter, which provides that the mayor “shall take care that the ordinances of the City and the state laws relating to such City are complied with”; and
- F. Section 4.12 of the charter, which provides that the mayor shall be active and vigilant in enforcing all laws and ordinances for the government of the City”
- G. Mr. Rife’s written confirmation of the purported terms of Mr. Gagnan’s employment has put the city at risk of litigation and liability because of Mr. Gagnan’s alleged employment contract with the city.

2. On June 15, 2023 Mayor Rife called a special closed meeting of the Carthage City Council.

- A. The meeting was called with less than 24 hours’ notice and without the consent of all the members of the council in violation of Section 4.11 of the Carthage City Charter and Section 610.020.2 of the Revised Statutes of Missouri, both of which require the posting of 24 hours’ notice of the meeting.
- B. The meeting was closed pursuant to Section 610.021(3) RSMo., which permits the closure of a meeting only “to the extent . . . relate[d] to” the “[h]iring, firing, disciplining or promoting of” the city’s employees. But the subject matter of the meeting did not involve city employees; instead it involved the removal from office of the members of the Carthage Water and Electric Plant Board. The meeting thus violated Section 610.021(3) RSMo. and Section 610.020.1 RSMo., which requires the posting of notice “in a manner reasonably calculated to advise the public of the matters to be considered”.

- C. The minutes of the June 15 meeting also failed to state “good cause” for holding the meeting with less than 24 hours’ notice in violation of Section 610.020.4 of the Revised Statutes of Missouri.
- D. Mayor Rife called the meeting to discuss and effect the removal of the members of the Carthage Water & Electric Plant Board, which such removal was accomplished without notice of charges to the members or an opportunity for the members to be heard in violation of Sections 2-121 and 2-122 of the Carthage City Code.
- E. In calling the unlawful meeting and seeking the removal of the CWEP board members, Mayor Rife further violated Sections 4.1 and 4.12 of the Carthage City Charter, which require him to abide by and enforce state and local laws relating to the city.
- F. In calling the unlawful meeting and effecting the removal of the CWEP board members, Mayor Rife put the city at risk of litigation and liability over the legality of the board members’ removal.

3. On April 9, 2024 Mayor Rife refused to permit the Carthage City Council’s consideration of a motion to terminate City Administrator Greg Dagnan’s employment. On April 11, 2024 Mayor Rife refused for a second time to permit the Carthage City Council’s consideration of a motion to terminate City Administrator Greg Dagnan’s employment. After the council’s successful appeal of the mayor’s refusal, the motion to terminate was renewed and was passed by a 7-2 vote. Mayor Rife responded that the motion “was not binding”, and City Administrator Dagnan was allowed by the mayor to remain in the city’s employ until May 31, 2024. Mayor Rife’s efforts to prevent, and his refusal to enforce, the termination of Mr. Dagnan’s employment resulted in the city being required to pay Mr. Dagnan additional salary and benefits and further violated:

- A. Section 5.4(b) of the Carthage City Charter, which provides that the city administrator shall serve “at the pleasure of the appointing authority”, i.e., the Carthage City Council;
- B. Section 5.4(c) of the charter, which provides that the city administrator “shall continue to serve so long as his performance meets with the approval of the Mayor and of a majority of the members of the Council”
- C. Section 2-160(a) of the Carthage City Code, which permits the city administrator to “continue to serve so long as his performance meets with the approval of the mayor and of a majority of the members of the Council”;
- D. Section 2-160 of the code, which allows the termination of the city administrator without cause.

- E. Section 4.1 of the Carthage City Charter, which provides that the mayor “shall have the superintending control of all the officers. . . . of the City, and shall take care that the ordinances of the City . . . are complied with”; and
- F. Section 4.12 of the charter, which provides that the mayor shall be active and vigilant in enforcing all laws and ordinances for the government of the City”

4. On behalf of the City of Carthage, Mayor Rife entered into agreements with Lauber Municipal Law (May 15, 2024) and Jeff Asbell Excavating and Trucking (May 16, 2024) without obtaining the Carthage City Council’s approval or authorization. In doing so Mayor Rife placed the city at risk of making unauthorized and illegal payments of city funds and further violated:

- A. Section 432.070 of the Revised Statutes of Missouri, which require all contracts of the city, and the terms of such contracts, to be approved by the Carthage City Council and executed by the parties so authorized;
- B. Section 4.1 of the Carthage City Charter, which provides that the mayor “shall take care that the ordinances of the City and the state laws relating to such City are complied with”; and
- C. Section 4.12 of the charter, which provides that the mayor shall be active and vigilant in enforcing all laws and ordinances for the government of the City. . . .”

5. On May 17, 2024, at a special council meeting to consider Resolution No. 2042 concerning his impeachment, Mayor Rife vacated the chair because of his conflict of interest on the question. After the resolution was amended and adopted by the Carthage City Council, Mayor Rife acted to veto the resolution, despite his conflict of interest, and so violated Subsections 1 and 4 of Section 105.452.1 of the Revised Statutes of Missouri and Section 4.1 of the Carthage City Charter.

6. On May 18, 2024, at a regular council meeting to consider Ordinance No. 24-27 concerning his impeachment, Mayor Rife vetoed the ordinance, despite his conflict of interest, and so violated Subsections 1 and 4 of Section 105.452.1 of the Revised Statutes of Missouri and Section 4.1 of the Carthage City Charter.

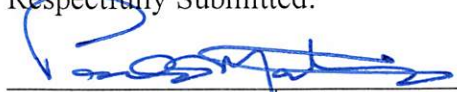
Impeachment Procedures

The Carthage City Council shall hold a public hearing on _____, 2024 at _____ p.m. to consider the noted charges. The hearing shall be held at _____. The hearing shall be conducted as follows:

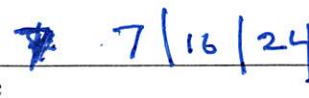
- A. The City’s special counsel shall have the burden of proving the alleged charges, and Mayor Rife may be represented by counsel at the hearing.

- B. The parties shall be entitled to present evidence and cross-examine witnesses in accord with Section 536.070 of the Revised Statutes of Missouri.
- C. The hearing may be continued from day to day, or adjourned and recommenced at a subsequent date, as determined by the Carthage City Council.
- D. Hearing testimony shall be recorded and preserved by a court reporter who shall also maintain exhibits as part of the record of the hearing.
- E. After the conclusion of the hearing the Council shall consider the evidence presented at the hearing and shall determine whether Mayor Rife is guilty of one or more of the charges presented, and if so, whether he should be removed from office.
- F. The Council shall approve a written summary of its determinations, including findings of fact and conclusions of law in support of its decisions, and on approval shall immediately deliver notice thereof to all interested parties.
- G. Any aggrieved party may appeal the Council's judgment to the Jasper County Circuit Court within 30 days of the delivery of notice to said party.

Respectfully Submitted:



Paul Martin, MBE#34428
Carthage Special Counsel


Date

RESOLUTION 2045

A RESOLUTION AUTHORIZING CITY SUPPORT AND PERMISSIONS FOR SEVERAL PROGRAMS AS PART OF THE 45th ANNUAL MARIAN DAYS CELEBRATION IN THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, The Marian Days Celebration is the main festival and pilgrimage for Vietnamese American Roman Catholics, celebrated since 1978 on the campus of the Congregation of the Mother of the Redeemer – U.S. Assumption Province in Carthage, Missouri; and

WHEREAS, the 45th Annual Marian Days Celebration is scheduled to occur from August 1, through August 4, 2024 with main activities including liturgical celebrations, conferences, processions, entertainment programs, and other social events that will enrich participants' understanding of the traditional culture, and re-awaken faith in God the Father; and

WHEREAS, Vietnamese Americans from many parts of the United States, as well as non-Vietnamese locals and some visitors from Vietnam, attend the event; and

WHEREAS, The celebration is highlighted by a large, outdoor Mass each day and offers opportunities for reconciliation and prayer.

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

That the City of Carthage, Missouri:

- will close the 1900 block of Grand Ave., the 400-600 block of East Fairview, and the 400-500 block of Highland for the duration of the celebration;
- will spray the grounds for mosquitoes and insects prior to the celebration;
- will provide adequate security for all participants during the celebration;
- does approve an Open-Air Entertainment Program scheduled around 9:00 p.m. to 12:00 a.m. on Friday, August 2, and Saturday, August 3, 2024;
- extends the noise ordinance until midnight during Marian Days;
- will provide assistance in planning traffic control for the Solemn Procession scheduled between 4:30 p.m. to 7:00 p.m. on Saturday evening of August 3, 2024;
- authorizes a parade permit for the Solemn Procession;
- authorizes street closures for the Solemn Procession (Grand Avenue, to Centennial, to Main, to Fairview in the CMC area);
- allows fireworks at the end of the Solemn Procession, as has been done in the previous years; and
- authorizes an outside trash service provider to collect trash from the Celebration.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

RESOLUTION NO. 2046

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE GENERAL REVENUE FUND FOR FISCAL YEAR 2024-2025.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2024-2025; and

WHEREAS, unanticipated expenditures are expected to exceed the original adopted budget in the General Revenue Fund and budgetary changes are necessary within this fund to provide increased appropriation levels; and

WHEREAS, the City may increase the current year adopted budget through supplemental appropriations; and

WHEREAS, the Budget Ways & Means Committee met and discussed additional appropriations at their July 8, 2024 meeting.

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

That the City hereby approves the implementation of a line item adjustment to the Central Municipal Activities Economic Development line item in the General Revenue Fund for \$20,000 to allow for expenses related to the Economic Development Park, specifically a large sign for advertisement of the property and a water delineation study.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal City Clerk

Sponsored by: Budget Committee

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

APRIL 30, 2024





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Ln
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended April 30, 2024 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

May 13, 2024



America Counts on CPAs

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
April 30, 2024

Assets

Current Assets

SMB	\$ 50,510.65
SMB - Payroll	(1,248.06)
CHS Agency Account	<u>99,909.09</u>
Total Current Assets	<u>149,171.68</u>

Property and Equipment

Land	14,586.95
Building	567,170.82
Improvements	163,763.26
Office furniture and equipment	10,965.26
Machinery and equipment	210,644.22
Less accumulated depreciation	<u>(528,754.90)</u>
Net Property and Equipment	<u>438,375.61</u>

Total Assets	<u><u>\$ 587,547.29</u></u>
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Liabilities and Net Assets

Net Assets

Unrestricted net sssets	\$ 623,604.37
Change in net assets	<u>(36,057.08)</u>
Total Net Assets	<u>587,547.29</u>
Total Liabilities and Net Assets	<u><u>\$ 587,547.29</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and four months ended April 30, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Sales				
City of Carthage contract	\$ 3,000.00	8.01 %	\$ 18,000.00	12.47 %
Jasper County contracts	0.00	0.00	6,000.00	4.16
Adoption fees	4,269.38	11.40	12,382.98	8.58
Return to owner fee	0.00	0.00	30.00	0.02
Surrender fees	210.00	0.56	565.00	0.39
Product sales	20.00	0.05	20.00	0.01
Cemetery plot	100.00	0.27	100.00	0.07
Donations	2,516.00	6.72	29,219.27	20.24
Noncash Donations	2,356.62	6.29	9,682.53	6.71
Fundraising	15,059.00	40.20	26,496.50	18.36
Memorials and bequests	350.00	0.93	1,105.00	0.77
Grants	0.00	0.00	630.00	0.44
Carthage Community Foundation	0.00	0.00	0.00	0.00
Carthage Humane Society Foundation	0.00	0.00	8,888.19	6.16
Trust fund receipts	7,555.14	20.17	7,680.14	5.32
Steadley Memorial Trust	0.00	0.00	10,000.00	6.93
Frances H Havens Trust	0.00	0.00	3,448.96	2.39
Jesse L Bridges Trust	0.00	0.00	0.00	0.00
Trust fund receipts-other	1,681.17	4.49	7,072.82	4.90
Helen Boylan Foundation	0.00	0.00	0.00	0.00
Miscellaneous income	345.00	0.92	3,026.02	2.10
	<u>37,462.31</u>	<u>100.00</u>	<u>144,347.41</u>	<u>100.00</u>
Gross Profit	<u>37,462.31</u>	<u>100.00</u>	<u>144,347.41</u>	<u>100.00</u>
Operating Expenses				
Salaries and wages	27,281.46	72.82	112,043.94	77.62
Insurance - workers compensation	0.00	0.00	1,538.30	1.07
Payroll taxes	3,632.62	9.70	10,117.07	7.01
Total payroll expenses	<u>30,914.08</u>	<u>82.52</u>	<u>123,699.31</u>	<u>85.70</u>
Advertising	0.00	0.00	0.00	0.00
Bank charges	5.00	0.01	34.00	0.02
Cat litter	19.97	0.05	83.75	0.06
Charitable contributions	0.00	0.00	0.00	0.00
Credit card fees	90.95	0.24	307.92	0.21
Cremations	0.00	0.00	35.32	0.02
Dog and cat food	1,512.53	4.04	7,335.30	5.08
Fundraising expense	2,905.72	7.76	4,756.33	3.30
Legal and professional	350.00	0.93	1,753.00	1.21
Medication	2,590.84	6.92	8,335.10	5.77
Medical- Veterinarian	226.93	0.61	2,639.13	1.83
Medical - Employees	0.00	0.00	341.25	0.24
Miscellaneous	0.00	0.00	100.00	0.07
Repairs and maintenance	320.00	0.85	499.00	0.35
Spay/neuter expense	2,095.00	5.59	6,510.00	4.51
Supplies- office	309.43	0.83	1,066.31	0.74
Supplies- Cleaning	361.55	0.97	1,789.86	1.24
Supplies- Vet supplies	0.00	0.00	5.22	0.00
Supplies- Animal Supplies	1,072.61	2.86	2,944.53	2.04
Taxes and licenses	0.00	0.00	686.71	0.48
Trash svc	174.10	0.46	587.86	0.41
Trust fees	66.27	0.18	308.03	0.21
Utilities	211.29	0.56	7,544.75	5.23
Depreciation	2,877.72	7.68	11,510.97	7.97
	<u>15,189.91</u>	<u>7.68</u>	<u>59,174.34</u>	<u>7.97</u>

Substantially all disclosures ordinarily included in Tax basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and four months ended April 30, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Total operating expenses	46,103.99	123.07	182,873.65	126.69
Net income (loss) from operations	(8,641.68)	7.68	(38,526.24)	7.97
Other Income / (Expenses)				
Interest income	577.40	1.54	2,469.16	1.71
	577.40	1.54	2,469.16	1.71
Net Income / (Loss)	\$ (8,064.28)	(21.53)	\$ (36,057.08)	(24.98)

Substantially all disclosures ordinarily included in Tax basis financial statements
are omitted, and no assurance is provided on these financial statements.

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and four months ended April 30, 2024

	<u>2024</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2024</u> <u>Year to date</u>	<u>Year to date</u> <u>Budget</u>	<u>Year to date</u> <u>Variance</u>	<u>Actual as a % of</u> <u>Budget</u>
Revenue							
City of Carthage contract	\$ 3,000.00	\$ 3,750.00	\$ (750.00)	\$ 18,000.00	\$ 15,000.00	\$ 3,000.00	120.00 %
Jasper County contracts	0.00	666.67	(666.67)	6,000.00	2,666.64	3,333.36	225.00
Adoption fees	4,269.38	6,250.00	(1,980.62)	12,382.98	25,000.00	(12,617.02)	49.53
Return to owner fee	0.00	416.67	(416.67)	30.00	1,666.64	(1,636.64)	1.80
Surrender fees	210.00	750.00	(540.00)	565.00	3,000.00	(2,435.00)	18.83
Product sales	20.00	0.00	20.00	20.00	0.00	20.00	0.00
Cemetery plot	100.00	0.00	100.00	100.00	0.00	100.00	0.00
Donations	2,516.00	6,666.67	(4,150.67)	29,219.27	26,666.64	2,552.63	109.57
Noncash Donations	2,356.62	833.34	1,523.28	9,682.53	3,333.28	6,349.25	290.48
Fundraising	15,059.00	4,208.34	10,850.66	26,496.50	16,833.28	9,663.22	157.41
Memorials and bequests	350.00	0.00	350.00	1,105.00	0.00	1,105.00	0.00
Grants	0.00	33.34	(33.34)	630.00	133.28	496.72	472.69
PetSmart Charities	0.00	416.67	(416.67)	0.00	1,666.64	(1,666.64)	0.00
Carthage Humane Society Foundation	0.00	0.00	0.00	8,888.19	0.00	8,888.19	0.00
Trust fund receipts	7,555.14	0.00	7,555.14	7,680.14	0.00	7,680.14	0.00
Steadley Memorial Trust	0.00	1,666.67	(1,666.67)	10,000.00	6,666.64	3,333.36	150.00
Frances H Havens Trust	0.00	1,500.00	(1,500.00)	3,448.96	6,000.00	(2,551.04)	57.48
Jesse L Bridges Trust	0.00	658.34	(658.34)	0.00	2,633.28	(2,633.28)	0.00
Katheryn Hyde Trust	0.00	1,083.34	(1,083.34)	0.00	4,333.28	(4,333.28)	0.00
Trust fund receipts-other	1,681.17	83.34	1,597.83	7,072.82	333.28	6,739.54	2122.19
Helen Boylan Foundation	0.00	583.34	(583.34)	0.00	2,333.28	(2,333.28)	0.00
Miscellaneous income	345.00	0.00	345.00	3,026.02	0.00	3,026.02	0.00
Total revenue	<u>37,462.31</u>	<u>29,566.73</u>	<u>7,895.58</u>	<u>144,347.41</u>	<u>118,266.16</u>	<u>26,081.25</u>	<u>122.05</u>
Operating Expenses							
Salaries and wages	27,281.46	18,666.66	8,614.80	112,043.94	74,666.72	37,377.22	150.06
Insurance - workers compensation	0.00	166.66	(166.66)	1,538.30	666.72	871.58	230.73
Payroll taxes	<u>3,632.62</u>	<u>1,666.66</u>	<u>1,965.96</u>	<u>10,117.07</u>	<u>6,666.72</u>	<u>3,450.35</u>	<u>151.75</u>
Total payroll expenses	<u>30,914.08</u>	<u>20,499.98</u>	<u>10,414.10</u>	<u>123,699.31</u>	<u>82,000.16</u>	<u>41,699.15</u>	<u>150.85</u>
Advertising	0.00	83.33	(83.33)	0.00	333.36	(333.36)	0.00
Auto expense	0.00	50.00	(50.00)	0.00	200.00	(200.00)	0.00
Bank charges	5.00	83.33	(78.33)	34.00	333.36	(299.36)	10.20
Cat litter	19.97	41.66	(21.69)	83.75	166.72	(82.97)	50.23
Credit card fees	90.95	0.00	90.95	307.92	0.00	307.92	0.00

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and four months ended April 30, 2024

	2024	Monthly	Monthly	2024	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Cremations	0.00	0.00	0.00	35.32	0.00	35.32	0.00
Dog and cat food	1,512.53	833.33	679.20	7,335.30	3,333.36	4,001.94	220.06
Dues and subscriptions	0.00	12.50	(12.50)	0.00	50.00	(50.00)	0.00
Fundraising expense	2,905.72	166.66	2,739.06	4,756.33	666.72	4,089.61	713.39
Insurance	0.00	500.00	(500.00)	0.00	2,000.00	(2,000.00)	0.00
Legal and professional	350.00	625.00	(275.00)	1,753.00	2,500.00	(747.00)	70.12
Medication	2,590.84	0.00	2,590.84	8,335.10	0.00	8,335.10	0.00
Medical- Veterinarian	226.93	3,750.00	(3,523.07)	2,639.13	15,000.00	(12,360.87)	17.59
Medical - Employees	0.00	83.33	(83.33)	341.25	333.36	7.89	102.37
Miscellaneous	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Postage & Shipping	0.00	25.00	(25.00)	0.00	100.00	(100.00)	0.00
Printing & Stationary	0.00	66.66	(66.66)	0.00	266.72	(266.72)	0.00
Repairs and maintenance	320.00	666.66	(346.66)	499.00	2,666.72	(2,167.72)	18.71
Spay/neuter expense	2,095.00	0.00	2,095.00	6,510.00	0.00	6,510.00	0.00
Supplies- office	309.43	291.66	17.77	1,066.31	1,166.72	(100.41)	91.39
Supplies- Cleaning	361.55	833.33	(471.78)	1,789.86	3,333.36	(1,543.50)	53.70
Supplies- Vet supplies	0.00	0.00	0.00	5.22	0.00	5.22	0.00
Supplies- Animal Supplies	1,072.61	41.66	1,030.95	2,944.53	166.72	2,777.81	1766.15
Taxes and licenses	0.00	108.33	(108.33)	686.71	433.36	253.35	158.46
Trash svc	174.10	150.00	24.10	587.86	600.00	(12.14)	97.98
Trust fees	66.27	0.00	66.27	308.03	0.00	308.03	0.00
Utilities	211.29	1,541.66	(1,330.37)	7,544.75	6,166.72	1,378.03	122.35
Depreciation	2,877.72	0.00	2,877.72	11,510.97	0.00	11,510.97	0.00
	<u>15,189.91</u>	<u>9,954.10</u>	<u>5,235.81</u>	<u>59,174.34</u>	<u>39,817.20</u>	<u>19,357.14</u>	<u>148.62</u>
Total operating expenses	<u>46,103.99</u>	<u>30,454.08</u>	<u>15,649.91</u>	<u>182,873.65</u>	<u>121,817.36</u>	<u>61,056.29</u>	<u>150.12</u>
Total expenses	<u>46,103.99</u>	<u>30,454.08</u>	<u>15,649.91</u>	<u>182,873.65</u>	<u>121,817.36</u>	<u>61,056.29</u>	<u>150.12</u>
Other Income / (Expenses)							
Interest income	577.40	0.00	(577.40)	2,469.16	0.00	(2,469.16)	0.00
	<u>577.40</u>	<u>0.00</u>	<u>577.40</u>	<u>2,469.16</u>	<u>0.00</u>	<u>2,469.16</u>	<u>0.00</u>
Change in net assets	<u>\$ (8,064.28)</u>	<u>\$ (887.35)</u>	<u>\$ (7,176.93)</u>	<u>\$ (36,057.08)</u>	<u>\$ (3,551.20)</u>	<u>\$ (32,505.88)</u>	<u>1015.35 %</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

MAY 31, 2024





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Ln
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended May 31, 2024 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

June 19, 2024



America Counts on CPAs

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
May 31, 2024

Assets

Current Assets

SMB	\$ 33,734.01
SMB - Payroll	(1,217.86)
CHS Agency Account	<u>100,270.87</u>
Total Current Assets	<u><u>132,787.02</u></u>

Property and Equipment

Land	14,586.95
Building	567,170.82
Improvements	163,763.26
Office furniture and equipment	10,965.26
Machinery and equipment	210,644.22
Less accumulated depreciation	<u>(531,632.62)</u>
Net Property and Equipment	<u><u>435,497.89</u></u>

Total Assets	<u><u>\$ 568,284.91</u></u>
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Liabilities and Net Assets

Net Assets

Unrestricted net assets	\$ 623,604.37
Change in net assets	<u>(55,319.46)</u>
Total Net Assets	<u><u>568,284.91</u></u>
Total Liabilities and Net Assets	<u><u>\$ 568,284.91</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and five months ended May 31, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Sales				
City of Carthage contract	\$ 7,500.00	14.07 %	\$ 25,500.00	12.90 %
Jasper County contracts	3,000.00	5.63	9,000.00	4.55
Adoption fees	2,185.09	4.10	14,568.07	7.37
Return to owner fee	60.00	0.11	90.00	0.05
Surrender fees	930.00	1.74	1,495.00	0.76
Product sales	72.00	0.14	92.00	0.05
Cemetery plot	0.00	0.00	100.00	0.05
Donations	7,666.52	14.38	36,885.79	18.66
Noncash Donations	10,657.72	19.99	20,340.25	10.29
Fundraising	850.00	1.59	27,346.50	13.84
Memorials and bequests	270.00	0.51	1,375.00	0.70
Grants	2,085.00	3.91	2,715.00	1.37
Carthage Community Foundation	4,106.55	7.70	4,106.55	2.08
Carthage Humane Society Foundation	0.00	0.00	8,888.19	4.50
Trust fund receipts	0.00	0.00	7,680.14	3.89
Steadley Memorial Trust	0.00	0.00	10,000.00	5.06
Frances H Havens Trust	0.00	0.00	3,448.96	1.74
Jesse L Bridges Trust	0.00	0.00	0.00	0.00
Katheryn Hyde Trust	13,205.50	24.77	13,205.50	6.68
Trust fund receipts-other	0.00	0.00	7,072.82	3.58
Helen Boylan Foundation	0.00	0.00	0.00	0.00
Miscellaneous income	714.00	1.34	3,740.02	1.89
	<u>53,302.38</u>	<u>100.00</u>	<u>197,649.79</u>	<u>100.00</u>
Gross Profit	<u>53,302.38</u>	<u>100.00</u>	<u>197,649.79</u>	<u>100.00</u>
Operating Expenses				
Salaries and wages	42,791.96	80.28	154,835.90	78.34
Insurance - workers compensation	0.00	0.00	1,538.30	0.78
Payroll taxes	3,847.00	7.22	13,964.07	7.07
Total payroll expenses	<u>46,638.96</u>	<u>87.50</u>	<u>170,338.27</u>	<u>86.18</u>
Advertising	0.00	0.00	0.00	0.00
Bank charges	5.00	0.01	39.00	0.02
Cat litter	19.68	0.04	103.43	0.05
Charitable contributions	0.00	0.00	0.00	0.00
Credit card fees	62.48	0.12	370.40	0.19
Cremations	0.00	0.00	35.32	0.02
Dog and cat food	4,386.09	8.23	11,721.39	5.93
Dues and subscriptions	99.00	0.19	99.00	0.05
Fundraising expense	0.00	0.00	4,756.33	2.41
Insurance	4,446.30	8.34	4,446.30	2.25
Insurance- vehicle	406.09	0.76	406.09	0.21
Legal and professional	350.00	0.66	2,103.00	1.06
Medication	71.60	0.13	8,406.70	4.25
Medical- Veterinarian	589.14	1.11	3,228.27	1.63
Medical - Employees	0.00	0.00	341.25	0.17
Miscellaneous	0.00	0.00	100.00	0.05
Printing & Stationary	0.00	0.00	0.00	0.00
Repairs and maintenance	398.00	0.75	897.00	0.45
Spay/neuter expense	1,735.00	3.26	8,245.00	4.17
Supplies- office	131.43	0.25	1,197.74	0.61
Supplies- Cleaning	2,420.52	4.54	4,210.38	2.13
Supplies- Vet supplies	0.00	0.00	5.22	0.00
Supplies- Animal Supplies	5,581.77	10.47	8,526.30	4.31
Taxes and licenses	75.00	0.14	761.71	0.39

Substantially all disclosures ordinarily included in Tax basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and five months ended May 31, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Trailer expense	30.00	0.06	30.00	0.02
Trash svc	346.58	0.65	934.44	0.47
Travel	30.00	0.06	30.00	0.02
Trust fees	66.61	0.12	374.64	0.19
Utilities	2,227.89	4.18	9,772.64	4.94
Depreciation	2,877.72	5.40	14,388.69	7.28
	<u>26,355.90</u>	<u>5.40</u>	<u>85,530.24</u>	<u>7.28</u>
Total operating expenses	<u>72,994.86</u>	<u>136.94</u>	<u>255,868.51</u>	<u>129.46</u>
Net income (loss) from operations	<u>(19,692.48)</u>	<u>5.40</u>	<u>(58,218.72)</u>	<u>7.28</u>
Other Income / (Expenses)				
Interest income	<u>430.10</u>	<u>0.81</u>	<u>2,899.26</u>	<u>1.47</u>
	<u>430.10</u>	<u>0.81</u>	<u>2,899.26</u>	<u>1.47</u>
Net Income / (Loss)	<u>\$ (19,262.38)</u>	<u>(36.14)</u>	<u>\$ (55,319.46)</u>	<u>(27.99)</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and five months ended May 31, 2024

	<u>2024</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2024</u> <u>Year to date</u>	<u>Year to date</u> <u>Budget</u>	<u>Year to date</u> <u>Variance</u>	<u>Actual as a % of</u> <u>Budget</u>
Revenue							
City of Carthage contract	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00	\$ 25,500.00	\$ 18,750.00	\$ 6,750.00	136.00 %
Jasper County contracts	3,000.00	666.67	2,333.33	9,000.00	3,333.31	5,666.69	270.00
Adoption fees	2,185.09	6,250.00	(4,064.91)	14,568.07	31,250.00	(16,681.93)	46.62
Return to owner fee	60.00	416.67	(356.67)	90.00	2,083.31	(1,993.31)	4.32
Surrender fees	930.00	750.00	180.00	1,495.00	3,750.00	(2,255.00)	39.87
Product sales	72.00	0.00	72.00	92.00	0.00	92.00	0.00
Cemetery plot	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Donations	7,666.52	6,666.67	999.85	36,885.79	33,333.31	3,552.48	110.66
Noncash Donations	10,657.72	833.34	9,824.38	20,340.25	4,166.62	16,173.63	488.17
Fundraising	850.00	4,208.34	(3,358.34)	27,346.50	21,041.62	6,304.88	129.96
Memorials and bequests	270.00	0.00	270.00	1,375.00	0.00	1,375.00	0.00
Grants	2,085.00	33.34	2,051.66	2,715.00	166.62	2,548.38	1629.46
PetSmart Charities	0.00	416.67	(416.67)	0.00	2,083.31	(2,083.31)	0.00
Carthage Community Foundation	4,106.55	0.00	4,106.55	4,106.55	0.00	4,106.55	0.00
Carthage Humane Society Foundation	0.00	0.00	0.00	8,888.19	0.00	8,888.19	0.00
Trust fund receipts	0.00	0.00	0.00	7,680.14	0.00	7,680.14	0.00
Steadley Memorial Trust	0.00	1,666.67	(1,666.67)	10,000.00	8,333.31	1,666.69	120.00
Frances H Havens Trust	0.00	1,500.00	(1,500.00)	3,448.96	7,500.00	(4,051.04)	45.99
Jesse L Bridges Trust	0.00	658.34	(658.34)	0.00	3,291.62	(3,291.62)	0.00
Katheryn Hyde Trust	13,205.50	1,083.34	12,122.16	13,205.50	5,416.62	7,788.88	243.80
Trust fund receipts-other	0.00	83.34	(83.34)	7,072.82	416.62	6,656.20	1697.67
Helen Boylan Foundation	0.00	583.34	(583.34)	0.00	2,916.62	(2,916.62)	0.00
Miscellaneous income	714.00	0.00	714.00	3,740.02	0.00	3,740.02	0.00
Total revenue	<u>53,302.38</u>	<u>29,566.73</u>	<u>23,735.65</u>	<u>197,649.79</u>	<u>147,832.89</u>	<u>49,816.90</u>	<u>133.70</u>
Operating Expenses							
Salaries and wages	42,791.96	18,666.66	24,125.30	154,835.90	93,333.38	61,502.52	165.90
Insurance - workers compensation	0.00	166.66	(166.66)	1,538.30	833.38	704.92	184.59
Payroll taxes	<u>3,847.00</u>	<u>1,666.66</u>	<u>2,180.34</u>	<u>13,964.07</u>	<u>8,333.38</u>	<u>5,630.69</u>	<u>167.57</u>
Total payroll expenses	<u>46,638.96</u>	<u>20,499.98</u>	<u>26,138.98</u>	<u>170,338.27</u>	<u>102,500.14</u>	<u>67,838.13</u>	<u>166.18</u>
Advertising	0.00	83.33	(83.33)	0.00	416.69	(416.69)	0.00
Auto expense	0.00	50.00	(50.00)	0.00	250.00	(250.00)	0.00
Bank charges	5.00	83.33	(78.33)	39.00	416.69	(377.69)	9.36
Cat litter	19.68	41.66	(21.98)	103.43	208.38	(104.95)	49.64

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and five months ended May 31, 2024

	2024	Monthly	Monthly	2024	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Credit card fees	62.48	0.00	62.48	370.40	0.00	370.40	0.00
Cremations	0.00	0.00	0.00	35.32	0.00	35.32	0.00
Dog and cat food	4,386.09	833.33	3,552.76	11,721.39	4,166.69	7,554.70	281.31
Dues and subscriptions	99.00	12.50	86.50	99.00	62.50	36.50	158.40
Fundraising expense	0.00	166.66	(166.66)	4,756.33	833.38	3,922.95	570.73
Insurance	4,446.30	500.00	3,946.30	4,446.30	2,500.00	1,946.30	177.85
Insurance- vehicle	406.09	0.00	406.09	406.09	0.00	406.09	0.00
Legal and professional	350.00	625.00	(275.00)	2,103.00	3,125.00	(1,022.00)	67.30
Medication	71.60	0.00	71.60	8,406.70	0.00	8,406.70	0.00
Medical- Veterinarian	589.14	3,750.00	(3,160.86)	3,228.27	18,750.00	(15,521.73)	17.22
Medical - Employees	0.00	83.33	(83.33)	341.25	416.69	(75.44)	81.90
Miscellaneous	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Postage & Shipping	0.00	25.00	(25.00)	0.00	125.00	(125.00)	0.00
Printing & Stationary	0.00	66.66	(66.66)	0.00	333.38	(333.38)	0.00
Repairs and maintenance	398.00	666.66	(268.66)	897.00	3,333.38	(2,436.38)	26.91
Spay/neuter expense	1,735.00	0.00	1,735.00	8,245.00	0.00	8,245.00	0.00
Supplies- office	131.43	291.66	(160.23)	1,197.74	1,458.38	(260.64)	82.13
Supplies- Cleaning	2,420.52	833.33	1,587.19	4,210.38	4,166.69	43.69	101.05
Supplies- Vet supplies	0.00	0.00	0.00	5.22	0.00	5.22	0.00
Supplies- Animal Supplies	5,581.77	41.66	5,540.11	8,526.30	208.38	8,317.92	4091.71
Taxes and licenses	75.00	108.33	(33.33)	761.71	541.69	220.02	140.62
Trailer expense	30.00	0.00	30.00	30.00	0.00	30.00	0.00
Trash svc	346.58	150.00	196.58	934.44	750.00	184.44	124.59
Travel	30.00	0.00	30.00	30.00	0.00	30.00	0.00
Trust fees	66.61	0.00	66.61	374.64	0.00	374.64	0.00
Utilities	2,227.89	1,541.66	686.23	9,772.64	7,708.38	2,064.26	126.78
Depreciation	2,877.72	0.00	2,877.72	14,388.69	0.00	14,388.69	0.00
	<u>26,355.90</u>	<u>9,954.10</u>	<u>16,401.80</u>	<u>85,530.24</u>	<u>49,771.30</u>	<u>35,758.94</u>	<u>171.85</u>
Total operating expenses	<u>72,994.86</u>	<u>30,454.08</u>	<u>42,540.78</u>	<u>255,868.51</u>	<u>152,271.44</u>	<u>103,597.07</u>	<u>168.03</u>
Total expenses	<u>72,994.86</u>	<u>30,454.08</u>	<u>42,540.78</u>	<u>255,868.51</u>	<u>152,271.44</u>	<u>103,597.07</u>	<u>168.03</u>
Other Income / (Expenses)							
Interest income	430.10	0.00	(430.10)	2,899.26	0.00	(2,899.26)	0.00
	<u>430.10</u>	<u>0.00</u>	<u>430.10</u>	<u>2,899.26</u>	<u>0.00</u>	<u>2,899.26</u>	<u>0.00</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and five months ended May 31, 2024

	2024	Monthly	Monthly	2024	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Change in net assets	<u>\$ (19,262.38)</u>	<u>\$ (887.35)</u>	<u>\$ (18,375.03)</u>	<u>\$ (55,319.46)</u>	<u>\$ (4,438.55)</u>	<u>\$ (50,880.91)</u>	<u>1246.34 %</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

CARTHAGE HUMANE SOCIETY, INC.

FINANCIAL STATEMENTS

JUNE 30, 2024





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Humane Society, Inc.
13860 Dog Kennel Ln
Carthage, MO 64836

The accompanying financial statements of Carthage Humane Society, Inc. as of and for the month ended June 30, 2024 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

July 11, 2024



America Counts on CPAs

Carthage Humane Society, Inc.
Balance Sheet - Tax basis
June 30, 2024

Assets

Current Assets

SMB	\$ 27,130.43
SMB - Payroll	(1,166.31)
CHS Agency Account	<u>100,648.32</u>
Total Current Assets	<u><u>126,612.44</u></u>

Property and Equipment

Land	14,586.95
Building	567,170.82
Improvements	163,763.26
Office furniture and equipment	10,965.26
Machinery and equipment	210,644.22
Less accumulated depreciation	<u>(534,510.39)</u>
Net Property and Equipment	<u><u>432,620.12</u></u>

Total Assets	<u><u>\$ 559,232.56</u></u>
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Liabilities and Net Assets

Net Assets

Unrestricted net sssets	\$ 623,604.37
Change in net assets	<u>(64,371.81)</u>
Total Net Assets	<u><u>559,232.56</u></u>
Total Liabilities and Net Assets	<u><u>\$ 559,232.56</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and six months ended June 30, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Sales				
City of Carthage contract	\$ 3,000.00	9.42 %	\$ 28,500.00	12.42 %
Jasper County contracts	0.00	0.00	9,000.00	3.92
Adoption fees	1,843.58	5.79	16,411.65	7.15
Return to owner fee	0.00	0.00	90.00	0.04
Surrender fees	200.00	0.63	1,695.00	0.74
Product sales	169.00	0.53	261.00	0.11
Cemetery plot	0.00	0.00	100.00	0.04
Donations	19,261.42	60.50	56,147.21	24.47
Noncash Donations	2,173.44	6.83	22,513.69	9.81
Fundraising	2,323.50	7.30	29,670.00	12.93
Memorials and bequests	1,445.00	4.54	2,820.00	1.23
Grants	0.00	0.00	2,715.00	1.18
PetSmart Charities	0.00	0.00	0.00	0.00
Carthage Community Foundation	0.00	0.00	4,106.55	1.79
Carthage Humane Society Foundation	0.00	0.00	8,888.19	3.87
Trust fund receipts	50.00	0.16	7,730.14	3.37
Steadley Memorial Trust	0.00	0.00	10,000.00	4.36
Frances H Havens Trust	0.00	0.00	3,448.96	1.50
Jesse L Bridges Trust	0.00	0.00	0.00	0.00
Katheryn Hyde Trust	0.00	0.00	13,205.50	5.75
Trust fund receipts-other	175.00	0.55	7,247.82	3.16
Helen Boylan Foundation	0.00	0.00	0.00	0.00
Miscellaneous income	1,196.47	3.76	4,936.49	2.15
	<u>31,837.41</u>	<u>100.00</u>	<u>229,487.20</u>	<u>100.00</u>
Gross Profit	<u>31,837.41</u>	<u>100.00</u>	<u>229,487.20</u>	<u>100.00</u>
Operating Expenses				
Salaries and wages	24,879.08	78.14	179,714.98	78.31
Insurance - workers compensation	0.00	0.00	1,538.30	0.67
Payroll taxes	2,139.37	6.72	16,103.44	7.02
Total payroll expenses	<u>27,018.45</u>	<u>84.86</u>	<u>197,356.72</u>	<u>86.00</u>
Advertising	0.00	0.00	0.00	0.00
Bank charges	5.00	0.02	44.00	0.02
Cat litter	21.39	0.07	124.82	0.05
Charitable contributions	0.00	0.00	0.00	0.00
Credit card fees	48.13	0.15	418.53	0.18
Cremations	0.00	0.00	35.32	0.02
Dog and cat food	1,738.44	5.46	13,459.83	5.87
Dues and subscriptions	0.00	0.00	99.00	0.04
Fundraising expense	0.00	0.00	4,756.33	2.07
Insurance	0.00	0.00	4,446.30	1.94
Insurance- vehicle	0.00	0.00	406.09	0.18
Legal and professional	350.00	1.10	2,453.00	1.07
Medication	2,326.58	7.31	10,733.28	4.68
Medical- Veterinarian	(43.72)	(0.14)	3,184.55	1.39
Medical - Employees	0.00	0.00	341.25	0.15
Miscellaneous	0.00	0.00	100.00	0.04
Printing & Stationary	0.00	0.00	0.00	0.00
Repairs and maintenance	444.50	1.40	1,341.50	0.58
Spay/neuter expense	2,185.00	6.86	10,430.00	4.54
Supplies- office	159.65	0.50	1,357.39	0.59
Supplies- Cleaning	147.46	0.46	4,357.84	1.90
Supplies- Vet supplies	0.00	0.00	5.22	0.00
Supplies- Animal Supplies	1,660.08	5.21	10,186.38	4.44

Substantially all disclosures ordinarily included in Tax basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Revenues, Expenses and Other Changes in Net Assets - Tax basis
For the one month and six months ended June 30, 2024

	2024 Month	% of Income	2024 Year to date	% of Income
Taxes and licenses	0.00	0.00	761.71	0.33
Trailer expense	30.00	0.09	60.00	0.03
Trash svc	0.00	0.00	934.44	0.41
Travel	0.00	0.00	30.00	0.01
Trust fees	66.85	0.21	441.49	0.19
Utilities	2,300.01	7.22	12,072.65	5.26
Depreciation	2,877.77	9.04	17,266.46	7.52
	<u>14,317.14</u>	<u>9.04</u>	<u>99,847.38</u>	<u>7.52</u>
Total operating expenses	<u>41,335.59</u>	<u>129.83</u>	<u>297,204.10</u>	<u>129.51</u>
Net income (loss) from operations	<u>(9,498.18)</u>	<u>9.04</u>	<u>(67,716.90)</u>	<u>7.52</u>
Other Income / (Expenses)				
Interest income	<u>445.83</u>	<u>1.40</u>	<u>3,345.09</u>	<u>1.46</u>
	<u>445.83</u>	<u>1.40</u>	<u>3,345.09</u>	<u>1.46</u>
Net Income / (Loss)	<u><u>\$ (9,052.35)</u></u>	<u><u>(28.43)</u></u>	<u><u>\$ (64,371.81)</u></u>	<u><u>(28.05)</u></u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Supplementary Information

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and six months ended June 30, 2024

	<u>2024</u> <u>Month Actual</u>	<u>Monthly</u> <u>Budget</u>	<u>Monthly</u> <u>Variance</u>	<u>2024</u> <u>Year to date</u>	<u>Year to date</u> <u>Budget</u>	<u>Year to date</u> <u>Variance</u>	<u>Actual as a % of</u> <u>Budget</u>
Revenue							
City of Carthage contract	\$ 3,000.00	\$ 3,750.00	\$ (750.00)	\$ 28,500.00	\$ 22,500.00	\$ 6,000.00	126.67 %
Jasper County contracts	0.00	666.67	(666.67)	9,000.00	3,999.98	5,000.02	225.00
Adoption fees	1,843.58	6,250.00	(4,406.42)	16,411.65	37,500.00	(21,088.35)	43.76
Return to owner fee	0.00	416.67	(416.67)	90.00	2,499.98	(2,409.98)	3.60
Surrender fees	200.00	750.00	(550.00)	1,695.00	4,500.00	(2,805.00)	37.67
Product sales	169.00	0.00	169.00	261.00	0.00	261.00	0.00
Cemetery plot	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Donations	19,261.42	6,666.67	12,594.75	56,147.21	39,999.98	16,147.23	140.37
Noncash Donations	2,173.44	833.34	1,340.10	22,513.69	4,999.96	17,513.73	450.28
Fundraising	2,323.50	4,208.34	(1,884.84)	29,670.00	25,249.96	4,420.04	117.51
Memorials and bequests	1,445.00	0.00	1,445.00	2,820.00	0.00	2,820.00	0.00
Grants	0.00	33.34	(33.34)	2,715.00	199.96	2,515.04	1357.77
PetSmart Charities	0.00	416.67	(416.67)	0.00	2,499.98	(2,499.98)	0.00
Carthage Community Foundation	0.00	0.00	0.00	4,106.55	0.00	4,106.55	0.00
Carthage Humane Society Foundation	0.00	0.00	0.00	8,888.19	0.00	8,888.19	0.00
Trust fund receipts	50.00	0.00	50.00	7,730.14	0.00	7,730.14	0.00
Steadley Memorial Trust	0.00	1,666.67	(1,666.67)	10,000.00	9,999.98	0.02	100.00
Frances H Havens Trust	0.00	1,500.00	(1,500.00)	3,448.96	9,000.00	(5,551.04)	38.32
Jesse L Bridges Trust	0.00	658.34	(658.34)	0.00	3,949.96	(3,949.96)	0.00
Katheryn Hyde Trust	0.00	1,083.34	(1,083.34)	13,205.50	6,499.96	6,705.54	203.16
Trust fund receipts-other	175.00	83.34	91.66	7,247.82	499.96	6,747.86	1449.68
Helen Boylan Foundation	0.00	583.34	(583.34)	0.00	3,499.96	(3,499.96)	0.00
Miscellaneous income	1,196.47	0.00	1,196.47	4,936.49	0.00	4,936.49	0.00
Total revenue	<u>31,837.41</u>	<u>29,566.73</u>	<u>2,270.68</u>	<u>229,487.20</u>	<u>177,399.62</u>	<u>52,087.58</u>	<u>129.36</u>
Operating Expenses							
Salaries and wages	24,879.08	18,666.66	6,212.42	179,714.98	112,000.04	67,714.94	160.46
Insurance - workers compensation	0.00	166.66	(166.66)	1,538.30	1,000.04	538.26	153.82
Payroll taxes	<u>2,139.37</u>	<u>1,666.66</u>	<u>472.71</u>	<u>16,103.44</u>	<u>10,000.04</u>	<u>6,103.40</u>	<u>161.03</u>
Total payroll expenses	<u>27,018.45</u>	<u>20,499.98</u>	<u>6,518.47</u>	<u>197,356.72</u>	<u>123,000.12</u>	<u>74,356.60</u>	<u>160.45</u>
Advertising	0.00	83.33	(83.33)	0.00	500.02	(500.02)	0.00
Auto expense	0.00	50.00	(50.00)	0.00	300.00	(300.00)	0.00
Bank charges	5.00	83.33	(78.33)	44.00	500.02	(456.02)	8.80
Cat litter	21.39	41.66	(20.27)	124.82	250.04	(125.22)	49.92

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and six months ended June 30, 2024

	2024	Monthly	Monthly	2024	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Credit card fees	48.13	0.00	48.13	418.53	0.00	418.53	0.00
Cremations	0.00	0.00	0.00	35.32	0.00	35.32	0.00
Dog and cat food	1,738.44	833.33	905.11	13,459.83	5,000.02	8,459.81	269.20
Dues and subscriptions	0.00	12.50	(12.50)	99.00	75.00	24.00	132.00
Fundraising expense	0.00	166.66	(166.66)	4,756.33	1,000.04	3,756.29	475.61
Insurance	0.00	500.00	(500.00)	4,446.30	3,000.00	1,446.30	148.21
Insurance- vehicle	0.00	0.00	0.00	406.09	0.00	406.09	0.00
Legal and professional	350.00	625.00	(275.00)	2,453.00	3,750.00	(1,297.00)	65.41
Medication	2,326.58	0.00	2,326.58	10,733.28	0.00	10,733.28	0.00
Medical- Veterinarian	(43.72)	3,750.00	(3,793.72)	3,184.55	22,500.00	(19,315.45)	14.15
Medical - Employees	0.00	83.33	(83.33)	341.25	500.02	(158.77)	68.25
Miscellaneous	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Postage & Shipping	0.00	25.00	(25.00)	0.00	150.00	(150.00)	0.00
Printing & Stationary	0.00	66.66	(66.66)	0.00	400.04	(400.04)	0.00
Repairs and maintenance	444.50	666.66	(222.16)	1,341.50	4,000.04	(2,658.54)	33.54
Spay/neuter expense	2,185.00	0.00	2,185.00	10,430.00	0.00	10,430.00	0.00
Supplies- office	159.65	291.66	(132.01)	1,357.39	1,750.04	(392.65)	77.56
Supplies- Cleaning	147.46	833.33	(685.87)	4,357.84	5,000.02	(642.18)	87.16
Supplies- Vet supplies	0.00	0.00	0.00	5.22	0.00	5.22	0.00
Supplies- Animal Supplies	1,660.08	41.66	1,618.42	10,186.38	250.04	9,936.34	4073.90
Taxes and licenses	0.00	108.33	(108.33)	761.71	650.02	111.69	117.18
Trailer expense	30.00	0.00	30.00	60.00	0.00	60.00	0.00
Trash svc	0.00	150.00	(150.00)	934.44	900.00	34.44	103.83
Travel	0.00	0.00	0.00	30.00	0.00	30.00	0.00
Trust fees	66.85	0.00	66.85	441.49	0.00	441.49	0.00
Utilities	2,300.01	1,541.66	758.35	12,072.65	9,250.04	2,822.61	130.51
Depreciation	2,877.77	0.00	2,877.77	17,266.46	0.00	17,266.46	0.00
	<u>14,317.14</u>	<u>9,954.10</u>	<u>4,363.04</u>	<u>99,847.38</u>	<u>59,725.40</u>	<u>40,121.98</u>	<u>167.18</u>
Total operating expenses	<u>41,335.59</u>	<u>30,454.08</u>	<u>10,881.51</u>	<u>297,204.10</u>	<u>182,725.52</u>	<u>114,478.58</u>	<u>162.65</u>
Total expenses	<u>41,335.59</u>	<u>30,454.08</u>	<u>10,881.51</u>	<u>297,204.10</u>	<u>182,725.52</u>	<u>114,478.58</u>	<u>162.65</u>
Other Income / (Expenses)							
Interest income	445.83	0.00	(445.83)	3,345.09	0.00	(3,345.09)	0.00
	<u>445.83</u>	<u>0.00</u>	<u>445.83</u>	<u>3,345.09</u>	<u>0.00</u>	<u>3,345.09</u>	<u>0.00</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Humane Society, Inc.
Statements of Income and Net Assets - Tax basis
For the one month and six months ended June 30, 2024

	2024	Monthly	Monthly	2024	Year to date	Year to date	Actual as a % of
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget
Change in net assets	<u>\$ (9,052.35)</u>	<u>\$ (887.35)</u>	<u>\$ (8,165.00)</u>	<u>\$ (64,371.81)</u>	<u>\$ (5,325.90)</u>	<u>\$ (59,045.91)</u>	<u>1208.66 %</u>

Substantially all disclosures ordinarily included in Tax basis financial statements are omitted, and no assurance is provided on these financial statements.

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: General Administration
POSITION TITLE: Tourism Director/
Public Information Officer

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Under general direction; responsible for the management and operating functions of the Tourism Department for the promotion and marketing of the City of Carthage as a tourism destination, and its growth of the local tourism industry. Effective planning, development and implementation of marketing strategies, development strategies, creative initiatives, management of volunteer personnel, funding, and budgetary management are critical. Coordinates and manages the City's public information including marketing efforts, dissemination of information to the public and media concerning City events and issues, and the implementation of strategic communication campaigns and programs. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Civil War Museum. Included is the supervision of part time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Assistant City Administrator and Tourism Board. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over technical staff.

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

1. Management of the City's tourism, marketing, and promotional activities, including but not limited to advertising, event planning, fundraising, social media, and similar activities.
2. Serves as a primary advisor to the City Administrator, Assistant City Administrator, City officials and other City departments related to the dissemination of information to the public, media, and social media concerning City events and issues.
3. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization.
4. Represents the City of Carthage in support of local festivals, events, attractions, facilities, and community organization events. Represents the City with regional tourism stakeholders, community leaders, and elected officials.
5. Develops news releases, informational pamphlets/booklets, conducts news conferences and other strategies or mechanisms deemed appropriate to increase awareness and public involvement.
6. Prepares applications for grants and other financing sources available to the City, including administering grants such as the DMO.

7. Completes inventory purchases, reconciliation and sales of merchandise for the Civil War Museum.
8. Coordinates with the Emergency Management Director regarding weather or other emergencies and represents the City accordingly.
9. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
10. Carries out any duties as are within the scope, spirit and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of tourism and event marketing strategies and techniques. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs. Principles, techniques and objectives of public relations as it applies within municipal government organization. Knowledge of accurate grammar, spelling, punctuation, and Standard English usage required; Must be able to read, understand, and interpret a variety of information including City Ordinances; Must maintain a high level of confidentiality. Knowledgeable in the operations, services and activities of a municipal museum. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Carthage. Developing effective marketing/advertising materials for use in promotion tourism and visitor activity. Speak effectively before community groups and other organizations and interpret department activities to the general public. Establish and maintain effective relationships with a supervisor, subordinates and the general public. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Education, Experience, and Training: Education: Bachelor's degree in Business Administration, Marketing, Journalism, Communications or related field preferred. Experience: 3-5 years in marketing, tourism, journalism, communications, or related field.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more.

License/Certificate: Possession of, or ability to obtain an appropriate valid Missouri driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

SPECIAL REQUIREMENT:

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

LIMITATIONS AND DISCLAIMER:

The above 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. Some 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, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

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

Signed: _____

Date:



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Street
POSITION TITLE: Street Mechanic

SALARY GRADE: G
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Responsible for performing fully skilled diagnosis maintenance and repair work on all light, medium and heavy gasoline and diesel-powered automotive and construction equipment that belong to all City Departments. Performs all welding and metal fabrication needs to assist all City Departments in performing their mission.

SUPERVISION RECEIVED:

Supervision is provided by the Street Superintendent. Because technical skills in the repair and maintenance of streets equipment and vehicles are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. Incumbent is expected to use good judgement, common sense, and to demonstrate some independent knowledge in the performance of assigned duties.

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

1. Perform all duties required to work on, maintain and repair vehicles, trucks, tractors and equipment that belong to all City Departments. Inspects, diagnoses and repairs mechanical defects or malfunctions in gasoline and diesel-powered vehicles and construction equipment.
2. Install all parts and accessories on trucks and equipment, as needed.
3. Repair all tools and machinery that belong to the department.
4. Troubleshoots, tears down, rebuilds, replaces or adjusts major assemblies and complex components.
5. Performs emergency repairs out of shop; may perform skilled repair work to vehicles and equipment.
6. Perform all the welding and metal fabrication needs for all departments.
7. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Ability to perform heavy manual tasks under varying weather conditions. Repairs and maintenance of gasoline and diesel engines. Mechanical skills on repairs and maintenance of trucks, and construction equipment. General welding and metal fabrications skills. Occupational hazards and standard safety precautions necessary in the work and work site; operating principles of electric motors and engines fueled by gasoline, diesel, or gaseous fuels; methods, materials, paint, tools, and techniques used in repair, maintenance, welding, and fabrication of heavy and light equipment as well as body and fender and mechanical repair work on a variety of municipal equipment; and the use and care of tools used in the work.

Abilities: Abilities to work with others; and follow verbal and written directions; practice safe work procedures. Communicate effectively with those contacted in the course of work;

follow written and verbal instructions; adapt available tools and repairs to specific repair problems; repair tires; interpret and work from sketches, schematic drawing, and other diagrams; perform with skill and independence in troubleshooting, inspecting, and repairing damage and defects in heavy and light equipment; operate drill press, hydraulic presses, gas and arc welding equipment, metal shear, and metal break. Practice safe work procedures. Communicate effectively with those contacted in the course of work.

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: **Education:** High School diploma (or HSE-High School Equivalency Credential), preferred. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. **Experience:** Two (2) to three (3) years' experience in knowing the repair and maintenance of gasoline and diesel engines. Repairing all tools and accessories on trucks and equipment. General mechanical skills on repairs and maintenance of truck, and construction equipment.

Physical Requirements: Shop environment; lifting, climbing and stooping; exposures to dust, grease, and noise. Lifts and carries up to 75 pounds and pulls or pushes up to 100 pounds of equipment and materials. Climbs, crawls, kneels, squats, stoops and bend freely when performing repairs. Must be able to hear clearly.

Licenses and Certificate: Possession of, or ability to maintain an appropriate valid Missouri driver's license; an appropriate Class B CDL with tanker and air brake endorsements; **must be able to successfully complete a drug test.**

SPECIAL REQUIREMENTS:

Schedule: Work is typically **6:30 a.m. to 3:00** p.m. Monday through Friday. Employee is scheduled to work 80 hours during the bi-weekly work period.

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

LIMITATIONS AND DISCLAIMER:

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



PUBLIC NOTICE

The City of Carthage will hold a public hearing on August 8, 2024, 10:00 a.m. at City Hall located at 326 Grant Street to discuss the city's submission of an application for the fiscal year 2023-24 Community Development Block Grant (CDBG) program. The city is interested in obtaining all citizens' input on community development needs within the city.

As part of the hearing process, citizens will be asked to verbally assist in the completion of a Needs Assessment document. The document will detail what the residents feel are the strengths and weaknesses of the community. The city needs as much local participation as possible in order to reflect the true desires of the community as a whole, as well as the comments relating to the proposed project application. The State has established a maximum application request for each funding category.

Activities that are eligible for funding include the improvement of public works, public facilities, housing rehabilitation, and others allowed by law. At least 51% of the funds must be used to benefit low-and-moderate income persons. No displacement of persons will be proposed.

The city is proposing to replace approximately 5000' of sidewalks in the downtown area, branching out from the square in the following areas: Two blocks to the north on Grant and Main Street; one block to the west to Lyon Street from 2nd Street to 5th Street; to the East one block from 2nd to 5th Streets; one block to the South on Grant and Main Streets. Lyon Street will have new sidewalks on the East side of the road from 2nd to 5th Street; Howard Street will have new sidewalks on the West side of the road from 2nd to 5th Streets. The square itself will be receiving new sidewalks as part of an existing project.

The total project cost is estimated at \$937,500. The city proposes to contribute \$187,500 in cash, with grant funds of \$750,000 needed to make up the balance. The project, if funded, will benefit 77.38% low/moderate income persons. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

For more information on the proposed project, contact Jeff Meredith at 417-237-1703 or jeff@choosecarthage.com. If you need special accommodations for the public hearing, including LEP assistance, please contact Jeff Meredith by August 2, 2024 at 5:00 p.m. The meeting will be held at an accessible location and the city will make every effort possible to provide reasonable accommodations.

MCCUNE BROOKS REGIONAL HOSPITAL

FINANCIAL STATEMENTS

APRIL 30, 2024 AND 2023





ACCOUNTANT'S DISCLAIMER REPORT

To Management
McCune Brooks Regional Hospital
3125 Dr. Russell Smith Way
Carthage, MO 64836

The accompanying financial statements of McCune Brooks Regional Hospital as of and for the year-to-date ending April 30, 2024 and 2023 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

May 16, 2024



America Counts on CPAs

McCune Brooks Regional Hospital
Statements of Financial Position
April 30, 2024

Assets

	<u>2024</u>	<u>2023</u>
Assets		
Cash in bank- New trust disbursement	\$ 13,651.20	\$ 17,980.02
New Trust investment	14,840,640.31	14,766,152.08
Escrow account	<u>2,415,375.47</u>	<u>5,155,476.96</u>
Total Assets	<u>\$ 17,269,666.98</u>	<u>\$ 19,939,609.06</u>

Liabilities and Net Position

Liabilities

Accounts payable	\$ 3,033,261.68	\$ 5,605,476.96
Total Liabilities	<u>3,033,261.68</u>	<u>5,605,476.96</u>

Net Position

Operational capital- Fund balance	14,011,506.10	14,002,515.69
Restricted- non expendable	322,626.00	322,626.00
Retained earnings	<u>(97,726.80)</u>	<u>8,990.41</u>
Total Net Position	<u>14,236,405.30</u>	<u>14,334,132.10</u>
Total Liabilities and Stockholders' Equity	<u>\$ 17,269,666.98</u>	<u>\$ 19,939,609.06</u>

Substantially all disclosures ordinarily included in Accrual basis financial statements
are omitted, and no assurance is provided on these financial statements.

McCune Brooks Regional Hospital

Statements of Activities

	12 Months Ended April 30, 2024	12 Months Ended April 30, 2023
Income		
Interest and dividend income- bond/escrow	180,240.83	84,333.53
Interest and dividend income-Trust	438,972.52	263,336.99
Interest income	33.38	18.39
Gain (Loss) realized and unrealized	35,324.27	(82,344.32)
Total Income	<u>654,571.00</u>	<u>265,344.59</u>
Operating Expenses		
Bank charges	16,344.76	16,134.07
Grants	717,627.04	222,461.11
Legal and professional fees	18,326.00	17,759.00
Total Operating Expenses	<u>752,297.80</u>	<u>256,354.18</u>
Net Income (Loss)	<u>\$ (97,726.80)</u>	<u>\$ 8,990.41</u>

Substantially all disclosures ordinarily included in Accrual basis financial statements
are omitted, and no assurance is provided on these financial statements.